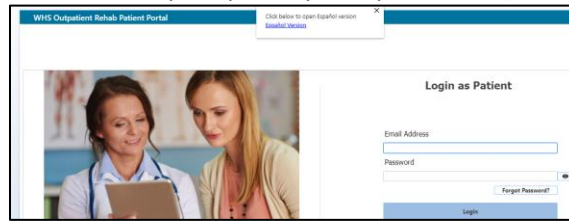


HOW TO VIEW THERAPY REPORTS AND NOTES ON PORTAL

1. Log into the portal using the permanent password that you created during your initial login.
Website address: <https://washingtonhs.raintreeinc.com/dat/PatientDashboard/0>
 - a) If you have difficulties, please call our office at 724-942-6100 and ask for a temporary password to be re-sent to your email (note, this will likely drop into your spam folder)



2. Click "Records" from the options

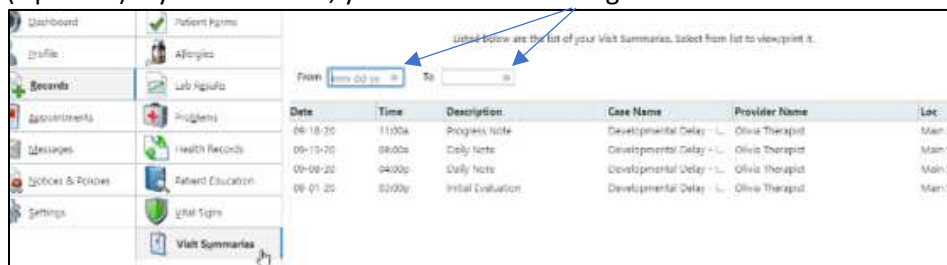


- *On Computer: located on left hand side
- *On Cell Phone: scroll all the way down the bottom

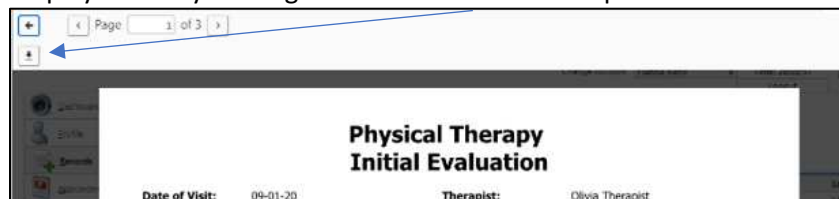
3. Click on "Visit Summaries"



4. (Optional) If you would like, you can set a date range to view the visit summaries (PDF files)



5. Open the visit by double-clicking on one you wish to view. The PDF will sometimes not download automatically, but you can save the displayed file by clicking the down arrow in the top left corner of the screen that pops up.



6. Log off patient portal

