

# Adding Service Code to MedTech Evolution

## Before getting started

Before you get started, you will need three pieces of information from the PHO

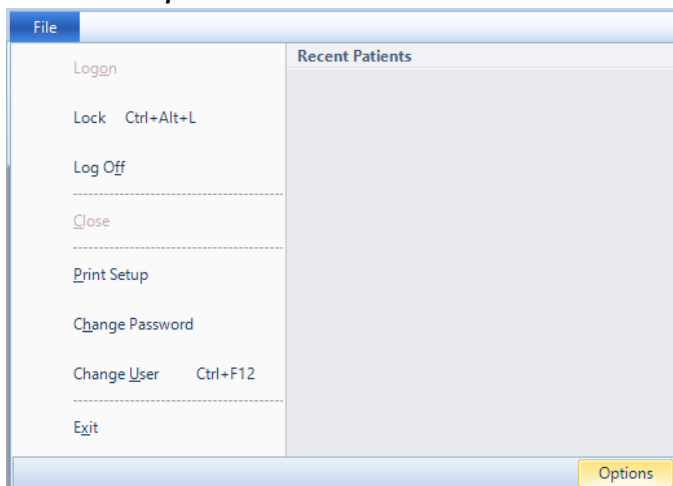
1. The Code to use
2. The GST incl amount to add
3. A Description to use (although you can modify to suit)

## Adding Service Code

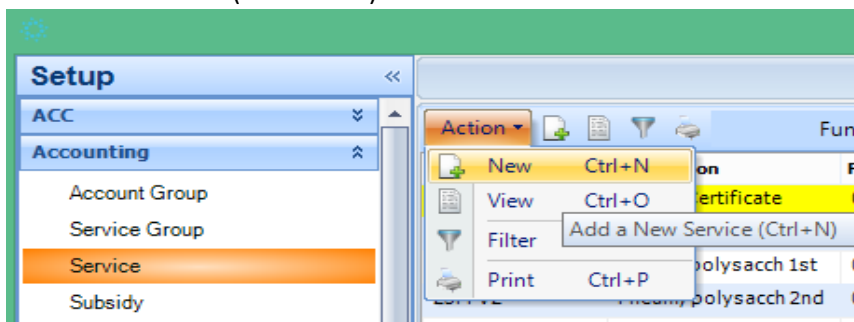
This can be done on any MedTech machine. You do not have to have everyone logged out first.

On MedTech Evolution

1. Click **File -> Options**



2. This opens the Options dialog. Click **Accounting->Service**
3. Click **Action->New** (or Ctrl + N )



4. This opens the New Service Dialog

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**
5. Click the **OK** button

**New Service** [Close]

**Example Only (EXAMPL)**

Main Annotation Subsidy GMS Adjustment Stock

Code: EXAMPL

Description: Example Only

Service Fee: 123.00

**New Service Details**

New Service Fee: [ ] Copy To Service

Effective Date: [ ]

Location: All (\*)

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

OK Cancel Help