

## 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

Code	Description	Amount	Flags
CARE	Care Plus visit	40.89	
CARE1	Care Plus Registration	40.89	
DM3	Annual Diabetes Check	61.33	
TC	Paliative Care	30.67	R
CVDHN	CVD Risk Assement High Needs	34.50	
PALCR	Palc Registration	200.00	
PALCC	Palc Claim	250.00	
SEXH01	Sexual Health Consult	40.00	
MS	Minor Surgery	316.25	

Code:   Requires Reference

Amount:   Alter Amounts

Description:

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*

Service WPBOWL: Bowel Screening Claim

General Financial Sets

Code: WPBOWL Output Code: WPBOWL

Description: Bowel Screening Claim

Annotation:

Short Title: Status: Active

Category: Service Location: Unspecified

Stock Item:

Allow fractional use in multiples of: 0.00

Service SKU:

Select: All

Valid for

- Financial
- Prescriptions
- Recalls Plan
- Recalls Visit

Cancel OK

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*

Service WPBOWL: Bowel Screening Claim

General Financial Sets

Quantity: 1

Unit Cost: 0.00

Standard Price: 0.00

Retain GMS/CGMS Line on Invoice

Bulk Biller: PHO PHO

Schedule: Is WPBOWL

Amount: Derive

Travel: 0.00

MoH: Update Date of Last Consultation

Code	Amount	Code	Amount

\$  %

Add Change Remove

Add Change Remove

Cancel OK

9. Click the **Ok** button