

YOUR PARTNER IN **MEDICAL BILLING**

CGM MEDEDI

Billing and Practice Management

Product User Manual

brought to you by



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Introduction

CGM MEDEDI is your partner in Medical Billing

With a fully integrated MEDEDI you can send medical aid claims in real-time and know exactly what's covered, speeding up payment and reducing losses.

Medical billing has a direct impact on a patient's ability to pay. Typically impracticable and complex, billing and payment systems often leave both patients and practice managers in the dark in terms of what is due.

CGM MEDEDI has been streamlining administrative and billing processes for healthcare practitioners like you for over two decades, our efficient billing workflow results in a better patient experience.

Manage your practice schedule like a pro with CGM MEDEDI's Digital Calendar

Your practice calendar plays a critical part in effectively managing your practice schedule.

Now you can manage your patient bookings with ease. MEDEDI's digital calendar enables you to make bookings, check your patient history, access the billing screen and so much more.

Good for business, great for patient care



LESS ADMIN

Empower your Practice Manager by simplifying the daily tasks of your medical practice. Send medical scheme claims in real time and save time by streamlining and automating your back office processes.



BUSINESS INSIGHTS

Keep an eye on seasonal trends with patient stats whilst optimising your time, use of facilities, and resources. Stay on top of your finances with transactional reports, dashboards and statistics that give you actionable business insights.



CUSTOMER EXPERIENCE

Get the back office support you need to focus on patient care. Your personal Customer Success advisor will make sure you get the best out of CGM MEDEDI and our friendly Support Centre agents will answer your questions.

Powering a new generation of healthcare practices with CGM MEDEDI.

CGM MEDEDI gives you everything you need to run and grow a successful healthcare practice, the all-in-one digital practice management system.

BACKUPS

What is a backup?

A backup is the creation of an exact copy of all data in the MEDEDI system that will be all data up to the exact point of the date and time that the backup is run. This means that all work done up to that point will be saved.

The importance of doing regular backups

Performing regular planned backups is of extreme importance. A backup will save all data on the MEDEDI system. This is necessary in the case where something happens to the MEDEDI data and to prevent loss of information, the backup can be restored in order to resume working.

The importance of storing a backup on an offline device

In the event that the server PC with MEDEDI stops working, or something happens to the PC, it is advisable to make sure that backups are stored on a separate device or in a different location so that the data will be able to be recovered.

Automatic scheduled backups

MEDEDI is scheduled to do a backup daily at 1am. For this to happen, the Server PC needs to remain switched on for the backup to run.

Running a manual backup

Click on the backup icon created in order to run a manual backup.

Transferring backup to offline device

This will give the opportunity to transfer the backup data to an external device or alternative location. It is also possible to store a backup on a cloud location such as Google Drive or Microsoft One Drive.

Backup alternatives (Azure hosted solution)

Our hosted solution (The Practice server is located on our secure Azure platform) is constantly maintained and backed up, so backups will always be up to date and readily available.

REMOTE ACCESS

What is Remote access?

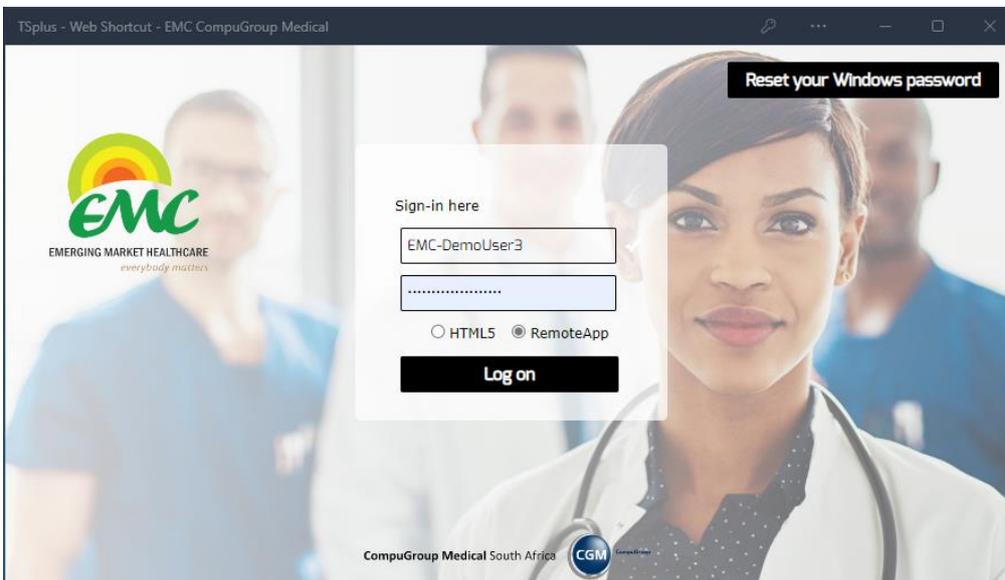
Remote access is the ability to connect remotely to a hosted server on our Azure platform using an application to ensure a secure and encrypted connection.

How to login using TSPlus

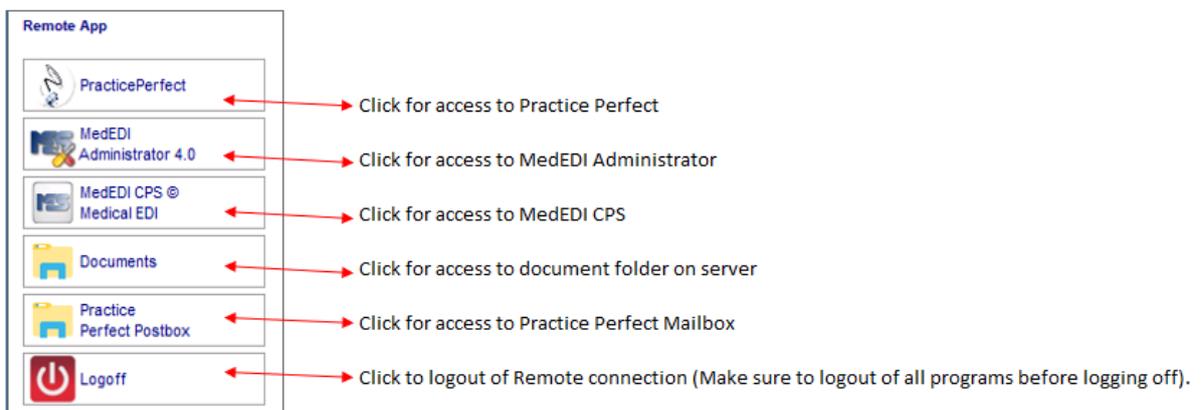
1. Click on the TSPlus icon on the desktop



2. When the TSPlus window opens, the Username and password will be auto saved for ease of use. Make sure that the RemoteApp option is selected before clicking on the Log On button.



3. The Remote App menu will now appear on the screen giving the access to various options

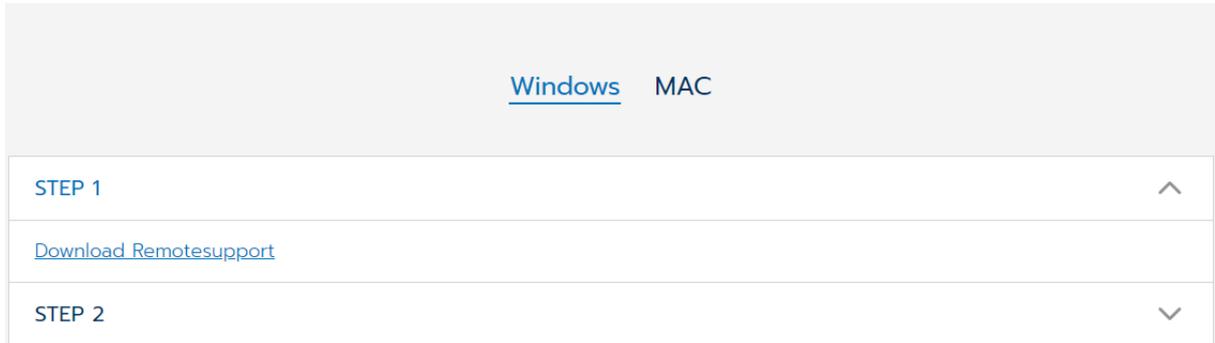


MEDEDI REMOTE SUPPORT

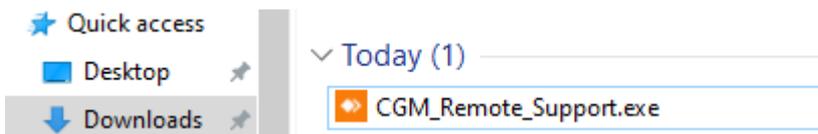
CGM AnyDesk download click on the following link: Anydesk - General - cgm.com

1. Select device and click on 'Download Remotesupport'

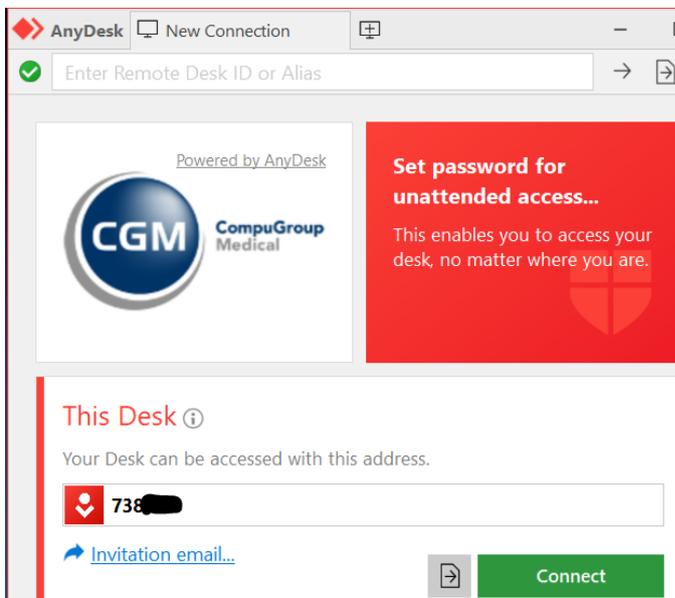
CGM Remotesupport



2. Open the downloaded file 'CGM_Remote_Support.exe' file and install. This file will be in the downloads folder.



3. Our CGM Support staff will need the number shown under 'This Desk' in order to connect to your PC to provide assistance. This will show as a 6 digit number.

