To Make Sure Office Therapy is Set Up to Automatically Export Changes to QuicDoc If Office Therapy – Go to **Preferences - Customize**



Click on the Administrative Tab



Make sure that the *Automatically export new\updated records* box is checked.

(If you SQL Server and Database have not been set – Click on the Refresh button next to each entry to populate the fields)

You can also set up QuicDoc to Synchronize with Office Therapy (send updates to OT). Log into QuicDoc as Admin. Go to **Setup - Preferences**

	•				QuicDoc v9.5
C	File View Patients Do	cumentation Write Assessments	Reports	Setup	Help
	🚄 🚔 RN 👌	a aa 🖻 🗎 📑	W		Preferences
					Register QuicDoc 🔨
					Network Setup
1	Administrative 📎	Patients (27)			Custom Toolbar OV, PIK
	Views 🌣				Documentation Setup
	Patients	Name Acct			User Forms
	🤱 Users	ANDROPOV, PIKOP 7 00784956	N		Report Headers P
	K Referral Sources	BENCH, JOHNNY 🔶 00115588	A		RK, Apt. Custom Spell Dictionary
	Insurance Companies	BRADY, TOM L. 🚩 00159962	F		Custom Outcome Measures
	Pharmacies	CARSON, JOHNNY 🔶 00125845	N C		User Fields
	Groups	Casale, Karen 00100123 DAVIDSON, PAULA 00125844	E		Clinical Data Lists
	Tasks 🌣	DOE, JONATHON J. 🚩 00123654			Phrase List
	Add a Patient	GREEN, JOE 🕈 00356154	C		ICD Listing >
	Modify Patient	HITCHCOCK, ALFR 🚩 00195375			Note Menu Options

Click on Links and make sure that Automatic Export/Update is checked.

Preferences	×					
General Links Administrative e-Prescription Additional Links	3					
- Office Therapy Database						
Server Name or IP Address						
KEVINUND TISQLSERVER V Refresh						
Oakabase OT-KJO ✓ Refresh						
Test Connection						
Default Provider						
×						
🗹 Automatic Export/Update <						
Use Office Therapy Authorizations						
Use Office Therapy as default view in scheduler						
Use Office Therapy for appointments in Reminders and Next Appointment						
Use Office Therapy Calendar for Notes Due in Reminders						
	4					
Ok Cancel Hel	P					

(If you SQL Server and Database have not been set – Click on the Refresh button next to each entry to populate the fields)