

PRACSOFT

INSTRUCTIONS FOR UPDATING MBS FEES

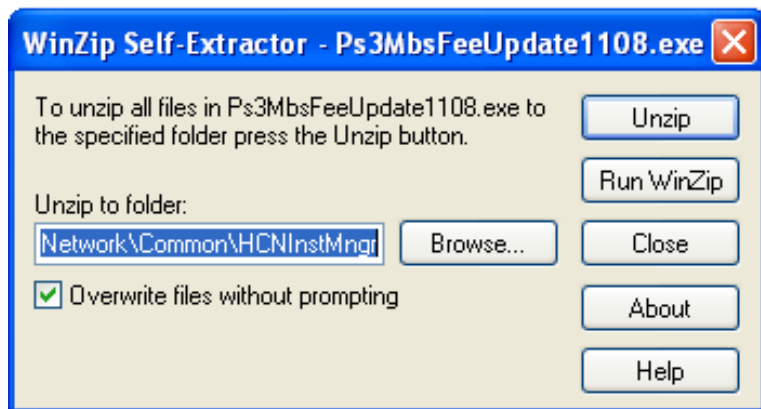
The following information applies to PracSoft 3.1.2 or later.



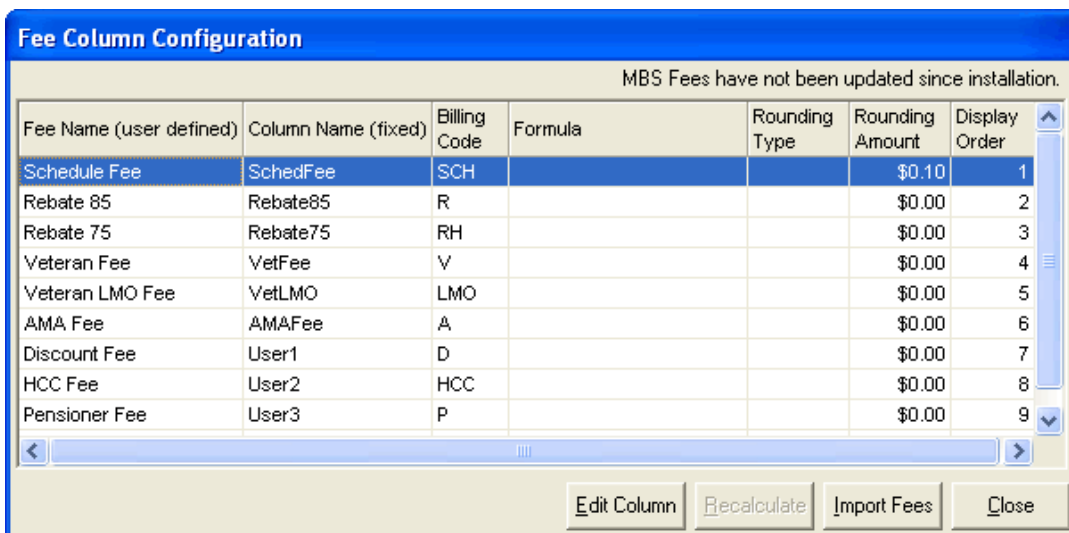
1. Download the latest fees file from the HCN website (<http://www.hcn.com.au/products/pracsoft/downloads.asp>) to an easily accessible location on your computer (e.g. My Documents folder). Please note the filename for reference later (e.g. Ps3MbsFeeUpdate0509.exe).
2. Open your My Documents folder and double-click on the MBS Fee Update file to begin extraction. This file doesn't install or update the fees for you - it simply extracts the fee files ready for importing to PracSoft.

If prompted with a Windows Security Warning popup, click the **Run** button. Then click **OK**.

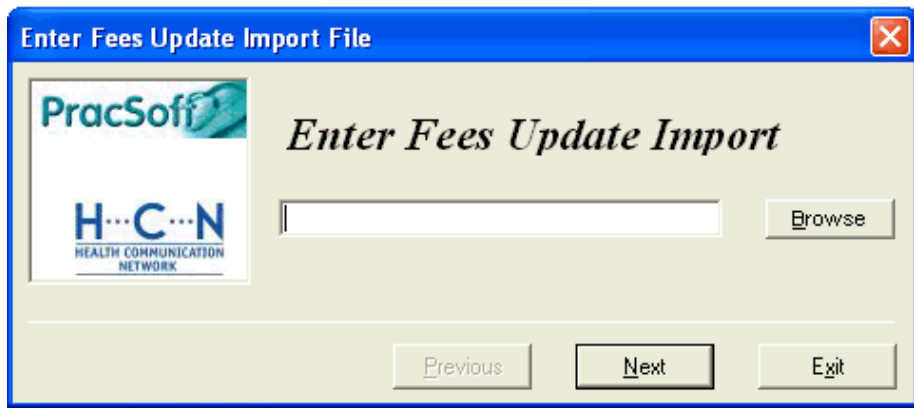
3. Click the Unzip button to extract the MBS Fee Update file to the default location (C:\ProgramFiles\Health Communication Network\Common\HCNInstMngr). You will be prompted that the MBS file has been extracted successfully to the default location.



4. Open PracSoft.
5. Select **Setup > Fee Columns**. The **Fee Column Configuration** window appears.



6. Click the **Import Fees** button. The **Enter Fees Update Import File** window appears.



7. Click the **Browse** button.
8. Locate and select new fees file. Example: May2009.MBS
9. Click the **Next** button and follow the prompts to update the fee table..
10. You will be notified when the fees have been successfully imported.

Any fee columns that have been generated by the surgery that include formulas will need to be recalculated. Please consult the PracSoft Help for instructions on recalculating fee columns.



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