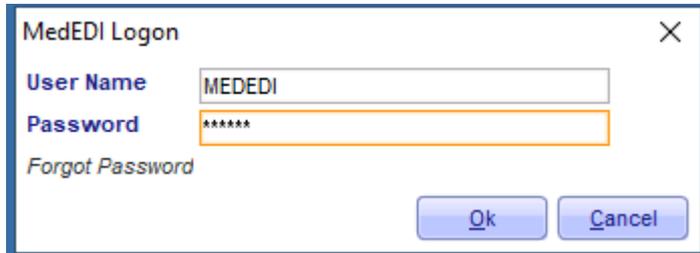


Logging into MEDEDI CPS

1. Click on the MEDEDI CPS / Medical EDI button to login.

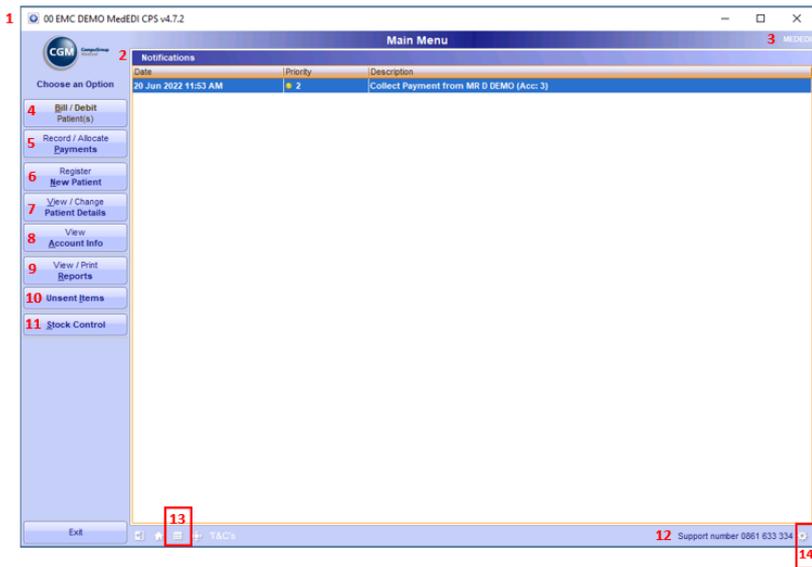


2. Enter the User Name and Password, then click the 'OK button.

A dialog box titled 'MedEDI Logon' with a close button (X) in the top right corner. It contains two input fields: 'User Name' with the text 'MEDEDI' and 'Password' with six asterisks. Below the password field is a link that says 'Forgot Password'. At the bottom right are two buttons: 'Ok' and 'Cancel'.

3. If you have forgotten your password, or wish to reset your password, click on 'Forgot Password'. An OTP will be sent to your cell number and you can type in a new password. **NOTE THAT YOU CANNOT REUSE A PASSWORD THAT YOU HAVE USED BEFORE.**

Main Menu Screen



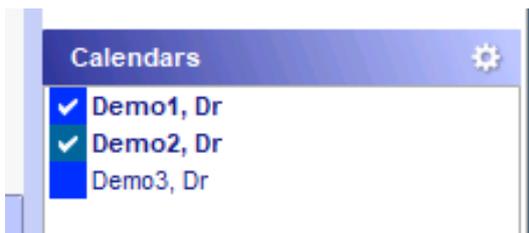
- | | |
|----|---|
| 1 | Name of Practice and MedEDI Version |
| 2 | Notifications window - this will display important notifications |
| 3 | Username - this is the current user logged into MedEDI |
| 4 | Click here to create bill for patient |
| 5 | Click here to record / allocate payments |
| 6 | Click here to register a new patient's information |
| 7 | Click here to view / change a patient's information |
| 8 | Click here to view a patient's account information |
| 9 | Click here for access to the MedEDI reports screen |
| 10 | Click here to check for any unsent claims, emails and/or messages |
| 11 | Click here for access to Stock information on MEDEDI |
| 12 | This is the support line number |
| 13 | Click here to access the calendar screen |
| 14 | Click here to see additional settings |

Calendar

1. Navigate to calendar by clicking on the calendar button shown above (number 13).



2. Select Doctors. On the Calendar (Appointment Book) screen you can select/de-select the Doctors you wish to view by ticking next to their name.



3. Calendar Settings. Under this option, you can change the operating time slots for the practice, select default appointment durations and change operating hours for each day of the week. Click on the settings wheel next to 'Calendars' in the top line.

Calendar Settings ×

Default Appointment Book

Compress time slots before and after

Default Appointment duration minutes

S	M	T	W	T	F	S	
	07:00	07:00	07:00	07:00	07:00	08:00	Start
							Lunch
	18:00	18:00	18:00	18:00	18:00	13:00	End

- Change view and date. Here you can select if you would like to view calendar by day, week or month. You can also select a date in the future or past to view appointment information.

View

[Go to Today](#)

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

- Create a new appointment. To create a new appointment, click on the 'Create a New Appointment' button.

CGM CompuGroup Medical

View Appointment Book

Create a New Appointment

- Fill out all the relevant information on this screen.

- | | |
|---|--|
| 1 | Enter Patient name |
| 2 | Enter Doctor's name |
| 3 | Select type (Either Rooms or Video consult) |
| 4 | Enter appointment date and time |
| 5 | Enter the Venue (Either Rooms or Hospital if applicable) |
| 6 | Give a short note (if applicable) |

7. Find appointment. This option will allow for you to search for a patient appointment by surname. Click on the 'Find an Appointment' button.



8. Type in the Patient's surname and it will bring up a list of all appointments booked under the patient's name. Select the relevant appointment and it will appear on the main appointment screen.

Choose an Appointment

Appointments for TEST, TEST, T
Select an appointment from the list and click Ok

Start	Attendee	Location
20 Jun 22 10:00	Demo1, Dr	
20 Jun 22 02:00	Demo3, Dr	

9. Print appointment list. This will allow you to print appointments per Doctor, or a combined list of all Doctor's appointments on a specific day. Select the relevant day to check and then click on the 'Print Appointments lists' button.



10. The appointment list can be directly printed out or saved as a pdf document.

Start Begin	Mins Min	Description Beskrywing	Account No Rekening Nr	Filing Ref Leer Verw	Account Status Rekening	Main Member Hooffid
10.00 AM	20 Mins	TEST, TEST MR	1			MR T TEST
11.20 AM	20 Mins	HAYWARD, BRAD MR	2			MR B HAYWARD
12.00 PM	20 Mins	DEMO, DEMO MR	3			MR D DEMO

Register a new patient (Medical Aid)

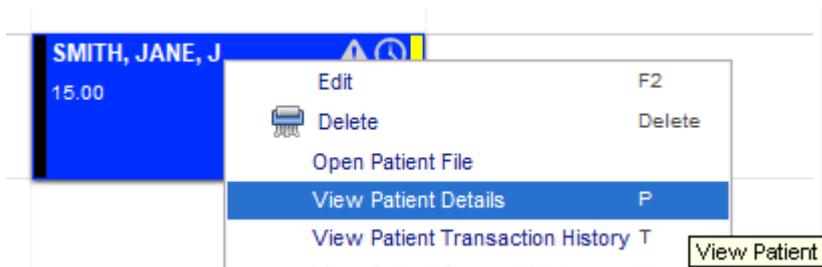
1. Register new patient via calendar. This will allow for a quick registration of basic patient information and create a booking at the same time. Click on 'Create a New Appointment' button.



2. Start typing in the surname. If the patient already exists on MEDEDI, the name will appear on a list. If not, then you can create a new patient profile at this step. Click on the Quick Register button to capture the basic information. Additional information can be captured later as shown in the step below this.

3. The next window will ask for Patient information essential to the creation of a basic profile and appointment.

- The Patient now has an appointment registered, but the details of the Patient file now need to be updated accordingly. Right click on the appointment and select 'View Patient Details'



- The Patient file will now open and show only the basic info that was entered with the Quick Registration step. Proceed to View / change patient details from here to begin completing the Patient file.

- Register new patient via main menu. To register a new patient profile from the main menu, click on the 'Register New Patient' button.



- On this screen you will be able to enter more detailed information for the Patient. Essential information include ID number, At least one address, a contact number (preferable cell number) and an email address if available. Click on the 'Accept Changes' button when done. It is not essential to add in a referring doctor or employer details at this point.

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Patient Information

ID Number: 0001025094086 Surname: SMITH

Full Names: JOHN Initials: J Title: MR

Date of Birth: 02/01/2000 Gender: M Language: ENGLISH

Contact Information

Residential Address: 1 STREET, PRETORIA, 0001

Postal Address: [Empty]

Next Of Kin Address: [Empty]

Home Tel: [Empty] Cell: 0831231234 Kin Tel No: [Empty]

Work Tel: [Empty] Fax: [Empty] Next Of Kin: [Empty]

email: email@email.com

Other

Referring Doctor Details: Ref. Doctor: [Empty] MP No.: [Empty] Pr No.: [Empty]

Employer Details: Occupation: [Empty] Employer: [Empty] Box / Street: [Empty] City / Suburb: [Empty] Post Code: [Empty]

- The next screen will appear asking for Medical Aid information. Here you can either enter the Medical Aid details as given to you by the patient, or you can enter private if the patient is not on a medical aid.

