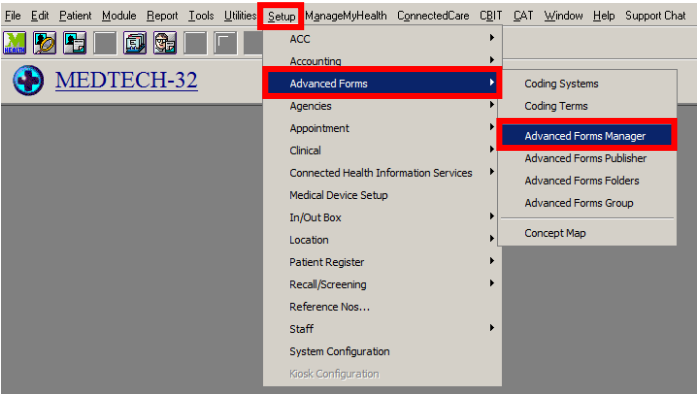
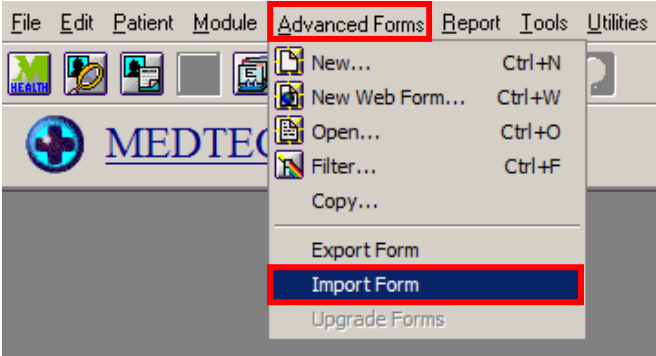
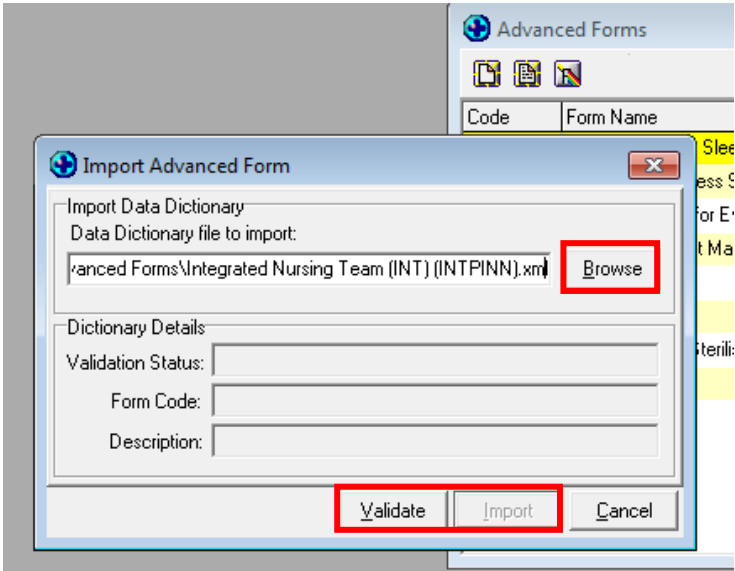
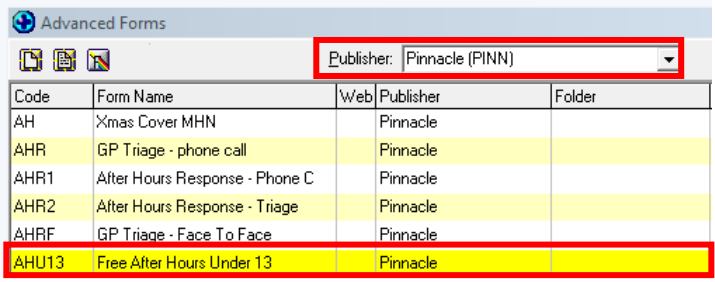
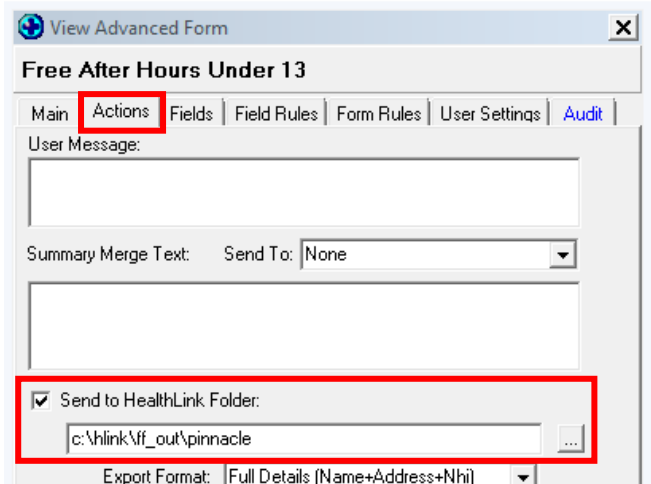


