

Date: February 1, 2015

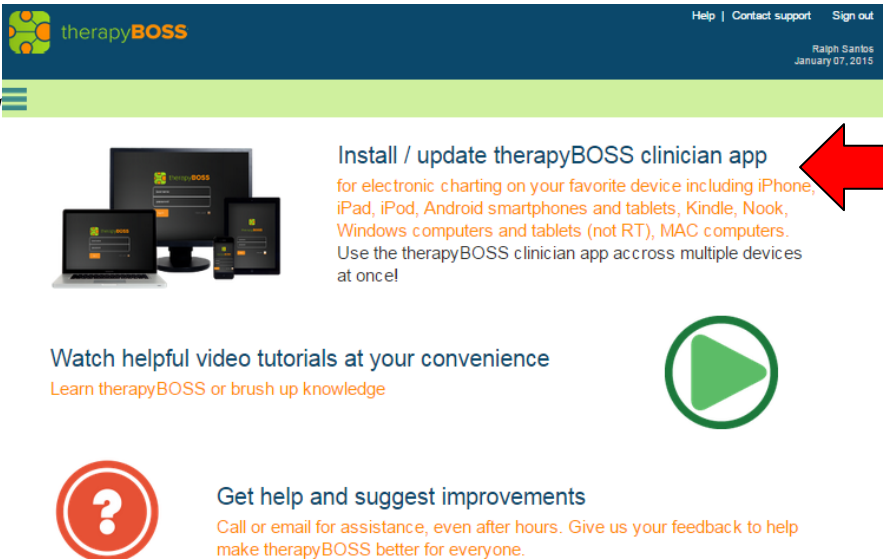
To: Prospective Therapist/Social Worker

Welcome to our web based documentation system which we hope you will find easy to use. We are extremely excited in working with TherapyBoss and their innovative software platform. This letter is meant to provide you with guidance knowing that you can contact us or the support staff at TherapyBoss.

You will need to log onto the Therapy Boss web page: <https://therapyboss.com/index.do>

Once you log onto their .com site, you will need to log in using your Username, Password, Question Number 1 and Question 2.

Once you log on for the first time, you will see the following:



The screenshot shows the therapyBOSS web interface. At the top, there is a dark blue header with the therapyBOSS logo on the left and 'Help | Contact support | Sign out' on the right. Below the header is a light green horizontal bar. A black arrow points from the text 'MENU ITEMS' to a hamburger menu icon on the left side of the green bar. Below the green bar, there are three main sections: 1) 'Install / update therapyBOSS clinician app' with a sub-headline 'for electronic charting on your favorite device including iPhone, iPad, iPod, Android smartphones and tablets, Kindle, Nook, Windows computers and tablets (not RT), MAC computers. Use the therapyBOSS clinician app accross multiple devices at oncel'. A red arrow points from a red box on the right to this section. 2) 'Watch helpful video tutorials at your convenience' with a sub-headline 'Learn therapyBOSS or brush up knowledge' and a green play button icon. 3) 'Get help and suggest improvements' with a sub-headline 'Call or email for assistance, even after hours. Give us your feedback to help make therapyBOSS better for everyone.' and a red question mark icon.

**MENU  
ITEMS**

**CLICK ON THIS  
LINK TO  
DOWNLOAD THE  
FIELD APP**



You will now want to install the Field APP which will place an TherapyBoss icon on your desktop. Click on the INSTALL/UPDATE THERAPY BOSS CLINICIAN APP. The above is under the assumption that you are using a desktop or laptop computer (PC or Apple). If you are using your mobile device such as an iPhone, an Android, an iPad or the like, then please go to the App Store and put the word: TherapyBoss (one word) and download the Field App.

The TherapyBoss.com connection you will primarily use to update your software which occurs once every two months or so. The Field App is where you will do the majority of your work!

When you go to your Field App, you will get a log on window like this:



Please repeat your Username and Password and you are now in the system. We recommend that you begin by playing with the interface and watching the videos on the TherapyBoss.com website.

Once you are ready to begin, we will start putting your active patients on your cue inside the Therapy Boss main menu.

What we recommend is that you see a patient and takes plenty of notes and get a route sheet signed for this visit. Once you are ready, please coordinate a time to do a remote training with Ralph Santos. He will walk you through using the interface and writing your note(s). Please allow for at least a 45 minute time frame and understand a few things:



- Your Therapy or Social Worker Initial Evaluation will take the longest to do. It will take you 45 minutes (approximately) to complete. The reason is that a solid Evaluation will lead to solid follow up notes via a solid plan of care.
- We estimate that all of your follow-up notes will take you 5 minutes to generate, electronically sign and submit.

You will save lots of money: no more postage, no more envelopes, no more paper, no more ink, no more wasted time!

For support from TherapyBoss you can call: 847-581-6400 or send them an email. We recommend calling the TherapyBoss support team early in the day since they are on central time.

Email support or call at 847-581-6400  
Phone lines are open M-F 9 to 5. Email for support 24/7.

Your name \*  Your phone \*

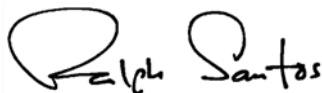
Your email \*

What's your question? \*

Remote support (click here when instructed) [SEND](#) [CLOSE](#)

Finally, we understand that learning a new system can be frustrating, so we ask you to be patient and to understand that this will be a time and money saver for you! Also, that we at the Center for Physical Therapy Services, Inc. are here to help you and that the support team at TherapyBoss is great!

Thank you,



Ralph Santos, MBA, OTR/L