Medical Aid

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Medical Aid Details

MR JOHN SMITH

Medical Aid Membership

Medical Aid Scheme: DISCOVERY Membership No.: 123456789

Plan: CORE Option: ESSENTIAL

Dependants

Dep No	MM	ID No	Surname	Full Names	Title	DOB	M/F
00	Y	0001025094086	SMITH	JOHN	MR	02/01/2000	M

Medical Aid Details

MR JOHN SMITH

Medical Aid Membership

Medical Aid Scheme: PRIVATE PATIENT Membership No.:

Plan: PRIVATE PATIENT Option: PRIVATE PATIENT

Dependants

Dep No	MM	ID No	Surname	Full Names	Title	DOB	MM
00	Y	0001025094086	SMITH	JOHN	MR	02/01/2000	M

- The next screen will ask for account information. Press enter to assign an account number (This number is auto generated by MEDEDI. If there is a paper file that needs to be referenced, enter the file name/number in the Filing Reference block. Then click on 'Accept Changes' button to proceed.

Account Details

MR. JOHN SMITH

Account Details

Account No: 4 Name: SMITH, J MR Filing Reference: REF0001 VAT Number:

Address

Box / Street: 1 STREET e-mail: email@email.com

City / Suburb: PRETORIA Tel (OH):

Post Code: 0001 Cell: 0831231234 Fax:

Settings

Status: Normal Default Charge Rate: DEFAULT

Print Statements Consultation Code: Consultation Fee:

Members

LN #	ID No	Surname	Full Names	Title	DOB	M/F
1	0001025094086	SMITH	JOHN	MR	02/01/2000	M

The Patient profile is now completed and can be billed.

- View / Change Patient Details. This will allow you to view or change patient details as necessary. From the main menu, click on the 'View / Change Patient Details' button. Here you can either search for the patient by Surname or by their account number.

Choose Patient to Change

Patient

Surname: SMITH Initials: J Full Names: JOHN Title: MR

ID Number: 0001025094086 Date of Birth: 02/01/2000 Address: 1 STREET Contact Details: Home Tel: Work Tel: Cell: 0831231234 Fax:

Language: ENGLISH Gender: M Address: PRETORIA Post Code: 0001

Account Details

Account No.: 4 Name: SMITH, J MR Filing Ref: REF0001

Status: NORMAL Address: 1 STREET Contact Details: email: email@email.com Tel: Cell: 0831231234 Fax:

Type: PRETORIA Post Code: 0001

Last Pat. Pmt: None Last Remit: None Last Stmt: None Final Notice: None

Out: 0.00 Cur: 30 60 90+ Una:

MedAid: 0.00 Lib: 0.00

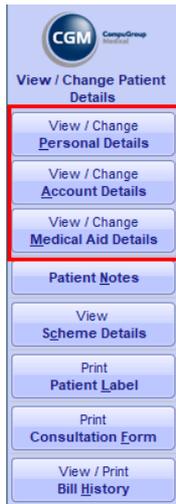
Medical Aid Details

Medical Aid	Plan	Option	Dep. No
PRIVATE PATIENT	PRIVATE PATIENT	PRIVATE PATIENT	00

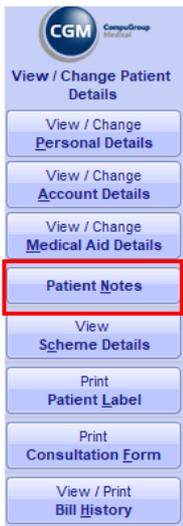
Main Member: MR J SMITH ID No: 0001025094086 Member No.:

D.O.S.	BillNo	Description	Patient	Charged	Disc/WO	Paid	Claim	Due
--------	--------	-------------	---------	---------	---------	------	-------	-----

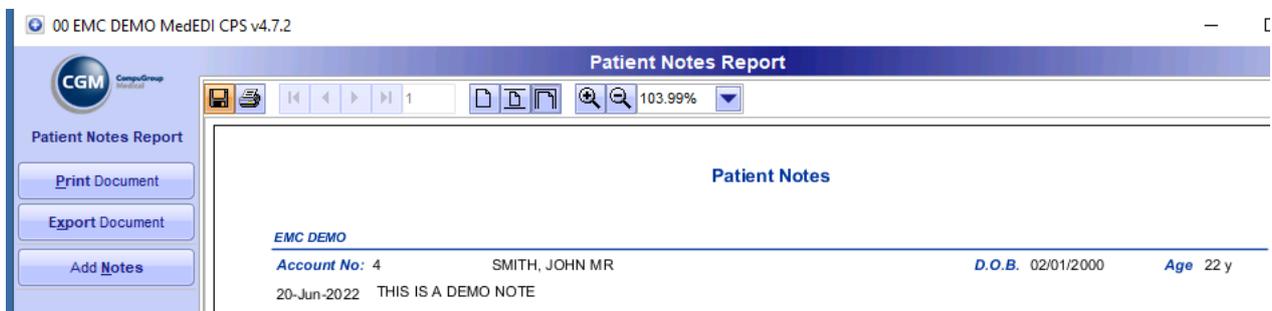
11. Click on any of the buttons on the side to check or amend the relevant information on the patient profile.



12. Patient notes. This option will allow for notes to be added to the Patient profile.



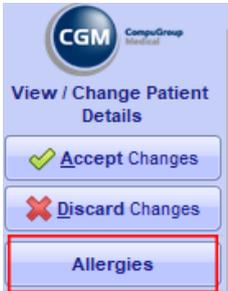
NOTE THAT THIS OPTION CANNOT BE RESTRICTED TO SPECIFIC USERS, SO ANY INFORMATION ENTERED ON THIS SCREEN CAN BE SEEN BY ANYONE WHO ACCESSES THE PATIENT'S PROFILE.



13. Allergies. To add in any applicable allergies, click on the 'View / Change Personal Details' button.



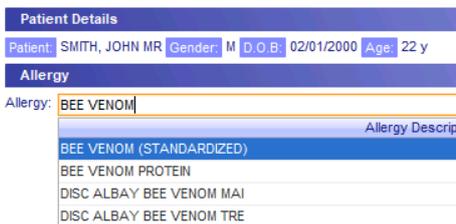
14. Click on the 'Allergies' button.



15. Here you will be able to add in allergies as applicable. Click on the '+' symbol to add.



16. Type in the allergy name to add to list.



17. The applicable allergy will now be on the Patient profile.



18. There will be a pop-up notification on this patient's profile whenever a bill is created.



Bill Patient

1. Bill patient (Medical Aid). From the main screen, click on the 'Bill / Debit Patient(s)' button.



2. Here you can search for a patient either by Surname or by Account number. Once correct Patient has been selected, click on the 'Bill Patient' button.

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Choose Patient to Bill

CGM Compugroup Medical

Bill Patient

Bill Patient

Bill Patient as Private

Script Only

Record Debit Note

Register New Patient

Change Patient Details

View Scheme Details

Charge Interest

Quotation

Refer Patient

Practice Perfect Plus

Patient

Surname: SMITH, Initials: J, Full Names: JOHN, Title: MR

ID Number: 0001025094086, Date of Birth: 02/01/2000, Address: 1 STREET

Language: ENGLISH, Gender: M, Address: PRETORIA 0001

Contact Details: Home Tel, Work Tel, Cell: 0831231234, Fax

Account Details

Account No.: 4, Name: SMITH, J MR, Filing Ref: REF0001

Status: NORMAL, Address: 1 STREET, Contact Details: email: email@email.com, Tel, Cell: 0831231234, Fax

Type: PRETORIA 0001

Last Pat. Pmt: None, Last Remit: None, Last Stmt: None, Final Notice: None

Out: 0.00, Cur: 30, 60, 90+, Una: 0.00

MedAid: 0.00, Liab: 0.00

Medical Aid Details

Medical Aid: PRIVATE PATIENT, Plan: PRIVATE PATIENT, Option: PRIVATE PATIENT, Dep. No: 00

Main Member: MR J SMITH, ID No: 0001025094086, Member No.

D.O.S.	BillNo	Description	Patient	Charged	Disc/WO	Paid	Claim	Due
--------	--------	-------------	---------	---------	---------	------	-------	-----

3. The Bill Details screen will now show, and you can start building the bill. First complete the top portion of the screen and make sure the details are correct. These details include the Treating Doctor, The Charge rate (this information is automatically linked to the medical aid details entered on the Patient Profile), The Venue (Rooms / Hospital), referring Doctor (if applicable) and an Authorization number (if applicable).

Account: SMITH, J MR, 4, Med. Aid: DISCOVERY CORE ESSENTIAL, 123456789, 00

Patient: MR JOHN SMITH, Gender: M, DOB: 02/01/2000, 22 y

Doctor: DEMO1, DR, MP4332211, Ref. Dr., Op.

Chg. Rate: DISC*, Bill Date: 20/06/2022, Venue: Rooms, Auth:

Diagnoses

4. Now add in the diagnoses codes. MEDEDI allows for up to 8 codes to be added. The diagnoses can either be typed in by code (recommended) or by typing word.

Diagnoses

Z0

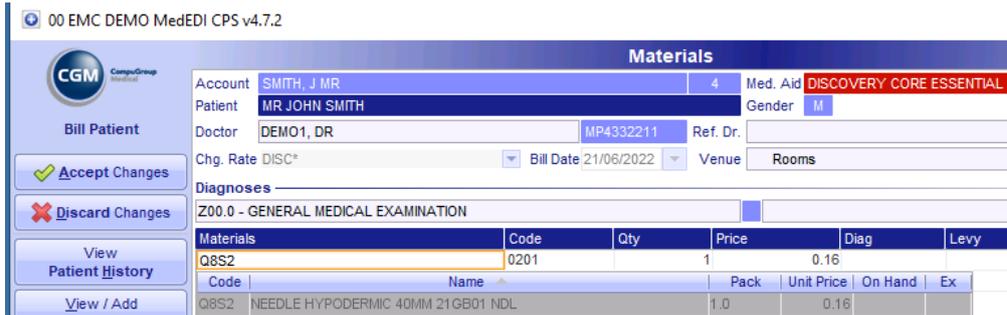
Z00 - General examination and investigation of persons without complaint and reported diagnosis

- Z00.0 - General medical examination
- Z00.1 - Routine child health examination
- Z00.2 - Examination for period of rapid growth in childhood
- Z00.3 - Examination for adolescent development state
- Z00.4 - General psychiatric examination, not elsewhere classified

- Next option is to add in Materials used (if applicable). Click on the 'Materials Used' button.



