

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			<u>+</u>				.9	

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								
Dictionary Details								
Validation Status: All OK								
Form Code: CFOPC.PCON								
Description: CFOP Claiming Forms								
<u>V</u> alidate <u>I</u> mport <u>C</u> ancel								

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"

-	*
-7	Log <u>o</u> n
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1	Change <u>U</u> ser Ctrl+F12
7	Configure Workspace
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•	Options
EXIT	Options E <u>x</u> it

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

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Setup			~		
ACC		¥	^	Action •	
Accounting		New		Ctrl+N	Fo
Advanced I	Ċ,	New Web Form		Ctrl+W	A
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Advance	2	Print		Ctrl+P	A
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Advance		Export Form		Ctrl+E	A
Advance		Import Form		Ctrl+I	AI
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						
	Form code :	CFOPC.PCON						
	Description :	CFOP Claiming Forms						
6.		Validate	Cancel					
	If everything goes well a message will pop-up							
	Medtech Evolution Application							
	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 ".."

Code /	Form Name	Web	Publisher	OP Claiming Forms	
ACARE	Aged Care Registration	Web	ManageMyHea		
ACC18	ACC18		Accident Comp	in Actions Fields Field Rules Form Rule	s User Settings Audit
ACCACT	Activate ACC	Web	ManageMyHea		
ACP	Advance Care Plan	Web	ManageMyHea	er Message:	
ACTOP	${\sf ActivateManageMyHealthPayments}$	Web	ManageMyHea		
ACTPR	Activate ManageMyHealth	Web	ManageMyHea		
ACWELSCL	Access Healthscope eOrder	Web	ManageMyHea		
ADHB	ADHB referral		Auckland Distri	nmary Merge Text: Send To: None	*
ALC4	Alcohol Consumption V4		Procon Limited	rial 🔻 10 👻 B Z	' 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	\HLINK\XML_out	
DWHAUDIO	Refer to Dilworth Hearing	Web	ManageMyHeal	oort Format: Full Details (Name+Address+Nhi)	_
ELAB	Healthlink eLab		HEALTHLINK	Create Invoice to Account:	
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		

- 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.