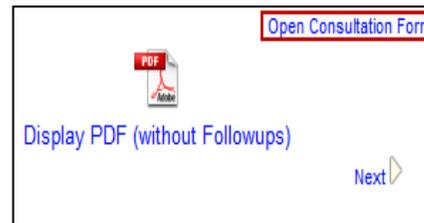
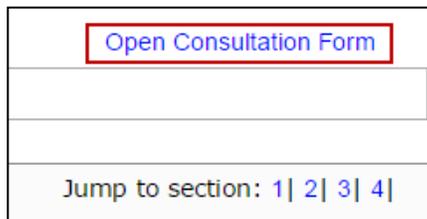


Printing out Consultation Forms

- To get a printout of a Consultation Form, first you will need to locate the corresponding Health Tracking (HT) Appointment form. Click on the "Search" link in the 'Appointments' section of your Dashboard. You will find this link under the Health Tracking area.
- Once on the 'HT Appointment Search' page, click on the 'Search' button to get a list of your HT Appointment forms. You may specify search parameters such as *Program (Site)*, *Individual*, *Entered by* among others, to give you a list of specific forms based on your chosen search parameters. Performing a search without specifying parameters will show you a list of all available Appointments.
- On the 'HT Appointment Search Results' page, a list of Appointments will be displayed based on your search parameters. Open the form you need by selecting it from the search list.
- You will find an 'Open Consultation Form' link both at the top right and at the bottom of the form. Clicking on them will open a 'Consultation Form' popup window.



Please note that your internet browser's popup blocker needs to be disabled before you can proceed.

NOTE: You will find how to do this under FAQ '**How to handle pop-ups?**'

<http://www.therapservices.net/knowledgebase/userguide/faq/?action=artikel&cat=1&id=82&artlang=en>

- On the Consultation Form, under the 'Current Medications' section, you will find a list of medications with checkboxes. By selecting the checkboxes next to each Medication Name, you can include those medications in the PDF form that will be generated.

	Medications	Prescriber
<input checked="" type="checkbox"/>	ABACAVIR 300 MG TABLET - 300 mEq, Oral (mouth) - (Other) From 11/01/2013 Total Dose: 600	
<input type="checkbox"/>	ABCD (Other) From 01/01/2013	

- Once you are done, click on the 'Generate PDF' button at the bottom of the popup window. You can then get a printout or save the pdf to print it at a later time or to send it to others as an email attachment.

Note: To open the pdf form, you will need to have Acrobat Reader installed. Visit <http://www.adobe.com/products/acrobat/readstep2.html> to download a free copy of the