- Here you can type in the NAPPI Code (recommended) or type in the description of the materials used.

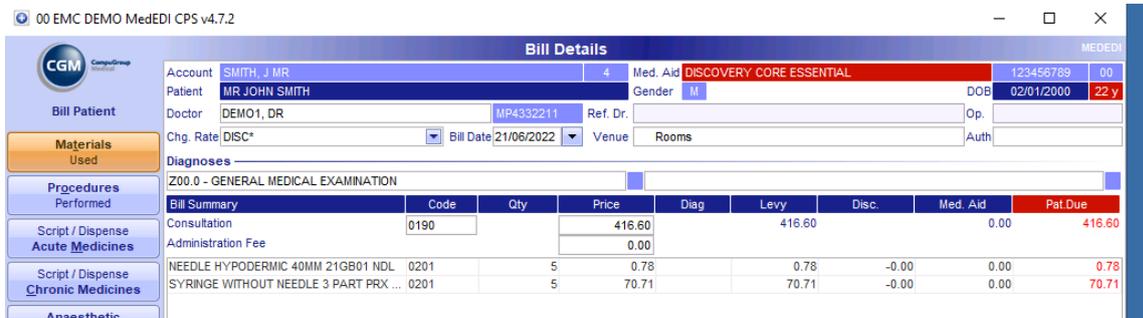


- Adjust the quantity of materials used and then add additional lines

Materials	Code	Qty	Price	Diag	Levy
NEEDLE HYPODERMIC 40MM 21GB01 NDL	0201	5	0.78		

Code	Name	Pack	Unit Price	On Hand	Ex
B449	BERBERIS-HOM 30ML DRP	1.0	189.89		
B440	BETAPAM 5MG TAB	1000.0	156.55		
B447	DISC BELLADONNA-HOM 30ML DRP	1.0	155.87		
B44P	DISC CATH TROCAR ALL SIZES TROCA0010 CSM	1.0	166.82		
B44D	DISC SYRINGE 2ML 2 PART PRO SNG	1.0	4.92		
B44E	DISC SYRINGE 5ML 2 PART PROMEX SNG	1.0	1.13		
B44B	SYRINGE WITHOUT NEEDLE 3 PART PRX 10ML SNG	100.0	9.58		
B44C	SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG	100.0	14.14		
B44A	SYRINGE WITHOUT NEEDLE 3 PART PRX 5ML SNG	100.0	6.19		

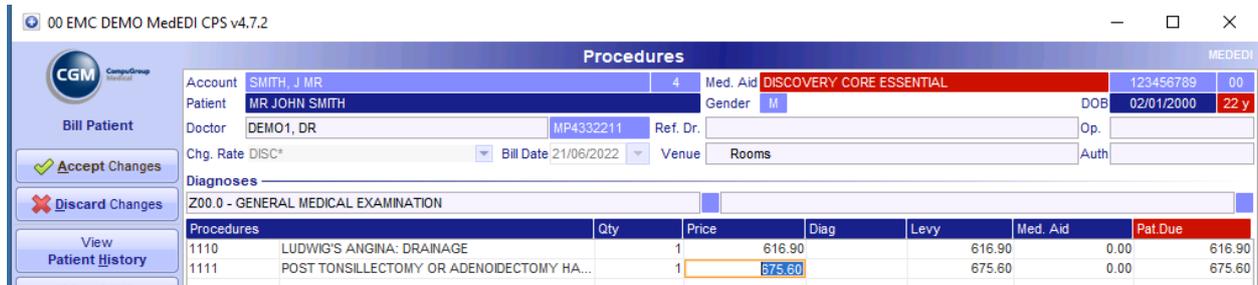
- Click on 'Accept Changes' to add all materials used and return to main billing screen. The materials will now reflect on the billing screen.



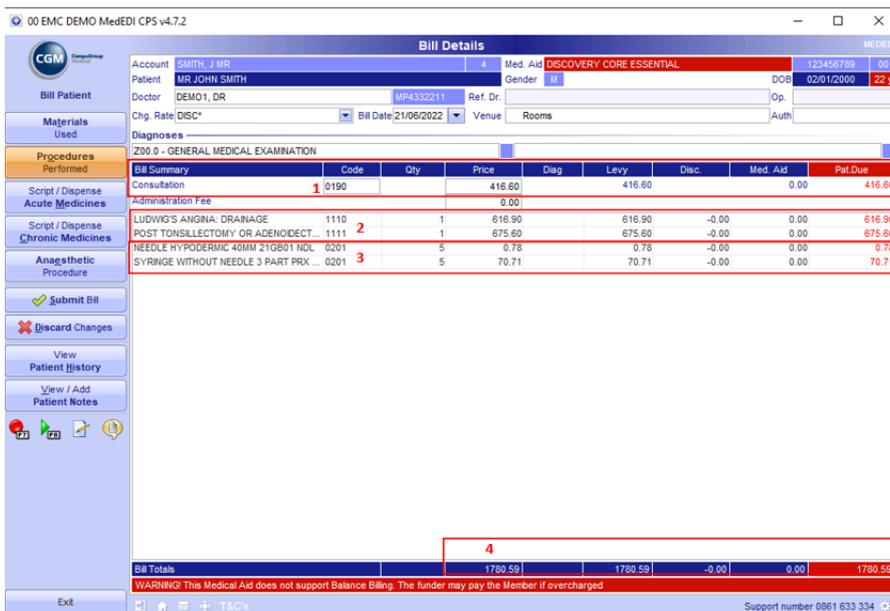
- Next option is to add in procedure performed (if applicable). Click on the 'Procedures Performed' button.



10. Add in the Procedure code for each procedure performed. Multiple codes can be entered on this screen.

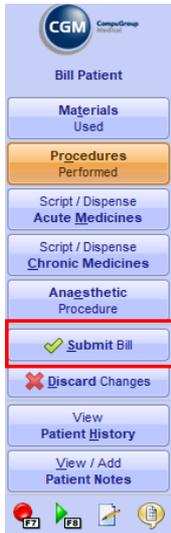


11. Click on 'Accept Changes' to add all Procedures conducted and return to main billing screen. The Bill is now ready to be checked to see if all information has been added before submission of the bill.



- 1 Consultation code (will appear by default)
- 2 Procedure(s) performed
- 3 Materials used
- 4 Bill total

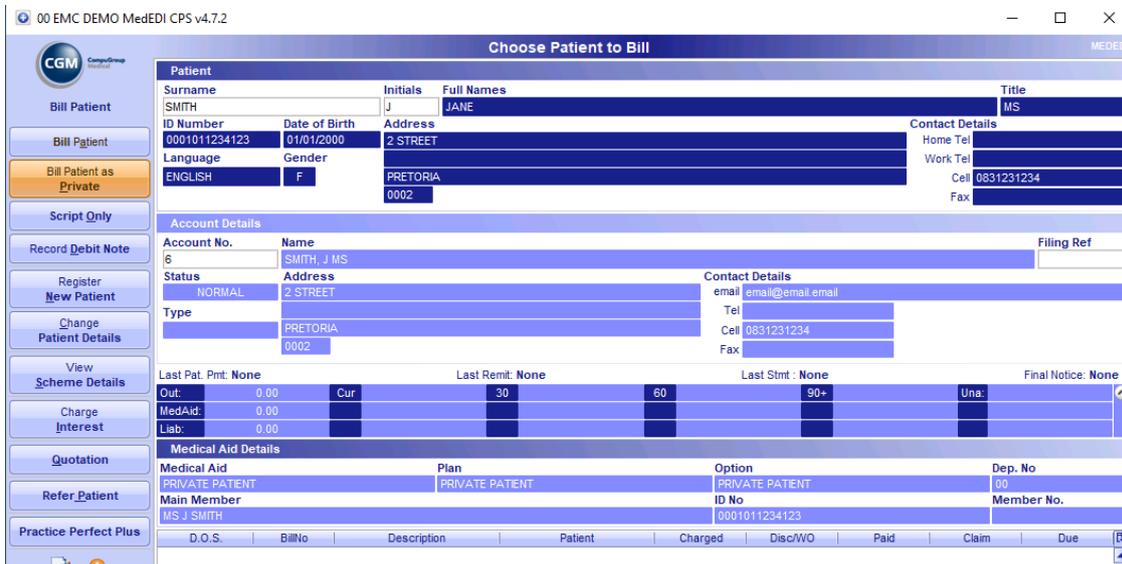
12. Once the bill has been checked and is ready to finalize, click on the 'Submit Bill' button to send through to the relevant Medical Aid. The bill will be submitted and a response will be generated.



13. Bill patient (Privately). From the main screen, click on the 'Bill / Debit Patient(s)' button.



14. Here you can search for a patient either by Surname or by Account number. Once correct Patient has been selected, click on the 'Bill Patient as Private' button.



15. The Bill Details screen will now show, and you can start building the bill. First complete the top portion of the screen and make sure the details are correct. These details include the Treating Doctor, The Charge rate (this information is automatically linked to the medical aid details entered on the Patient Profile), The Venue (Rooms / Hospital), referring Doctor (if applicable) and an Authorization number (if applicable).

Account	SMITH, J MS	6	Med. Aid	PRIVATE PATIENT SEP	00
Patient	MS JANE SMITH		Gender	F	DOB 01/01/2000 22 y
Doctor	DEMO1, DR	MP4332211	Ref. Dr.		Op.
Chg. Rate	STANDARD*	Bill Date 21/06/2022	Venue	Rooms	Auth
Diagnoses					
x					

16. Now add in the diagnoses codes. MEDEDI allows for up to 8 codes to be added. The diagnoses can either be typed in by code (recommended) or by typing word.

