## Installing the Youth Health Clinic/Primary Mental Health Claim Form

To install:

1. Download the form from [www.procon.co.nz/wrpho.html](http://www.procon.co.nz/wrpho.html)
2. Setup  Accounting  Services
3. Add new service code of PMH with description of Primary Mental Health.
4. Setup  Advanced Forms  Advanced Forms Manager
5. Advanced Forms  Import Form
6. Browse to find the form you saved in step 1
7. Validate
8. Import
9. Locate the “PMH” form in the list of forms and open it.
10. “Actions” tab.
11. Make sure “Send to HealthLink Folder” is ticked and correct folder is identified.
12. Make sure “Create Invoices to Account” is ticked an appropriate account is selected.