

Installing the CFOP Claims Form

Download:

Go to <u>https://www.procon.co.nz/wrhn.html</u> and download the **CFOP Claims Form Installer** form installation. (**Right**-click on the appropriate "Download" button and select "Save link as" (Chrome) or "Save target as" (IE).

Make sure you know where you put them!

For MedTech32:

- 1. Click on Setup
- 2. Hover over Advanced Forms then choose Advanced Forms Manager (screenshot attached)

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Clinical
 Click on the Advanced Forms Menu and choose Import Form



6. A small dialog window will open to let you choose the installer for CFOP. Click on **Browse** to choose it. Then click on **Validate**, if the status says **"All OK**" click **"Import**".

Import Advanced Form							
Import Data Dictionary Data Dictionary file to import:							
C:\Users\arthu\Desktop\source-codes\Installation Package Browse							
Dictionary Details							
Validation Status: All OK							
Form Code: CFOPC.PCON							
Description: CFOP Claiming Forms							
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7.

5.

8. A message will pop up to say that the installation was a success



- 9.
 10. The form in now installed, usually it is instant, but if there's an error when opening the form, try to Exit MedTech and Login back.
- 11. If an error occurs please email me with a screenshot of the error ${}^{igodol o}$

For Evolution:

1. Click on "File" then "Options", for newer ones, click on the Logo then "Options"

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- 2.
- 3. Click on Advanced Forms then choose Advanced Forms Manager, then click Action and choose Import Form.

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Setup			~		
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Import Fo	rm ((Ctrl+l)		ALC4	A

Select the installer for CFOP by clicking on "Browse", then click Validate, if the "All OK" status is shown, click Import. (if an error occurs please screenshot and email it to me, thanks)

	Import Advanced Form X								
	Import Data Dictionary Data Dictionary file to Import:								
	C:\Users\arthu\Desktop\source-codes\Installation Packages\CFOP Cl Browse								
	Dictionary Details								
	Validation Staus :	All OK CFOPC.PCON							
	Form code :								
	Description : CFOP Claiming Forms								
c		Validate Import	Cancel						
о. 7.	If everything goes well a message will pop-up								
	Medtech Evolutio	×							
	The Data Dictionary "CFOP Claiming Forms (CFOPCPCON).xml" has been imported You must exit MedTech Evolution for these changes to take effect								
8.		ОК							

8.
9. After Installing, Open the Advanced Form Manager -> CFOPC -> And tick the "Create Invoice to Account" Select the account by clicking on the ".."

				147.
Code /	Form Name	Web	Publisher	CEOP Claiming Forms
ACARE	Aged Care Registration	Web	ManageMyHea	
ACC18	ACC18		Accident Comp	Main Actions Fields Field Rules Form Rules User Settings Audit
ACCACT	Activate ACC	Web	ManageMyHea	
ACP	Advance Care Plan	Web	ManageMyHea	User Message:
ACTOP	${\sf ActivateManageMyHealthPayments}$	Web	ManageMyHea	
ACTPR	Activate ManageMyHealth	Web	ManageMyHea	
ACWELSCL	Access Healthscope eOrder	Web	ManageMyHea	
ADHB	ADHB referral		Auckland Distri	Summary Merge Text: Send To: None
ALC4	Alcohol Consumption V4		Procon Limited	Arial 🔻 10 🔻 B Z <u>U</u> A A 🗐 📑
BAYAUDIO	Refer to Bay Audiology	Web	ManageMyHeal	
BREF	Base Referral		Medtech	
CAF	Contraception Advanced Form		Procon Limited	
CEMAIL	Compose Email ManageMyHealth	Web	ManageMyHeal	
CFOPC	CFOP Claiming Forms		Procon Limited	
COMPSRV	Completed Surveys	Web	ManageMyHea	
DFRA	Diabetes Foot Risk Assessment		Procon Limited	Send to Healthlink Folder:
DHBCWS	Access Waikato DHB CWS	Web	ManageMyHea	C:\HLINK\XML_out
DWHAUDIO	Refer to Dilworth Hearing	Web	ManageMyHeal	Export Format: Full Details (Name+Address+Nhi)
ELAB	Healthlink eLab		HEALTHLINK	
ETHERAPY	E-Therapy	Web	ManageMyHea	
ETHRPSTF	E-Therapy Staff Registration	Web	ManageMyHea	
FFSA	Fit for Surgery Assessment		Procon Limited	
GENERAL	General referral		Medtech	Inactive: OK Cancel Help
GENREF	General Referrals	Web	ManageMyHea	n

- 12. Exit Evolution and login again.
- 13. If any error occurs when installing, please screenshot the error and email it to me please.

Thanks 😊

CREATING THE SERVICE CODES

FOR MEDTECH32

Setting up Service Codes:

You need to add a new service codes, as follows:

Code	Description	Amount
CFOP	CFOP Claim Combine	Leave
		blank or 0

MedTech32:

Setup -> Accounting -> Services. "Add a new service".

Evolution:

File -> Accounting -> Service. "Add a new service"

SETTING UP THE HEALTHLINK FOLDER: FOR MT32 AND EVOLUTION:

MT32: Setup > Adv Forms > Adv Forms Manager > select CFOPC (CFOP Claiming Forms) Evolution: File > Options > Adv Forms > Adv Forms Manager > Select CFOPC (CFOP Claiming Forms)

•	Send to HealthLink F	older:		
	C:\HLINK\XML_out			
	Export Format:	Full Details (Name+Address+Nhi)	•	

After the Installation process, Change this part of the form to link to the correct folder for the Healthlink Messages.

As per Darin: The link should be C:\HLINK\OTHER_OUT\PROGRESH or D:\PHI\ADVFORMS\OUT for our local users using the WRHN messaging.