Diagnoses

Z0

Z00 - General examination and investigation of persons without complaint and reported diagnosis

- Z00.0 - General medical examination
- Z00.1 - Routine child health examination
- Z00.2 - Examination for period of rapid growth in childhood
- Z00.3 - Examination for adolescent development state
- Z00.4 - General psychiatric examination, not elsewhere classified

17. Next option is to add in Materials used (if applicable). Click on the 'Materials Used' button.

18. Here you can type in the NAPPI Code (recommended) or type in the description of the materials used.

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Materials

Account	SMITH, J MR	4	Med. Aid	DISCOVERY CORE ESSENTIAL	
Patient	MR JOHN SMITH		Gender	M	
Doctor	DEMO1, DR	MP4332211	Ref. Dr.		
Chg. Rate	DISC*	Bill Date 21/06/2022	Venue	Rooms	
Diagnoses					
Z00.0 - GENERAL MEDICAL EXAMINATION					
Materials	Code	Qty	Price	Diag	Levy
Q8S2	0201	1	0.16		
Code	Name	Pack	Unit Price	On Hand	Ex
Q8S2	NEEDLE HYPODERMIC 40MM 21GB01 ND	1.0	0.16		

19. Adjust the quantity of materials used and then add additional lines.

Materials	Code	Qty	Price	Diag	Levy
NEEDLE HYPODERMIC 40MM 21GB01 NDL	0201	5	0.78		

Code	Name	Pack	Unit Price	On Hand	Ex
B449	BERBERIS-HOM 30ML DRP	1.0	189.89		
B440	BETAPAM 5MG TAB	1000.0	156.55		
B447	DISC BELLADONNA-HOM 30ML DRP	1.0	155.87		
B44P	DISC CATH TROCAR ALL SIZES TROCA0010 CSM	1.0	166.82		
B44D	DISC SYRINGE 2ML 2 PART PRO SNG	1.0	4.92		
B44E	DISC SYRINGE 5ML 2 PART PROMEX SNG	1.0	1.13		
B44B	SYRINGE WITHOUT NEEDLE 3 PART PRX 10ML SNG	100.0	9.58		
B44C	SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG	100.0	14.14		
B44A	SYRINGE WITHOUT NEEDLE 3 PART PRX 5ML SNG	100.0	6.19		

20. Click on 'Accept Changes' to add all materials used and return to main billing screen. The materials will now reflect on the billing screen.

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Bill Details									
Account	SMITH, J MR	4	Med. Aid	DISCOVERY CORE ESSENTIAL	123456789	00			
Patient	MR JOHN SMITH		Gender	M	DOB	02/01/2000	22 y		
Doctor	DEMO1, DR	MP4332211	Ref. Dr.		Op.				
Chg. Rate	DISC*	Bill Date	21/06/2022	Venue	Rooms	Auth			
Diagnoses									
Z00.0 - GENERAL MEDICAL EXAMINATION									
Bill Summary									
	Code	Qty	Price	Diag	Levy	Disc.	Med. Aid	Pat Due	
Consultation	0190		416.60		416.60		0.00	416.60	
Administration Fee			0.00						
NEEDLE HYPODERMIC 40MM 21GB01 NDL	0201	5	0.78		0.78	-0.00	0.00	0.78	
SYRINGE WITHOUT NEEDLE 3 PART PRX ...	0201	5	70.71		70.71	-0.00	0.00	70.71	

21. Next option is to add in procedure performed (if applicable). Click on the 'Procedures Performed' button.

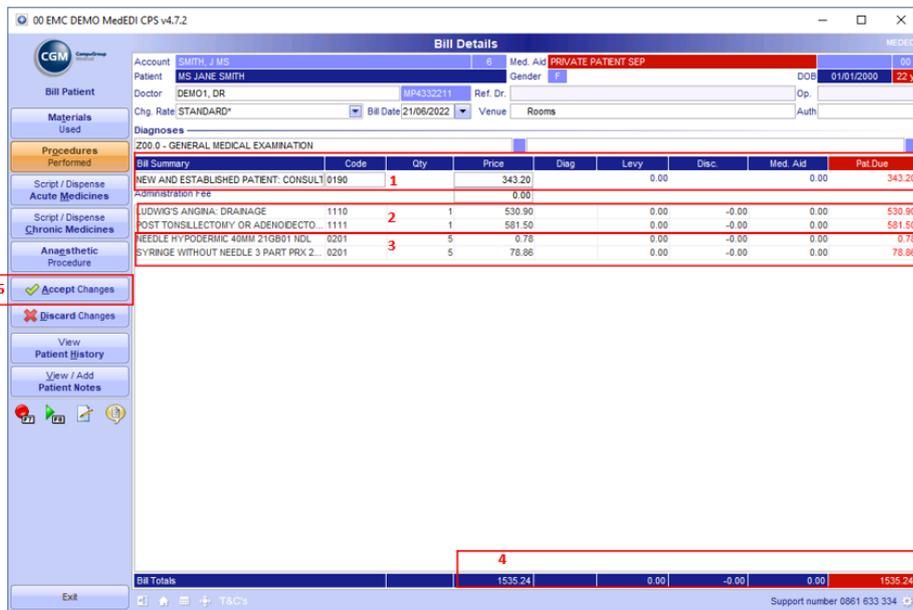


22. Add in the Procedure code for each procedure performed. Multiple codes can be entered on this screen.

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Procedures									
Account	SMITH, J MR	4	Med. Aid	DISCOVERY CORE ESSENTIAL	123456789	00			
Patient	MR JOHN SMITH		Gender	M	DOB	02/01/2000	22 y		
Doctor	DEMO1, DR	MP4332211	Ref. Dr.		Op.				
Chg. Rate	DISC*	Bill Date	21/06/2022	Venue	Rooms	Auth			
Diagnoses									
Z00.0 - GENERAL MEDICAL EXAMINATION									
Procedures									
	Code	Qty	Price	Diag	Levy	Med. Aid	Pat Due		
	1110	1	616.90		616.90	0.00	616.90		
	1111	1	675.60		675.60	0.00	675.60		

23. Click on 'Accept Changes' to add all Procedures conducted and return to main billing screen. The Bill is now ready to be checked to see if all information has been added before submission of the bill.



- 1 Consultation code (will appear by default)
- 2 Procedure(s) performed
- 3 Materials used
- 4 Bill total
- 5 Accept and Finalize Bill

24. Once the bill has been checked and is ready to finalize, click on the 'Accept Changes' button to finalize and create the bill. The bill will be created and a notification will be created on the main menu to collect payment.



Notifications

Notifications will be displayed on the Main Screen when logging into MEDEDI CPS. The notifications will be listed from newest (at the top of the screen) down to the oldest (at the bottom of the screen).

Date	Priority	Description
11 May 2022 8:05 PM	1	ERA Received from [REDACTED] Ref:ERA-[REDACTED] -00-M Date : 11/05/22)
10 May 2022 3:57 PM	4	Please note: We have released Medprax update 220506
9 May 2022 7:50 PM	1	ERA Received from [REDACTED] Ref:ERA-[REDACTED] -01-M Date : 09/05/22)
9 May 2022 7:50 PM	1	ERA Received from [REDACTED] Ref:ERA-[REDACTED] -00-M Date : 09/05/22)
9 May 2022 10:33 AM	2	Collect Payment from [REDACTED]
9 May 2022 9:59 AM	1	Claim Reversal response received for [REDACTED]
9 May 2022 9:57 AM	2	Collect Payment from [REDACTED]

- 1 Responses from Medical Aid
- 2 Notification to Collect Payment from Patient
- 4 System Notifications - Pricing / Updates etc.

There are three different priority notifications that will be shown.

Priority 1 (RED) These notifications are communications from the Medical Aid.

Priority 2 (YELLOW) These are notifications that indicate that the payment must be collected from the patient.

Priority 4 (BLUE) These are system communications directly from MEDEDI. These notifications will include new pricing update notifications, new version updates information and general information such as if our phone lines are down or any other communication related information.

Recording a payment

Here you will be able to collect payment for patients who wish to settle their bills directly.

1. On the Main Screen, click on the 'Record / Allocate Payments' button.



2. Click on the 'Record Patient Payment' button.



3. The user is able to find an account to make the patient payment into by the account number. If the user is unsure of the patients account number, they can hit F3 on their keyboard while in this box to search for patient using different criteria.

Account	
Account Details	
Account No.	Name
3	DEMO, D MR
Status	Address
NORMAL	1
Type	Contact Details
10TH AVENUE	email
6242	Tel
	Cell
	Fax
Last Pat. Pmt: None	
Last Remit: None	
Last Strt: None	
Final Notice: None	
Out:	Cur
505.60	505.60
MedAid:	30
0.00	60
Liab:	90+
505.60	505.60
Payment Details	
Receipt No.	
Receipt Date	22/06/2022
Cash:	
Credit Card:	
Cheque:	
Bank Transfer:	
Discount (fixed):	
Total:	0.00
Patient Liab:	505.60

- 1 Patient account number
- 2 Amount outstanding
- 3 Payment methods
- 4 Balance payable

4. Enter the method of payment and then click on the 'Accept Changes' button to proceed to the next screen.

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Record Patient Payment

CGM Campus Group Medical

Choose an Option

Account Details	
Account No.	Name
3	DEMO, D MR
Status	Address
NORMAL	1
Type	Contact Details
10TH AVENUE	email
6242	Tel
	Cell
	Fax

Last Pat. Pmt:	None	Last Remit:	None	Last Stmt:	None	Final Notice
Out:	505.60	Cur	505.60	30	60	90+
MedAid:	0.00					Una:
Liab:	505.60		505.60			

Payment Details	
Receipt No.	
Receipt Date	22/06/2022
Cash:	
Credit Card:	505.60
Cheque:	
Bank Transfer:	
Discount (fxed):	
Total:	505.60
Patient Liab:	0.00

- MEDEDI will automatically assign the next available Receipt number. The data can also be changed (IT IS ADVISABLE TO POST PAYMENTS ON THE SAME DAY OF CONSULTATIONS WHENEVER POSSIBLE). Click 'Ok' to continue.

