



## Uploading Files to the Treatment Services Site

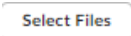

Uploading documents to our Treatment Services site is simple and secure. Our agency uses the Box.com platform. Box.com is a fully encrypted, HIPPA compliant file transfer platform. Thank you for helping us keep your information safe by using this Treatment Services site. For questions regarding using our site, please contact Christy Thomas or Quiana Whitson.

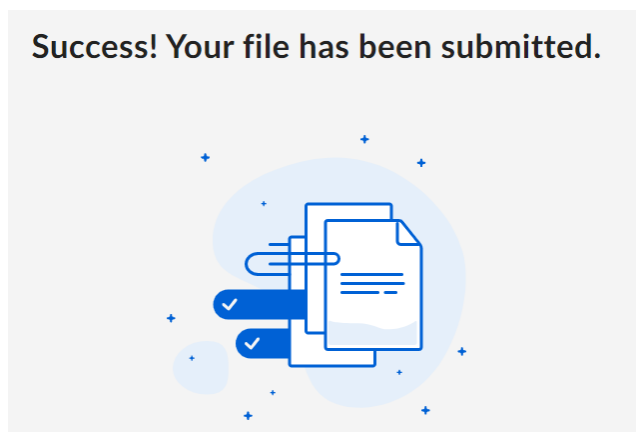
*Before uploading files to the Treatment Services site, please refer to the file naming convention on page 3 of this job aid.*

### **To upload your monthly document to the Treatment Services site please:**

Open your company's customized upload link received via e-mail.

Note: Each step below corresponds to the orange arrow and number on the image in Figure 1.

1. Select the files you want to upload. You can select files by using the select files button  or drag/drop files into the Upload files box.
2. Use the drop-down box to enter your company name in the vendor name field (required)
3. Enter the uploader's name in the uploader name field (required)
4. Enter the current date into the date uploaded field (required)
5. Enter additional comments (not required)
6. Click the submit button. 



Congratulations, your files are now uploaded to our treatment services vendor site.




## Uploading Files to the Treatment Services Site

### U.S.P.O - Georgia Northern Secure Treatment Vendor Upload Site

This site is for official government use and is subject to the policy, procedures and security governance of the U.S. Probation Office for the Northern District of Georgia and the Administrative Office of the United States Courts.

#### Upload files \*



Drag and drop files

#### Vendor name \*



#### Uploader name \*



#### Date uploaded \*



#### Additional information



Figure 1



## Uploading Files to the Treatment Services Site

### Treatment Services file naming convention

**Note:** When uploading treatment services files to the site, please use the below file naming structure. Paperwork processing delays may occur if file naming structure is not used.

All uploaded files should use the following format. File name = mmyy\_vvvvv\_xxxx.ext

mm = two-digit month

yy = two-digit year

vvvvv = five letter vendor code (see below)

xxxx = four letter file type code (see below)

ext = .pdf, .xls, .docx (.pdf = Adobe files, .xls = Excel files, .docx = Word files)

example – **0922\_arcxx\_eval.pdf** = September 2022 Alliance Recovery Center evaluations.

Vendor Code	Vendor
afcxx	Atlanta Family Counseling
arcxx	Alliance Recovery Center
ascen	Ascensa Health
cadax	CADAS
chanp	Changing Phases
cmcsx	Champion Medical and Counseling Services
highl	The Highland Institute – Atlanta
medtx	Medlin Treatment Center
newho	New Hope Counseling
nicxx	Northern Integrity Counseling Services
odfcx	Odyssey Family Counseling
pathw	Pathways Center for Behavioral Development
posim	Positive Impact
proac	ProActive Management Consulting
recun	Recovery Unlimited
tmill	T. Mills and Associates

File Type Code	Filename
eval	Evaluations
excl	Excel spreadsheet
mtrx	Monthly Treatment Report
recp	Receipts