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