Payment Receipt

Receipt

Receipt Number 2 Date 22/06/2022

All active payment links for this account will now be cancelled

- The payment received now needs to be allocated to the balance on the account in order to update the outstanding balance. Once payment has been allocated, click on 'Accept Changes' to continue.

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Allocate Credit

MEDEDI

Allocation Details

Account	3	DEMO, D MR	Tel:	Cell:
Credit Amount	-505.60	Unallocated	505.60	Total Unalloc.
			505.60	Available Funds
				0.00

Outstanding Bills

Date	Inv No	Code	Desc	Patient	Chg	Outst.	Alloc	WO	Med Aid	Pat Due	Bal.
20/06/22	3	1234	EFFORT EL...	MR D DE...	505.60	505.60	505.60		0.00	0.00	0.00

Choose an Option

Accept Changes

Discard Changes

View / Print Statement

					505.60	505.60	505.60	0.00	0.00	0.00	0.00

7. The payment allocation is now complete and the patient's account shows as up to date.

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Choose an Account

MEDEDI

Account Details

Account No.	Name		Filing Ref
3	DEMO, D MR		
Status	Address		Contact Details
NORMAL	1		email
Type	10TH AVENUE		Tel
	6242		Cell
			Fax

Last Pat. Pmt:	22 Jun 22 (R 505.60)	Last Remit:	None	Last Stmt:	None	Final Notice:	None
Out:	0.00	Cur	30	60	90+	Una:	
MedAid:	0.00						
Liab:	0.00						

Account Members

LN	Name	Title	DOB	M/F	Med. Aid	No.	Dep No
0	DEMO DEMO	MR	10 Oct 20...	M	PRIVATE PATIENT PRIVATE		00

Recent History

Date	Ref	Code	Description	Diagnosis	Amount
20 Jun 22	3	1234	EFFORT ELECTROCARDIOGRAM WITH THE ...	Z00.0 - General medical examin...	505.60

View Account Information

View Account History

View Outstanding Bills

View Payment History

View Transaction History

View / Print Statement

View / Print Med Aid Statement

View Print History

New Account

Outstanding Accounts

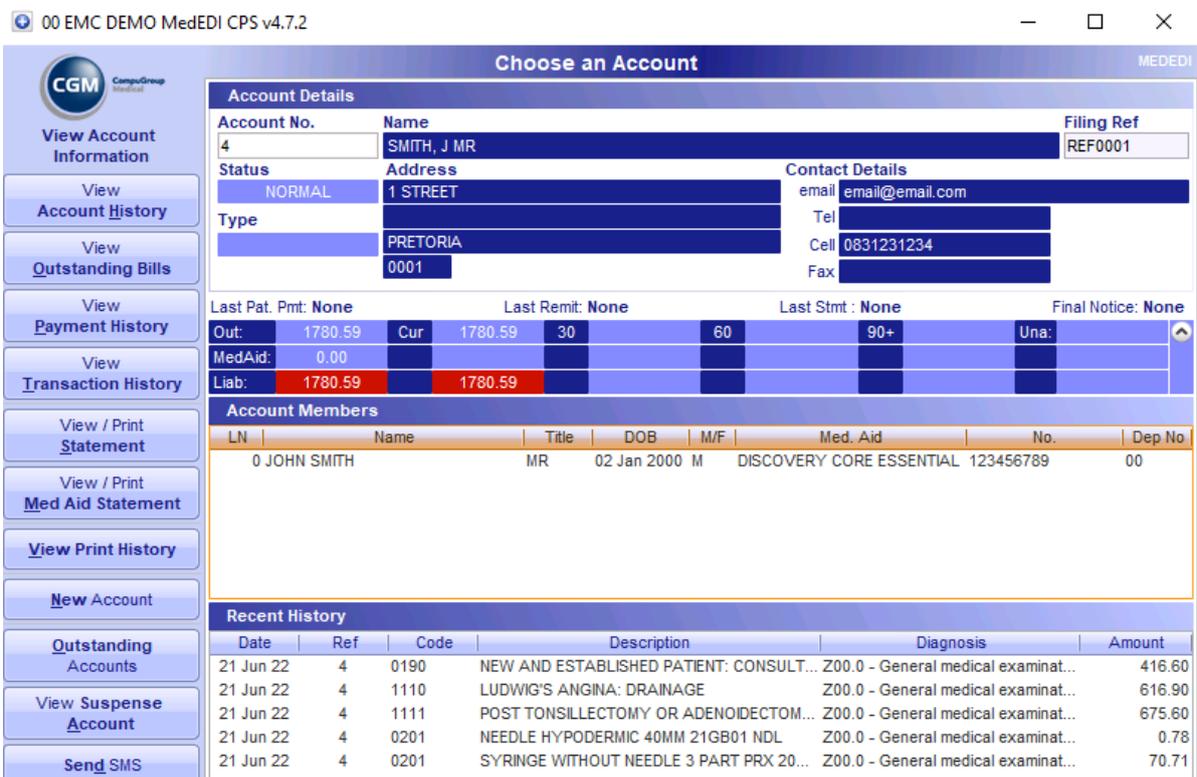
View Suspense

Reverse a bill

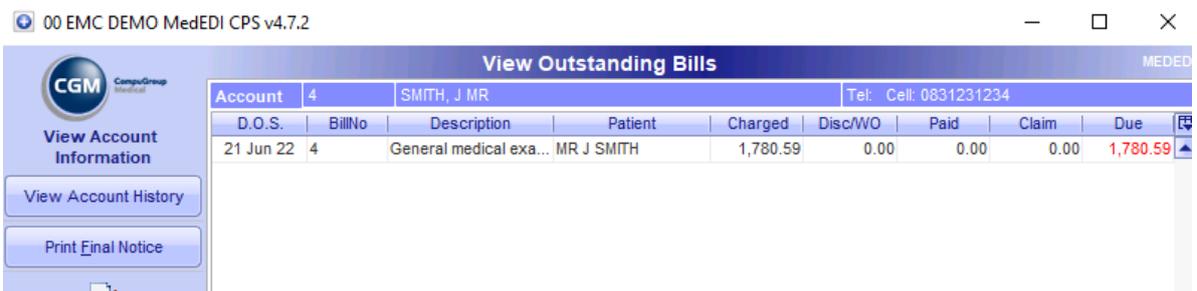
1. On the Main Screen, click on the 'View Account Info' button.



2. The user can select the account by entering the account number, filing ref number or hitting F3 for the advanced search on their keyboard. The selected accounts current information will appear, and the user can continue.



3. Click on the 'View Outstanding Bills' button. This will then show all outstanding bills that are yet to be settled.



- Double-click on the bill that needs to be reversed. This will open the Bill History screen with some additional options.

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Bill History

Invoice No.: 4 Service Date: 21-Jun-2022 Chg. Rate: DISC* Practitioner: Demo1, Dr
 Patient: SMITH, JOHN MR D.O.B: 02-Jan-2000 Gender: M Dep No: 00 ID No: 0001025094086
 Account: SMITH, J MR Account No: 4 Tel No: Fax No:
 Medical Aid: DISCOVERY CORE ESSENTIAL Member No: 123456789 Main Mem.: MR J SMITH

Date	Type	Code	Description	Ref	Amount	Med Aid Amount	Patient Amount
21-Jun-2022	Bill	0190	NEW AND ES...		416.6	0	416.6
21-Jun-2022	Bill	1110	LUDWIG'S AN...		616.9	0	616.9
21-Jun-2022	Bill	1111	POST TONSIL...		675.6	0	675.6
21-Jun-2022	Bill	0201	NEEDLE HYP...		0.78	0	0.78
21-Jun-2022	Bill	0201	SYRINGE WIT...		70.71	0	70.71

Buttons: Reverse Bill, Reprint Invoice, Print, Claim Responses, Authorise Bill, Create Quote from Bill

- Click on the 'Reverse Bill' button, this will bring up a confirmation window that requests a reason to be entered in order to process. It is important to add in a valid note as to why the bill is being reversed for accounting purposes.
- Click on 'Reverse' to continue.

Reversal Confirmation

Are you sure you want to do a Reversal?

Reason

This was a bill for demonstratrons purposes

Buttons: Reverse, Cancel

Recording a Medical Aid remittance

- Click on the 'Record / Allocate Payments' button on the main screen.

Choose an Option

Buttons: Bill / Debit Patient(s), Record / Allocate Payments

- Click on the 'Record Medical Aid Remittance' button.

Record Patient Payment

Buttons: Record Patient Payment, Record Medical Aid Remittance

- Enter the information provided by the Medical Aid for the relevant remittance. Be sure to include the correct Scheme name, a reference number, the date that the remittance was received, the check total amount received (This will be the full amount received from the Medica Aid).

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Record Remittance MEDEDI

DISCOVERY Ref. 123456789 Date 22/06/2022 Check 1780.59 Diff. 1780.59
 Funder Ref. 123456789 EFT Total 0.00

Choose an Option

Add Payments for Account

Accept and Close Remittance

Save Remittance for Later

Discard Changes

Acc.	D.O.S	Description	Patient	Amount	Med. Aid	Pat. Due	Wr. Off	Balance

- At this point, the remittance that has been created can be saved and accessed again at a later stage. Or click on the 'Add Payments for Account' button to continue.

