

Non-Program Based Forms in SComm:

Users can now send reports that are non program based through **SComm** by following the steps shown below.

Log onto Therap

1. Go to www.TherapServices.net
2. Click on  **Secure Login** to Therap Applications
3. Enter your **Login Name, Password** and **Provider Code**

1. On the **FirstPage**, click on **Compose** under 'Secure Communications'.

Secure Communications			
	High	Medium	Low
Compose			
Inbox	16	10	11
Sent Items			
Drafts			
Trash			
Manage Folders			
Custom User Group			

2. On the **Message Type and Program Selection** page, select **Care**, check the box beside **Not Specific to Program** and then click on the 'Next' button.

Message Type and Program Selection

Type:

Care
 Administrative
 Personal
 Therap Customer Support

Not Specific to Program (e.g., IDF, Clinician Report, Health Care Report and [more.](#))

Program:
(e.g., GER, HT, ISP and [more.](#))

East (East)
 North (North)
 West (West)

3. Select an individual from the **Individual List**.



4. On the **Compose** page, click on the **'Add'** link beside the 'Form Attachment(s)' title under 'Attachment(s)'.



5. On the **Attachable Forms** pop up, select the type of non-program based Therap module.



Attachable Forms	
Form Id Prefix	Module Name
RCLI	Clinician Report for ISP Program
RPRG	Programmatic Report for ISP Program
IDF	Individual Data Form
HTIM	Immunization

6. Enter the search parameters to locate your form and click on the 'Search' button.

Individual Data Form

Form ID

Entered By First Name Last Name

From  **To** 

Status

→

7. Depending on your search parameters this will give you a list of forms available for attachment for the individual you selected.

8. Click on '**Add**' in line with the form you want to attach. This will attach the selected form to the SComm.

Individual Data Form

One item found.

Form ID	Entered By	Date	Status	
IDF-PI1-5482937GWS	A, User	03/19/2008 17:21:52	Approved	Add ←

[Export To Excel](#)

Attachment(s)	
Form attachment(s)	+ Add
1. Individual Data Form for Mary April Active (IDF-PI1-5482937GWS)	Remove
External attachment(s)	+ Add + Scan

9. Select appropriate Recipients, Notification Level, Purpose, and Topic. Compose the message with a Summary as needed, and click on the 'Send Message' button. The non-program based form will be sent with the message.

Message Content			
Type	Non Program Scomm		
Notification Level	Low	Individual	Mary Active
Purpose	Information	Topic	Health
Summary	This is a demo.		
<p>This is just a demonstration for sending Non-program based form via SComm.</p>			
Cancel		Send Message	Save As Draft