## Before getting started

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

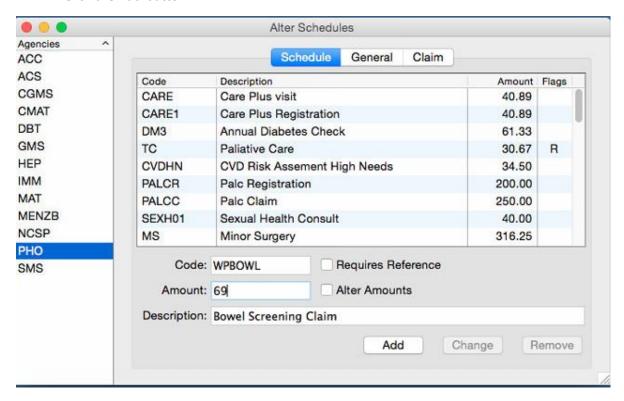
- 1. The Code to use
- 2. The GST incl amount to add
- 3. A Description to use (although you can modify to suit)

## Adding Schedules to Profile for Mac for the Web Portal

Follow these steps to add Schedules to Profile for Mac

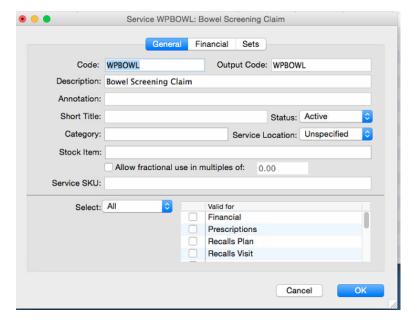
On the Profile Server

- 1. Click Maintain -> Schedule Codes
- 2. Select PHO from the list of Agencies
- 3. Enter the following values in the given fields
  - a. **Code** = as advised by the PHO
  - b. Amount = entered the GST incl amount advised by the PHO
  - c. **Description** = as advised by the PHO
- 4. Click the Add button

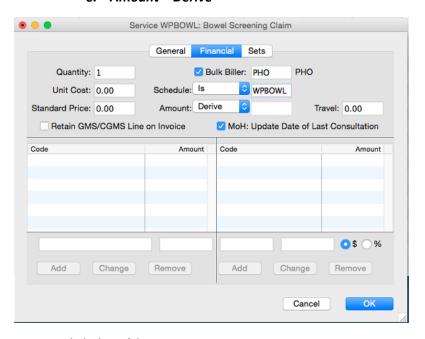


Note: in the screenshot above, we are adding the schedule for Bowel screening as an example

- 5. Click Maintain -> Service Codes
- 6. Click the Add button
- 7. On the General tab, enter the following values in the given field
  - a. Code = as advised by the PHO
  - b. Output Code = enter the Code advised by the PHO
  - c. **Description** = as advised by the PHO



- 8. On the Financial tab, enter the following values in the given field
  - a. Quantity = 1
  - b. Bulk Biller = ticked
  - c. Bulk Biller = PHO
  - d. Schedule = enter the Code advised by the PHO
  - e. Amount = Derive



9. Click the **Ok** button