Account Details

Account No.	Name	Filing Ref
4	SMITH, J MR	REF0001

Out:	1780.59	Cur	1780.59	30	60	90+	Una:
MedAid:	0.00						
Liab:	1780.59		1780.59				

Amount to Allocate:

Date	Inv No	Desc	Pat	Chg	Outst.	Amount	WO	Med Aid	Pat Due	Bal.
22 Jun 22	6	0190 NEW AND ES...	MR J SMITH	416.60	416.60			0.00	416.60	416.60
22 Jun 22	6	1110 LUDWIG'S AN...	MR J SMITH	616.90	616.90			0.00	616.90	616.90
22 Jun 22	6	1111 POST TONSIL...	MR J SMITH	675.60	675.60			0.00	675.60	675.60
22 Jun 22	6	0201 NEEDLE HYP...	MR J SMITH	0.78	0.78			0.00	0.78	0.78
22 Jun 22	6	0201 SYRINGE WIT...	MR J SMITH	70.71	70.71			0.00	70.71	70.71
				1780.59	1780.59	0.00	0.00	0.00	1780.59	1780.59

- For this example, the Medical Aid has paid the full amount and that amount can be allocated to all lines by simply pressing the shortcut key "O" at the bottom of the screen and will add the correct amounts to each line.

Account Details										
Account No.	Name	Filing Ref								
4	SMITH, J MR	REF0001								
Out:	1780.59	Cur:	1780.59	30	60	90+	Una:			
MedAid:	0.00									
Liab:	1780.59	1780.59								
Amount to Allocate:										
Date	Inv No	Desc	Pat	Chg	Outst	Amount	WO	Med Aid	Pat Due	Bal.
22 Jun 22	6	0190 NEW AND ES...	MR J SMITH	416.60	416.60	416.60		0.00	0.00	0.00
22 Jun 22	6	1110 LUDWIG'S AN...	MR J SMITH	616.90	616.90	616.90		0.00	0.00	0.00
22 Jun 22	6	1111 POST TONSIL...	MR J SMITH	675.60	675.60	675.60		0.00	0.00	0.00
22 Jun 22	6	0201 NEEDLE HYP...	MR J SMITH	0.78	0.78	0.78		0.00	0.00	0.00
22 Jun 22	6	0201 SYRINGE WIT...	MR J SMITH	70.71	70.71	70.71		0.00	0.00	0.00
				1780.59	1780.59	1780.59		0.00	0.00	0.00

Sp	Pay Medical Aid Due.
B	Pay all Medical Aid outstanding for the selected bill.
A	Pay all Medical Aid amounts.
O	Pay all Outstanding amounts (including Patient Due).
M	Move Short payment or Over payment amounts to Medical Aid Liabile.
P	Move Short payment or Over payment amounts to Patient Liabile.
C	Allocate custom split.
T	Add Payment to account.

6. Click on 'Accept Changes' to return to Remittance Screen.

Credit / Debit Journals

1. From the main menu, click on the 'Record / Allocate Payments' button.



2. Now click on the 'Record Credit Journal' button.



3. Enter the account number for the Patient file, Select the credit journal option, add in a value to allocate to the account, insert a short reason for the credit journal and click on 'Accept Changes' button to continue.

- 1 Enter the Patient account number
- 2 Select Credit Journal
- 3 Enter the amount to be credited onto the account
- 4 Enter a short reason in the Notes box for future reference
- 5 Click on Accept Changes to continue

4. A window will pop up to enter a reference number. These numbers are auto generated by MEDEDI, but a unique reference can be added in the space provided if needed. Click 'Ok' to finalize.

5. The account now has a credit balance

LN	Name	Title	DOB	M/F	Med. Aid	No.	Dep No
0	TEST TEST	MR	10 Oct 2020	M	PRIVATE PATIENT PRIVATE		00

Recording a Macro

1. To create a Macro, you will need to create a dummy bill. To create the dummy bill, select any patient profile to use via the 'Bill / Debit Patient' button. This is recommended for common consultation treatments that are performed regularly in order to save time on admin.

2. Add in Diagnoses codes, Materials Used and Procedures performed.

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Bill Details

Account: TEST, T MR | Med. Aid: PRIVATE PATIENT PRIVATE | 00
 Patient: MR TEST TEST | Gender: M | DOB: 10/10/2020 | 20 m
 Doctor: DEMO1, DR | MP4332211 | Ref. Dr.: | Op.: | Auth.:
 Chg. Rate: STANDARD* | Bill Date: 28/06/2022 | Venue: Rooms

Diagnoses
 J03.9 - ACUTE TONSILLITIS, UNSPECIFIED | J20.9 - ACUTE BRONCHITIS, UNSPECIFIED

Bill Summary	Code	Qty	Price	Diag	Levy	Disc.	Med. Aid	Pat.Due
NEW AND ESTABLISHED PATIENT: CONS	0190		343.20		0.00		0.00	343.20
Administration Fee			0.00					
TONSILLECTOMY (DISSECTION OF TH...	1101	1	948.10		0.00	-0.00	0.00	948.10
COTTON WOOL BALL STERILE 1G 1G...	0201	1	0.63		0.00	-0.00	0.00	0.63

- Once all the common items have been added in that you wish to record for future use, click on the 'Record Macro' button or press the 'F7' key to continue.

Record Macro

This dialog is showing the items added to this bill so far.
 To record these items as a Macro they *must* first be selected by having a tick in the box to the far left of each item.
 Give your macro a unique and memorable name. Then press the **Ok** button to save it.

1 Name: **MACRO1**

Adding this *link* to any macro item will cause the macro to be automatically played when the item is added to a bill.

<input type="checkbox"/>	Code	Item Description	Qty
<input type="checkbox"/>	J03.9	J03.9 - Acute tonsillitis, unspecified	0
<input checked="" type="checkbox"/>	0190	NEW AND ESTABLISHED PATIENT: CONSULTATION/VISIT OF NEW OR ESTABLISHED PATIENT OF A...	1
<input checked="" type="checkbox"/>	1101	TONSILLECTOMY (DISSECTION OF THE TONSILS)	1
<input checked="" type="checkbox"/>	7JK5	COTTON WOOL BALL STERILE 1G 1GCWBS010 CSM	1

4 **Ok** **Cancel**

- Create a name for the Macro
- The combination of Materials, Diagnoses and Procedures
- Tick/Untick the lines you wish to associate with the Macro
- Click 'Ok' to save and continue

- To make use of the recorded macro, go into the Bill / Debit Patient screen and return to the Bill Details. The screen will have no billing information added. Click on the 'Play Macro' button or click on the 'F8' button to access the macro screen. Type in the name of the Macro you wish to use. At this point all the saved lines will appear. Click on 'Ok' to add the items to the bill.

Play Macro

Type the name of the macro you want to play then press **Enter**
 This will bring up the list of the items that belong to this macro
 Use the **tick box** (to the left of each item) to select the items to be added to the current bill
 When you are happy with your selection press the **Ok** button to update the bill.

Name: **MACRO1**

<input type="checkbox"/>	Code	Description	Qty
<input type="checkbox"/>	J03.9	J03.9 - Acute tonsillitis, unspecified	0
<input checked="" type="checkbox"/>	0190	NEW AND ESTABLISHED PATIENT: CONSULTATION/VISIT OF NEW OR ESTABLISHED PATIENT OF AN ...	1
<input checked="" type="checkbox"/>	1101	TONSILLECTOMY (DISSECTION OF THE TONSILS)	1
<input checked="" type="checkbox"/>	7JK5	COTTON WOOL BALL STERILE 1G 1GCWBS010 CSM	1

Ok **Cancel** **Delete** **Print** **Overwrite Existing bill details**

- The billing screen will now be populated by the saved lines in the macro. You can still add to this bill by adding in more diagnoses, materials and procedures. Click on the 'Accept Changes' button or 'Submit Bill' button when completed.

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Bill Details


MEDEDI

Account	TEST, T MR	1	Med. Aid	PRIVATE PATIENT PRIVATE	00
Patient	MR TEST TEST	Gender	M	DOB	10/10/2020 20 m
Doctor	DEMO1, DR	MP4332211	Ref. Dr.	Op.	
Chg. Rate	STANDARD*	Bill Date	28/06/2022	Venue	Rooms
Auth					

Diagnoses

J03.9 - ACUTE TONSILLITIS, UNSPECIFIED

Bill Summary	Code	Qty	Price	Diag	Levy	Disc.	Med. Aid	Pat. Due
NEW AND ESTABLISHED PATIENT: CONS...	0190		343.20		0.00		0.00	343.20
Administration Fee			0.00					
TONSILLECTOMY (DISSECTION OF TH...	1101	1	948.10		0.00	-0.00	0.00	948.10
COTTON WOOL BALL STERILE 1G 1G...	0201	1	0.63		0.00	-0.00	0.00	0.63

