

NextStep

Add a New Program

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Path: Main Menu > Admin Tools Menu > Treatment Plan Template Setup

About

During your implementation, your list of Programs will be pre-populated within the clinical site. Should your Agency develop additional programs, you will need to add these new programs in the system.

Add a Program

1. Navigate to Program setup using the path above.
2. Select the **Add/Edit Programs** radio button. Then click **Continue**.
3. Click the **Add New** button.
4. Enter the new **Program Name** in the text field.
5. If the new program should be linked to NextStep Billing, in the **Billing Configuration** section, retype the name of the Program you want to link in the Program field. Click outside of the Program field. A confirmation window is displayed. Click **Yes** to create the Program.
6. Search or select **Forms** that need to be available for the new program or check the box for **Select All** if all are needed.
7. Select **Goals** needed for the program or select the radio button for **Select All** if all are needed.
8. Select **Interventions** needed for the program or select the radio button for **Select All** if all are needed.
9. Finally, scroll to the bottom of the page and click **Add Program**.

