

# Adding Service Code to MedTech

## Before getting started

Before you get started, you will need three pieces of information from the PHO (supplied at end of this document)

1. The Code to use
2. The GST incl amount to add
3. A Description to use (although you can modify to suit)

## Adding Service Code

This can be done on any MedTech machine. You do not have to have everyone logged out first.

On MedTech

1. Click **Setup -> Accounting -> Services**
2. Click the New button
3. Enter the following values in the given fields
  - a. **Code** = as advised by the PHO
  - b. **Description** = as advised by the PHO
  - c. **Service Fee** = as advised by the PHO
  - d. **Services Group** = **Services**
  - e. **Fixed Fee Service** = **ticked**
4. Click the **OK** button

**New Service**

**Example Only (EXAMPL)**

Main | Annotation | Subsidy | GMS Adjustment | Stock | Audit

Code:

Description:

Service Fee:

New Service Details

New Service Fee:

Effective Date:

Service Group:

Provider:

Start Date:

End Date:

Provider Type:

Provider Type2:

Unload Ref:

Quantity Based Service

Not Capitated ( Capitated Site Only )

Apply as Percentage

Fixed Fee Service

Non Consultation Service

Trigger Treatment Service

Inactive: