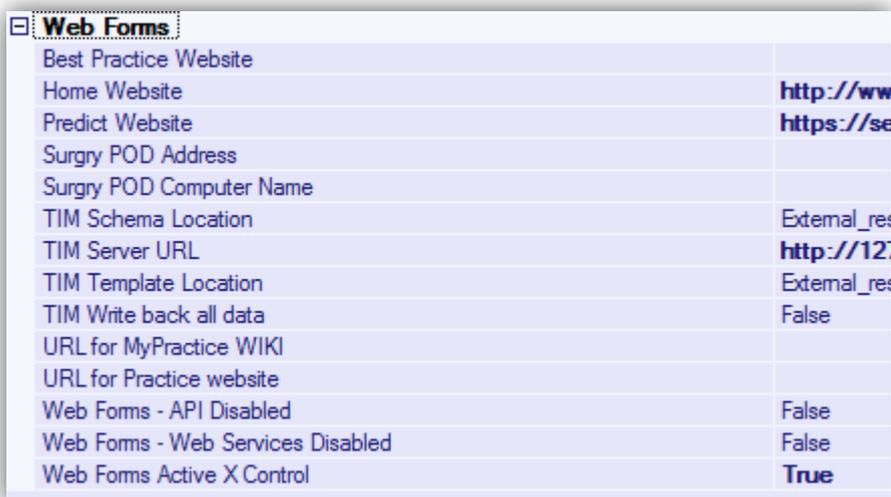


Installing the Diabetes/CVD Form into My Practice

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”.



Web Forms	
Best Practice Website	
Home Website	http://ww
Predict Website	https://se
Surgry POD Address	
Surgry POD Computer Name	
TIM Schema Location	External_res
TIM Server URL	http://127
TIM Template Location	External_res
TIM Write back all data	False
URL for MyPractice WIKI	
URL for Practice website	
Web Forms - API Disabled	False
Web Forms - Web Services Disabled	False
Web Forms Active X Control	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.



Organisation

Organisation

Health Service Provider Account holder Our Practice Active

[Expand](#) [Collapse](#)

Accounts

Default

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”.



HHBDIAP	HHB Diabetes and CVD Claims								
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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	<input checked="" type="checkbox"/>
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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	<input type="checkbox"/>	S
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Now click on  and you’re done!

Import the Local Mappings

1. Tools → System Setup → Local Mappings
2. 
3. Download and import the document “HHB Local Mappings”.

Import the Form

1. Tools → System Setup → Webform Parameters.
2. 
3. Download and import the document “Diabetes (CVD) Review My Practice.xml”.