

Adding Service Code to Profile for Windows

Before getting started

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

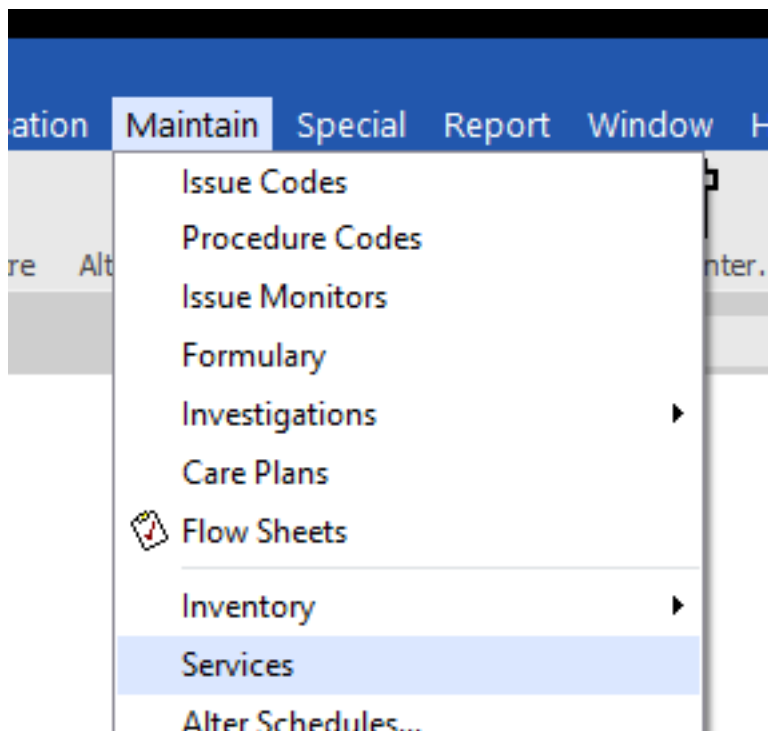
1. The Code to use
2. The GST incl amount to add
3. A Description to use (although you can modify to suit)

Adding Service Code

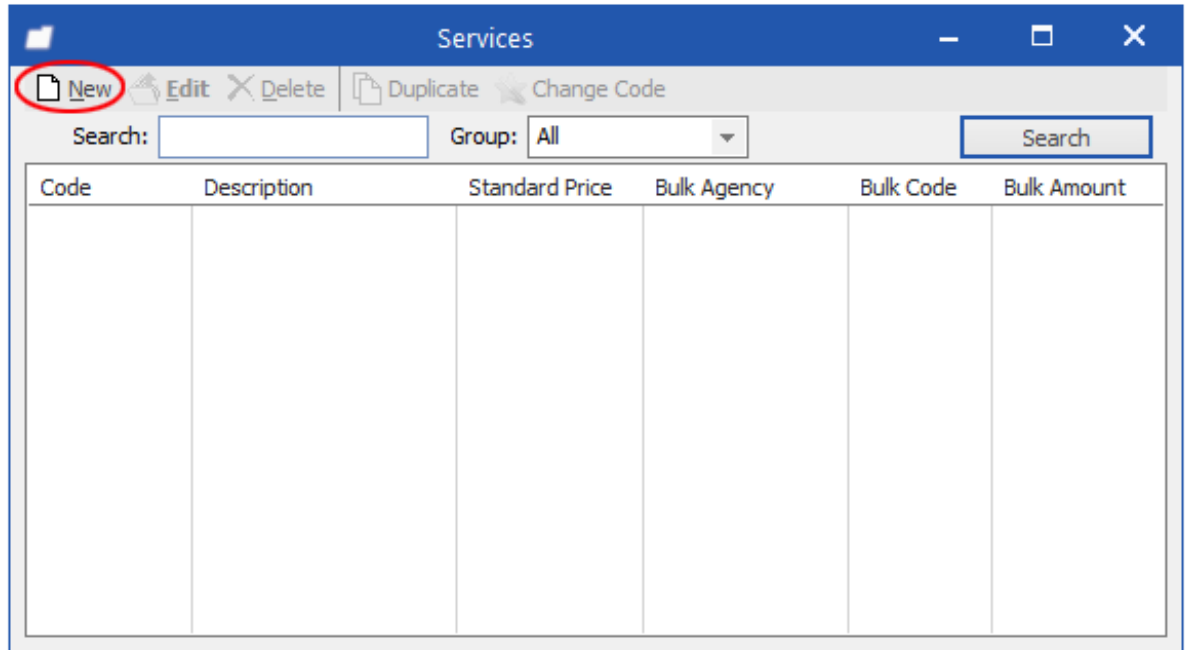
This can be done on any Windows for Profile machine. You do not have to have everyone logged out first.

