

# 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).

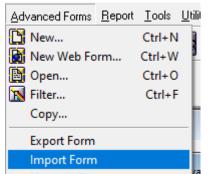
Make sure you know where you put them!

#### 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



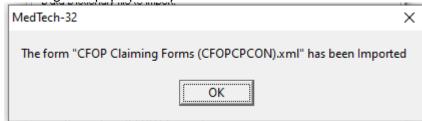
6. A small dialog window will open to let you choose the installer for CFOP. Click on **Browse** to choose it. Then click on **Validate**, if the status says **"All OK**" click **"Import**".

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										
⊻alidate <b>Import Cancel</b>										

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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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 Adva	nced Form	×									
	Import Data Dic Data Dictionary fil	-										
	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 Evolutio	n Application	×									
	The Data Dictionary "CFOP Claiming Forms (CFOPCPCON).xr 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 ".."

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Code /	Form Name	Web	Publisher	CFOP Claim	ina Forms													
ACARE	Aged Care Registration	Web	ManageMyHea		-													
ACC18	ACC18		Accident Comp	Main Action	<b>s</b> Fields	Field	Rules	For	m Rul	les	Us	er Se	ttings	Au	dit			
ACCACT	Activate ACC	Web	ManageMyHea															
ACP	Advance Care Plan	Web	ManageMyHea	User Message:										1				
ACTOP	${\sf ActivateManageMyHealthPayments}$	Web	ManageMyHea															
ACTPR	Activate ManageMyHealth	Web	ManageMyHea															
ACWELSCL	Access Healthscope eOrder	Web	ManageMyHea											1				
ADHB	ADHB referral		Auckland Distri	Summary Merg	e Text: Ser	nd To:	None											
ALC4	Alcohol Consumption V4		Procon Limited	Arial		-	10	-	в	Ι	U .	Α,	A -		-			
BAYAUDIO	Refer to Bay Audiology	Web	ManageMyHeal															
BREF	Base Referral		Medtech															
CAF	Contraception Advanced Form	raception Advanced Form Procon Limited																
CEMAIL	Compose Email ManageMyHealth	Web	ManageMyHeal															
CFOPC	CFOP Claiming Forms		Procon Limited															
COMPSRV	Completed Surveys	Web	ManageMyHea	<u> </u>														
DFRA	Diabetes Foot Risk Assessment		Procon Limited	Send to He	Ithlink Fold	er:												
DHBCWS	Access Waikato DHB CWS	Web	ManageMyHea	C:\HLINK\XML	out													
DWHAUDIO	Refer to Dilworth Hearing	Web	ManageMyHeal	Export Format:	Full Detai	ils (Nam	e+∆ddr	ess+1	Nhi)	-								
ELAB	Healthlink eLab		HEALTHLINK	Create Invo		-			,									
ETHERAPY	E-Therapy	Web	ManageMyHea															
ETHRPSTF	E-Therapy Staff Registration	Web	ManageMyHea								•••							
FFSA	Fit for Surgery Assessment		Procon Limited		_			-		_								
GENERAL	General referral		Medtech	Inactive:				L	0	К		C	ancel		Hel	ρ		
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"