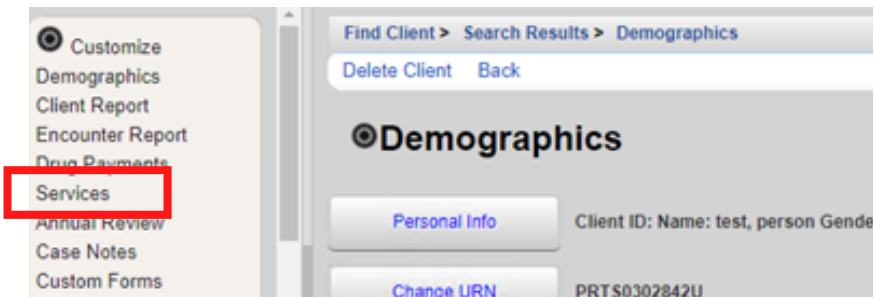
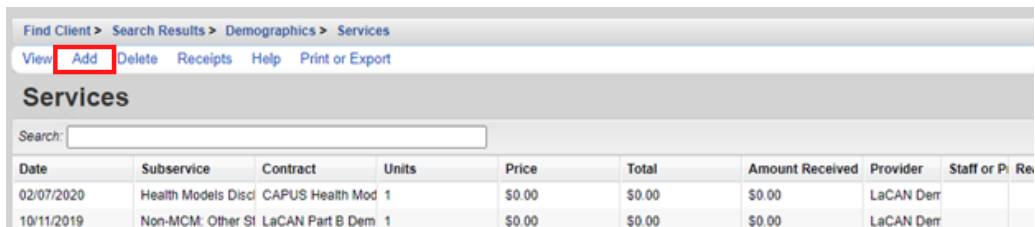


HOW TO ADD SERVICES

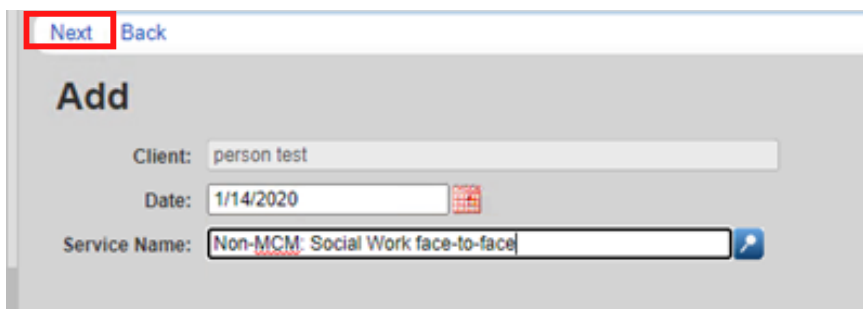
01 Click **Services** from the Menu of Links.



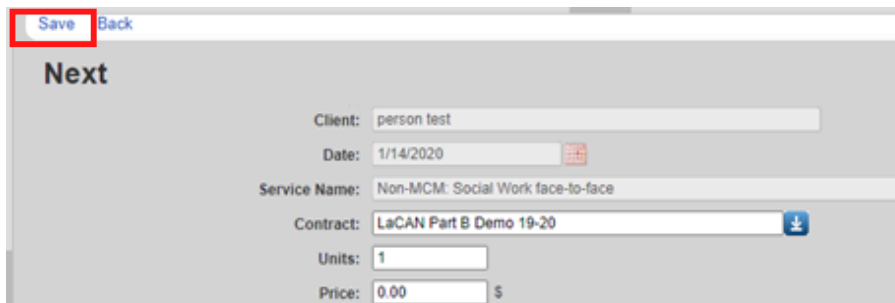
02 The Services screen will now be displayed. Click **Add**.



03 Select Service Name from the Subservice drop-down list, previously setup in CAREWare for each funded provider. Select the desired service and click **Next**.



04 Enter the Contract for this service, and any other necessary information, such as Units, Price, total and any fields required for the service. Once complete, click **Save**.



HOW TO ADD SERVICES

EDITING A SERVICE

- 01 To edit a previously entered service, click on the service you would like to edit and click **View**.



Find Client > Search Results > Demographics > Services

View Add Delete Receipts Help Print or Export

Services

Search:

Date	Subservice	Contract	Units	Price	Total	Amount Received	Provider
02/07/2020	Health Models Disc	CAPUS Health Mod	1	\$0.00	\$0.00	\$0.00	LaCAN E
10/11/2019	Non-MCM: Other St	LaCAN Part B Dem	1	\$0.00	\$0.00	\$0.00	LaCAN E

- 02 Click **Edit**, make any edits you need to, then click **Save**.