Installing the Health Check Form

Download the form from the Procon website:

www.procon.co.nz/wrpho.html

Import the form:

1. Setup → Advanced Forms → Advanced Forms Manager

2. Advanced Form → Import

3. "Browse" to locate the file downloaded above.

4. "Validate"

5. "Import".

Confirm the service code to use

Setup → Accounting → Services

Check that there is a suitable service code for the purpose of claiming for a Health Check (form defaults to service code "HC").

Update Form Settings

1. Setup → Advanced Forms → Advanced Forms Manager

2. Change "Publisher" to Procon Limited.

3. Locate and open the Health Check form (form "HCCF").

4. Go to the "Actions" tab and ensure that the correct values are set for the HealthLink folder and the account where invoices will be created.

5. Go to the "Fields" tab and open the field "SENDHL.WF".

6. Click on the "Values" tab.

7. Open the "Yes" value.

8. Set the bill amount to either $18 (VLCA practices) or $34 (non-VLCA practices).

9. Check that the appropriate service code is defined.