CLIENT DATA ENTRY
BIAS INSTRUCTIONS

Practitioner Instructions
==================
In order for clients to enter their own data,
a CLIENT RECORD must first exist on the BIAS.

To create a new client record using your
Account ID and Password login in to BIAS
http://reports.biri.org

From the Clients Selection window choose Add/Edit Tests.
When prompted select: NEW CLIENT and click SUBMIT.

The BIA DATA ENTRY Window will open; the minimum
fields required to create a client record includes:

File or Test Date
First and Last Name
Date of Birth

Once these fields have been populated with
appropriate data, select EXIT and Return to BIRI Reports.
Login using your Account ID and Password.

Once a CLIENT RECORD has been created a
File # will automatically be generated.
The File # may be found in the Client Reports
dialog box found on the REPORTS page of the BIAS,
as well as on any of the BIAS generated reports.
Provide the client with their File # and direct
them to http://client.biri.org

The Client will be required to Login using the
File # and their date of birth.
NOTE: date of birth format mmddyyy –
(no dashes, spaces or slashes between month day or year)

Instruct the client to complete all entries
on various tabs:

Client Data
General Symptoms
SPP Questionnaire 1
SPP Questionnaire 2
BIA Questionnaire

Note: All highlighted items must be completed
before questionnaires or tests may be processed.

Once all tabs have been populated with client responses,
client should select the Exit- Submit tab to complete the process.

(see page two for client copy)