

Procedures: Clinic Computer Network for Therapists

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In the clinic, **employees may access therapy evaluations and e-Referrals** from any computer for review. Evaluations are saved on the network only after being PDF'd and therefore cannot be altered.

Click on "My Network Places"

Select "sts on Maura"

Select "STS Patient Files"

Select the desired patient folder to view evaluations and e-Referrals

In the clinic, therapists can type evaluations from any computer. Do not save your evaluations directly on the computer's hard drive because the same computer may not be available for your use next time. **Save your evaluations and "works in progress" on the network.**

To save your documents on the network:

Click on My Network Places

Select "sts on Maura"

Select "Therapists' Working Documents"

Select the folder with your name

(If you do not have a folder yet, contact the Office Administrator for assistance.)