ONE POINT LESSON

Advanced Forms – Installing an Advanced Form

<p>1. The Advanced Form will be sent to the practice via email.</p> <p>Save the file to a folder or desktop.</p> <p>Open Medtech and click:</p> <ul style="list-style-type: none"> > Setup > Advanced Forms > Advanced Forms Manager 	
<p>2. The Advanced Form window will open.</p> <p>Click:</p> <ul style="list-style-type: none"> > Advanced Forms > Import Form 	
<p>3. Click 'Browse' to locate the Advanced Form you have saved on your computer.</p> <p>Click:</p> <ul style="list-style-type: none"> > OK > Validate > Import 	

<p>4. Change Publisher to Pinnacle (PINN) <i>if you cannot see the advanced form change Publisher to ALL.</i></p> <p>Select and double click on the advanced form required in the list.</p>	 <table border="1" data-bbox="678 291 1396 492"> <thead> <tr> <th>Code</th> <th>Form Name</th> <th>Web</th> <th>Publisher</th> <th>Folder</th> </tr> </thead> <tbody> <tr> <td>AH</td> <td>Xmas Cover MHN</td> <td></td> <td>Pinnacle</td> <td></td> </tr> <tr> <td>AHR</td> <td>GP Triage - phone call</td> <td></td> <td>Pinnacle</td> <td></td> </tr> <tr> <td>AHR1</td> <td>After Hours Response - Phone C</td> <td></td> <td>Pinnacle</td> <td></td> </tr> <tr> <td>AHR2</td> <td>After Hours Response - Triage</td> <td></td> <td>Pinnacle</td> <td></td> </tr> <tr> <td>AHRF</td> <td>GP Triage - Face To Face</td> <td></td> <td>Pinnacle</td> <td></td> </tr> <tr> <td>AHU13</td> <td>Free After Hours Under 13</td> <td></td> <td>Pinnacle</td> <td></td> </tr> </tbody> </table>	Code	Form Name	Web	Publisher	Folder	AH	Xmas Cover MHN		Pinnacle		AHR	GP Triage - phone call		Pinnacle		AHR1	After Hours Response - Phone C		Pinnacle		AHR2	After Hours Response - Triage		Pinnacle		AHRF	GP Triage - Face To Face		Pinnacle		AHU13	Free After Hours Under 13		Pinnacle	
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<p>5. Click the 'Actions' tab.</p> <p>Tick the box next to 'Send the HealthLink Folder.'</p> <p>Copy folder destination from another advanced form in PINN eg B4S advanced form</p>																																				
<p>6. If there is funding attached to the advanced form, tick the box next to 'Create Invoice to Account'.</p> <p>Select the appropriate account. You will already have an account set up.</p> <p>A service code does not need setting up as there will already be one in your PMS.</p> <p>Click OK.</p>	