Installing the Sexual Health Claim Form into My Practice

Check the Browser Setup

- 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 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 "HHBSH" and invoice type is "HHB Sexual Health Claim".



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 Sexual Health Claim"

Fund: "PHO"

Organisation: "Health Hawkes Bay"

Inv Type: "HHB Sexual Health Claim"

Duplicate: "Ask"

HHB Sexual Health Claim	PHO	Health Hawk	HHB Sexual	Ask	V

Add Fee

- 8. Click on the "Fees" tab.
- 9. Scroll to the bottom of the list to add a new fee.

10. Service: "HHB Sexual Health Claim"

Fee: "0" (will be set by the form)

Code: "SH" Unit: "Unit"



Now click on



and you're done!

Import the Form

- 1. Tools \rightarrow System Setup \rightarrow Webform Parameters.
- 2. Umport
- 3. Download and import the document "Sexual Health 1.1 My Practice.xml".