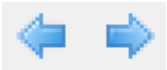
In this document, we will provide you with a general overview of Practice Perfect's icons and their functions:

	The **Add** icon enters new data into Practice Perfect (i.e. new appointments, new clients, new incidents, new payors, etc.)
	The **Blocking** icon is exclusive to the Scheduler. It is used for blocking out time in a therapist's schedule and preventing appointments from being booked during that time.
	The **Edit** icon enables you to change existing data, be it an appointment, a treatment charge, or a progress note.
	The **Printer** icon is seen throughout Practice Perfect. It is used to print the currently selected item.
	The **Print Account Statement** icon generates an account statement telling you with the click of a button.
	The **Print Client Statement** icon generates a client statement containing more specific details about a patient's history at your clinic.
	The **Print Label** icon prints mailing labels when selected from Clients, Payors, Physicians, or Other Contacts screen.
	The **Last Week Appointments** and **Next Week Appointments** icons enable you to browse through the Scheduler one week at a time.
	The **Previous Day**, **Today**, and **Next Day** icons enable you to browse through the Scheduler one day at a time.

	The **Treatment or Service Charge** icon (i.e. the hand symbol) records new treatment or service charges for a client.
	The **Invoice** icon generates an invoice, be it for a client or a payor.
	The **Payment** icon records payment for an invoice.
	The **Activity by Treatment** icon displays a full history of a client's Treatment and Service Charges. Use this icon in the Payor screen to see all of the Treatment and Service Charges for clients receiving coverage from this payor.
	The **Activity by Invoice** icon displays a full list of a client's invoices. Use this icon in the Payor screen to see all of the invoices pertaining to a particular payor.
	The **Activity by Payment** icon displays a list of all the payments made by a client. Use this icon in the Payor screen to see all of the payments made by a particular payor.
	The **Activity by Progress Note** icon displays all of the progress notes that you've completed for a client.
	The **New Progress Note** icon creates a new progress note for a client.
	The **Activity by Document** icon brings you to a screen containing imported documents (i.e. PDFs, Microsoft Word Document, scanned images, etc.), as well as Practice Perfect's custom documents.

	The **Contact Log** icon brings you to the Contact Log for any given patient, payor, physician, or other contact.
	The **Goals** icon reveals the treatment goals for any given patient.
	The **New Client** icon (seen in the Scheduler) allows you to add a client from the Scheduler.
	The **Find Appointments** icon helps you search for upcoming appointments. You may use it to find both past and future appointments for a specific client, provider, clinic location, etc.
	The **Check Waiting List** icon allows you to select an opening in the Scheduler and check your waiting list to see if there are any clients who have requested an appointment during that time.
	The **Client Account Summary** icon provides you will an overview of the total amount billed, appointment statistics, charge history, and more.
	The **Discharge** icon is used to discharge a client from their Incident.
	The **Incident Body Chart** creates a body chart for this particular incident, where users can indicate a patient's affected areas.
	The **Back and Forward** icons can be used for flipping back and forth between previously visited screens in Practice Perfect.

	The **X** icon can be used at any time to exit out of our current screen.
	The **Delete** icon and be used to delete existing data.
	The **Wired Client** icon is used to send client and staff data to the Wired Client companion app. Please note that this is an add-on.
	The **Physiotec** icon launches the Physiotec home exercise program. Please note that this is an add-on.
	The **FOTO icon** launches the FOTO functional outcomes reporting program. Please note than this is an add-on.
	The **TELUS Health eClaims** icon reveals the eClaims portion of Practice Perfect. This is for Canadian clinics only.
	The **OCF-18/OCF-23 Listing** icon is for use with the HCAI integration. This is for Canadian clinics only.
	The **ICD9 to ICD10 Conversion** icon converts existing ICD9 codes to ICD10 codes. This is for American clinics only.
	The **Incident Measures** icon is used to record PQRS and functional limitations measurements. This is for American clinics only.