dding Service Code to Profile for Windows

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 Windows for Profile machine. You do not have to have everyone logged out first.

On Porfile

1.	Click Ma	intain -> Serv	ices			
	ation	Maintain	Special	Report	Window	н
		Issue (Codes		þ	1
		Proced	lure Codes			
	re Alt	Issue N	Nonitors			iter
		Formu	lary			
		Investi	gations			
		Care P	lans			
		🖉 Flow S	heets			
		Invent	ory		•	
		Service	25			
		Alter S	chedules			

2. This opens the Services dialog. Click New

-		Services		-	⊐ ×	
	🗈 New 🐣 Edit 🗙 Delete 🕼 Duplicate 🐜 Change Code					
Search:		Group: All	*		Search	
Code	Description	Standard Price	Bulk Agency	Bulk Code	Bulk Amount	

3. This opens the New Service Dialog

-			I	New Serv	vice			-		×
General Delivery	Financial	Ledger	Set	Macro	Client	Info Provider	Info			
Code:	EXAMPLE									8::
Description:	Example only	/								
Short:						Status:	Active			-
Category:						Output Code:				
External Task Codes:							Group Header			
Default Issue:						Procedure:				
Service Location:					-					
Full Description:						Restrict to th	nese Provider Services:			
D-6										
Reference;					-					
					-	Add			Remo	ve
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								<u>0</u> K	<u>C</u> anc	el

- 4. On the *General* tab complete the following fields:
 - a. **Code** = as advised by the PHO
 - b. **Description** = as advised by the PHO
- 5. Click the *Financial* Tab. On this Tab complete the following fields:
 - a. **Standard Price =** as advised by the PHO
 - b. Tax Rate = GST

Valid Date Range	Base Financials	Charge Rates
Start End	Ouantity: 1	
	Unit Cost: 0.00	
	Standard Price: 123,00	
		Add Change Remove
	Bulk Biller:	Discount Rates
	Code: guess 👻	
	Amount: copay 👻	
Start:	Distance: km	
New Change Remove		●\$○%
Don't print		Add Change Remove

- 6. Click **OK**
- 7. Finished