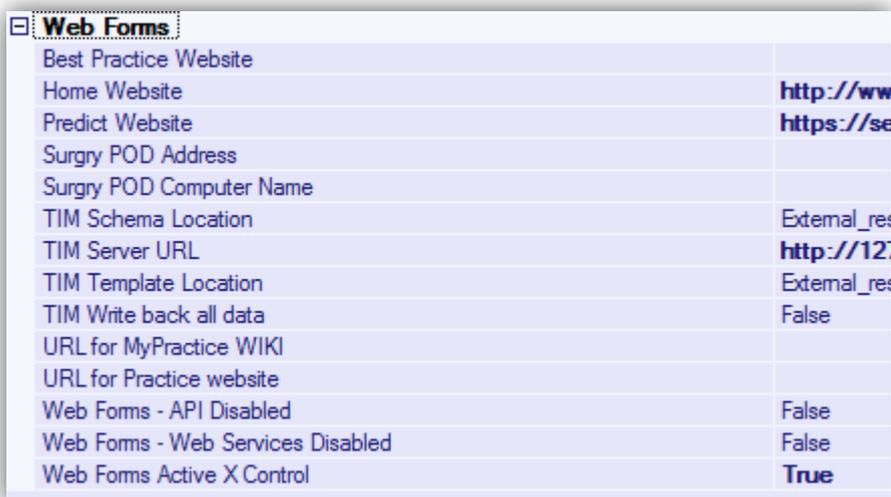# Installing the Diabetes/CVD Form into My Practice

Check the Browser Setup

1. Tools → System Setup → System Settings.

2. Expand "Web Forms".

3. Check that "Web Forms Active X Control" is set to "True".

Add "Health Hawkes Bay" as an organisation

1. Tools → Organisations → Edit Organisations.

2. Search for "Hawkes" to check if "Health Hawkes Bay" has already been added.

3. If no existing entry, click on ⊕ New to add a new organisation. Make sure that both "Health Service Provider" and "Account holder" are ticked.

Add Invoice Type

1. Accounts → Accounts Setup.

2. Click on the "Invoice Type" tab.

3. Scroll to the bottom of the list to add a new invoice type.

4. Code is "HHBDIAP" and invoice type is "HHB Diabetes and CVD Claims".

Add Service Type

5. Click on the "Service Types" tab.

6. Scroll to the bottom of the list to add a new service type.

7. Service Type: "HHB Diabetes and CVD Claims"
   Fund: "PHO"
   Organisation: "Health Hawkes Bay"
   Inv Type: "HHB Diabetes and CVD Claims"
   Duplicate: "Ask"

HHB Diabetes and CVD Claims				Health Hawk		HHB Diabete		Ask	☑

Add Fee

8. Click on the "Fees" tab.

9. Scroll to the bottom of the list to add a new fee.

10. Service: "HHB Diabetes and CVD Claims"
    Fee: "0" (will be set by the form)
    Code: "DIAP"
    Unit: "Unit"

HHB Diabetes and CVD Claims	$0.00	$0.00	DIAP	1	Unit	☐	S

Now click on [✔ Finish] and you're done!

Import the Local Mappings

1. Tools → System Setup → Local Mappings

2. [⬇ Import]

3. Download and import the document "HHB Local Mappings".

Import the Form

1. Tools → System Setup → Webform Parameters.

2. [⬇ Import]

3. Download and import the document "Diabetes (CVD) Review My Practice.xml".