

Let us promote your clinic by featuring you on the most visited page on our web site!



The Recognized Specialist in Hand Therapy



# Highlight your Clinic in HTCC's Online Directory

## Enhanced Features

- ▶ Your clinic and logo will be featured at the top of the page for any search that includes the clinic name, town OR zip code.
- ▶ There will be a link from the search page to a full-page information sheet about your clinic, complete with the clinic's logo and photo, a Google map and link to your clinic's website.
- ▶ Clinic hours, parking instructions, and types of insurance accepted are included.
- ▶ All the therapists at the clinic will be listed with their credentials.
- ▶ Print the listing for your patients or referral sources
- ▶ Clinic must have a CHT on staff to be listed

**Sign up today for an Enhanced Directory Listing for \$99/year for the first location and \$49/year for each additional location (a savings of over \$50).**

Contact HTCC for more information at [www.htcc.org](http://www.htcc.org), [info@htcc.org](mailto:info@htcc.org), or 800-860-7097.



## Users Guide to Entering Enhanced Directory Listings

Before you begin, please gather the following information:

- A gif (electronic version) of your logo or a jpeg picture you would like to include in the Directory Listing.
- Your clinic website and email address
- Credentials of all of the therapists you would like to have listed
- Hours of operation of your clinic
- Information on how long it takes to get an appt at your facility
- Types of insurances that your clinic accepts
- A short description (100 words or less) describing your clinic

\*A blank Directory Listing Form is included on the next page as a worksheet.

### Access Enhanced Directory Admin section:

1. Log onto the Hand Therapy Certification Commission (HTCC) website: [www.htcc.org](http://www.htcc.org) and click on the Enhanced Directory Login link or go directly to <https://www.htcc.org/enhanced-directory-listing/index>
2. Enter your login and password as provided and click **Login**.
3. **Your current listings will be displayed with various 'ad status'**
  1. **Edit Listing** – you can edit a current active listing
  2. **Renew Listing** – you can edit and renew an expired listing
  3. **Pending Approval** – your listing is not editable at this stage – its awaiting approval by HTCC.
  4. **Incomplete / Delete Listing** – you can either finish a listing that you have not completed or delete an incomplete listing altogether.

### To Enter NEW Directory Listing Information:

1. After you've logged into the **Enhanced Directory Admin section**, Click the Add NEW Listing link.
2. The **Directory Listing** form will appear. Fill in all of the requested fields on the form. Please use correct punctuation, do not write in all capital letters or all lower case letters.
3. Upload two electronic files of your company logo or a photo of your clinic. One file will be used on the directory list search page and one file will be used for the detailed version of your directory listing. **Please note:** only logos will be displayed on the directory search page. A photo or logo can be displayed on the detailed directory listing. The following are detailed instructions on how to upload an electronic file:

- Click on the **Add/Edit Images** button
  - Click on the **Browse** button
  - A new window will pop up listing files on your computer, click on the file you would like to upload
  - Specs for logo and photo upload
    - a. Logo specs – 72 ppi - gif format  
No Larger than 92 pixels wide x 65 pixels high
    - b. Photo specs - 72ppi – jpg format  
No Larger than 184 pixels wide x 130 pixels high
  - Once you have uploaded your files, click **Continue** at the bottom of the page and you will be taken back to the Directory Listing Form page.
4. Once you have completed all fields on the directory form and uploaded your files, scroll down to the bottom of the page and click the **Review** button. Your directory listing will then be displayed as it will be displayed on our website. If you need to change any of the information click on the **Edit** button at the bottom of the page and you may edit your listing. If you are satisfied with the way the listing is displayed click on your payment method **Invoice** or **Credit Card**. Your directory listing information will not be transmitted to HTCC until your payment method is complete.

### To Pay for Your Directory Advertisement

1. Once you have clicked on the payment method, you will then be directed to the payment page.
2. If paying by **credit card** enter all of the requested credit card information in the fields provided in the credit card section.
3. If paying by **invoice** enter all of the requested information in the fields provided in the invoice section. An invoice will then be sent to the address entered. Your listing will be voided if the invoice is not paid within 30 days.
4. Once all of your payment information has been completed, click on the **Submit** button at the bottom of the page.
5. A confirmation page will then be displayed and an automatic email will be sent to the email address entered in listings **contact information**.

\*Please allow 72 hours for the directory ad to be displayed.






**Clinic Profile - CPMC San Mateo Satellite Hand Therapy Clinic**

**CPMC San Mateo Satellite Hand Therapy Clinic**

101 N El Camino Real  
San Mateo CA 94402

Phone: 650-343-8171  
Website: <http://www.cpmc.org>

**Hours of Operation**

MON	8:00 AM	5:00 PM
TUE	8:00 AM	5:00 PM
WED	8:00 AM	5:00 PM
THU	8:00 AM	5:00 PM
FRI	8:00 AM	5:00 PM
SAT	-	-

Free parking in front of building



**Clinic Overview:**

The CPMC Satellite Hand Therapy Center is part of the Hand Therapy Department at California Pacific Medical Center, Davies Campus in San Francisco. The clinic emphasizes rehabilitation of upper extremity trauma. Our program works closely with the California Pacific Microsurgery Department.



**CHT's on staff at this location: 5**

- Lisa Brandt OTR/L, CHT
- Judy Bray OTR/L, CHT
- Shirley Chan OTR/L, CHT
- Grant Owens DPT, CHT
- Martin Walsh OTR/L, CHT

**Non-CHT's on staff at this location: 0**

**Patient Care:**

All care will be provided by CHTs

**Scheduling an Appointment:**

On average, appointments are scheduled as follows: Less than a week, post surgical PT's the next day.

**Insurance Policies Accepted:**

- Medicare                      HMO(s): Brown and Tolland Medical Group
- Medicaid
- Private                              Other: California Children's Services (CCS)
- WorkersComp

**Hand Therapy Certification Commission (HTCC)**

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