

## **Submitting Treatment Plans for QuicForms™**

Many Managed Care/Insurance Companies require that specific forms be used. DTI has many of these forms on our web site. They can be downloaded FREE of charge. If the form you are looking for is not listed, or a form needs to be updated, you may be able to submit that form for review.

**Submitting a Form for Review:** There are two requirements to be able to submit a form for review:

- 1- The person/agency submitting the form must be using the latest version of QuicDoc®
- 2- The form that is being submitted must be widely used and not agency-specific.

Please be aware that a submitted form does not always guarantee inclusion in QuicDoc. Accepted forms are processed and developed in the order in which they are received. Notification that a form has been reviewed will be sent via e-mail or fax.

Once a form has been added to our web site, it is available to download. Forms are available, at no charge, to all QuicDoc users who have the most **current version of the program**. However, in the future, certain forms may incur a fee to download in order to off set development costs.

A \$25 processing fee will be applied to have a finished form mailed on diskette.

To submit a form for review, please mail a **clean, blank copy** of the form and this **Form Review Slip** to DocuTrac.

**Review Slip:** Please send this Review Slip with your Form(s) for consideration

Form Name	
Managed Care/Ins Co Name	
# of Pages	

### **Customer/Agency Requesting Forms:**

Name	
Address	
City, State, ZIP	
Phone Number	
Fax Number	
E-Mail	
QuicDoc Registration Number (Select Help>About QuicDoc)	

### **Notes:**

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**Mail To: DocuTrac, Inc., 20140 Scholar Drive, Ste 218, Hagerstown, MD 21742-6575**

Note: Make sure the copy you are sending is an original, of good quality so that it can be scanned. While we are able to "clean" minor imperfections, a poor quality copy can not be scanned.