On Profile

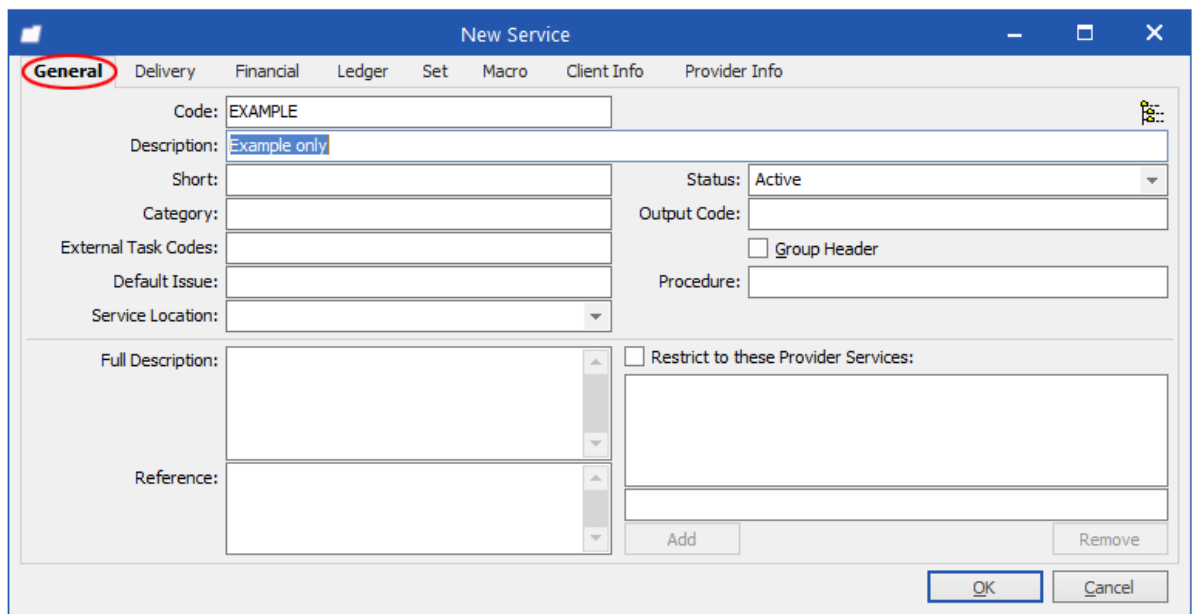
1. Click **Maintain -> Services**



2. This opens the Services dialog. Click **New**



3. This opens the New Service Dialog



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

The screenshot shows the 'New Service' dialog box with the 'Financial' tab selected. The 'Base Financials' section is the primary focus, with the following values:

Field	Value
Quantity	1
Unit Cost	0.00
Standard Price	123.00
Tax Rate	GST

The 'Valid Date Range' section has empty 'Start' and 'End' fields. The 'Bulk Biller' checkbox is unchecked. The 'Code' is 'guess', 'Amount' is 'copay', and 'Distance' is empty. The 'Charge Rates' and 'Discount Rates' sections are empty. The 'OK' button is highlighted with a blue box.

6. Click **OK**
7. Finished