Materials Used

Procedures Performed

Script / Dispense Acute Medicines

Script / Dispense Chronic Medicines

Anaesthetic Procedure

Accept Changes

Discard Changes

View Patient History

View / Add Patient Notes

Bill Totals

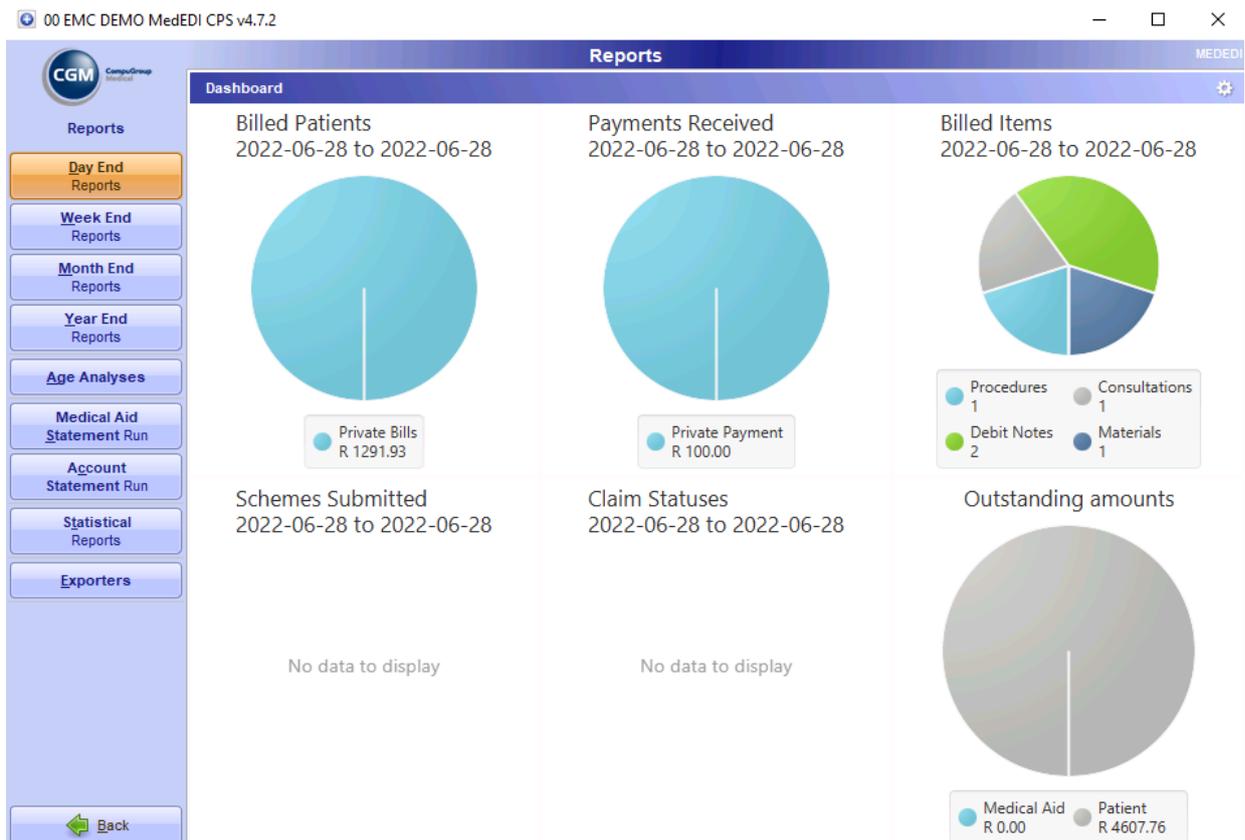
			1291.93	0.00	-0.00	0.00	1291.93
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Reports

1. There are a multitude of different types of reports that can be run on MEDEDI. From the main screen, click on the 'View / Print Reports' button.



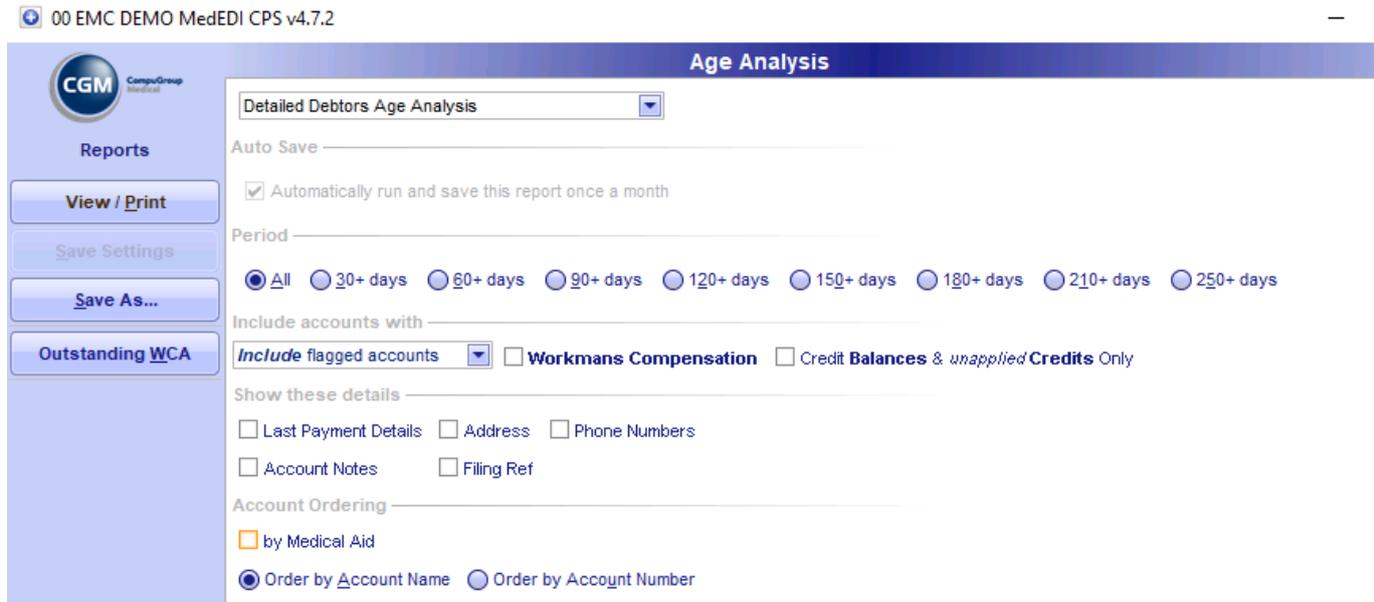
2. This will now bring up the dashboard with some reports available as a visual display. There are more options on the left of the screen to access many different types of reports.



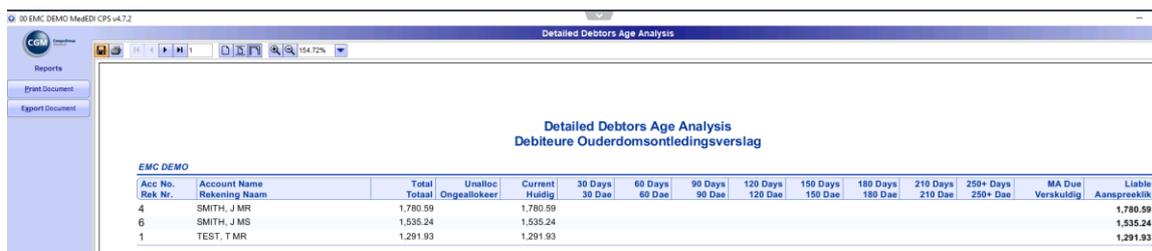
3. Two reports that could prove most useful will be the Age Analyses report (on main report screen) and the Week end claim status report which is listed under the 'Week End Reports' button.

AGE ANALYSES REPORT. This report will allow you to see which accounts have an outstanding amount and how far back that amount goes (months). Enter the selections available on screen and click on the 'View /

Print' button.



4. Once the report has run there is the option to print the report or to export the document.



5. With the Claims Status Report, this will give an overview of claims status with the Medical Aids. You can print or export this report.



Stock

MEDEDI offers the functionality to keep accurate control of stock levels for any medications and supplies that are used at the Practice or dispensed from the Practice.

1. On the Main Menu, click on the 'Stock Control' button to access more options.



2. The most useful options on this menu will be Receive Goods, Set Stock Levels, Adjust Stock Levels, Stock Take and View Print Reports.



3. To Receive goods into stock, click on the Receive Goods button. On this screen you will be able to load a GRN (Goods Received Note) and you can also add in new Supplier information or amend existing supplier information.



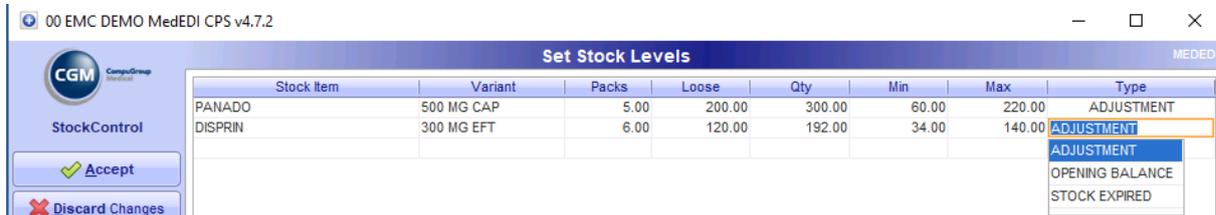
- 1 Enter supplier name here (if already loaded on MEDEDI)
- 2 Enter the date that the stock is received
- 3 Enter the GRN Number (This will be the supplier invoice no.)
- 4 Enter the total amount for the GRN
- 5 Click here to add/edit supplier information
- 6 Click here to accept the GRN to capture stock on MEDEDI

4. To add a new supplier or edit existing supplier information, click on the 'Supplier Maintenance' button.

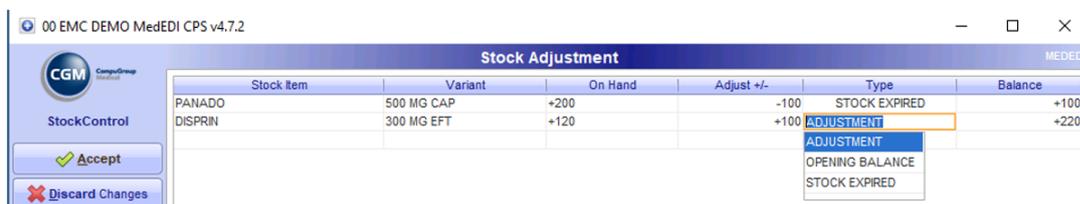
5. Enter the information accordingly and click 'Accept' to add to stock levels.

6. The pop-up window will give an option to add in minimum and maximum stock levels to maintain.

7. To set stock levels, click on the 'Set Stock Levels' button. From here you will be able to set the stock levels.



- To adjust stock levels, click on the 'Adjust Stock Levels' button. From here you will be able to adjust stock levels for various reasons.



- To do a stock take, click on the 'Stock Take' button. Here you will be able to count stock on a regular basis and make any adjustments to stock levels as necessary. Accept and update stock levels to save information on MEDEDI.



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Stock Take MEDEDI

Stock Item	Pack Size	Packs	Loose	On Hand	Actual	Var
COTTON WOOL BALL STERILE 1G 1G CWBS010 CSM	1	0	0	-1	0	+1
DISPRIN 300 MG EFT	12	9	12	120	120	+0
NEEDLE HYPODERMIC 40MM 21G B01 NDL	1	0	0	-10	0	+10
PANADO 500 MG CAP	20	8	36	200	196	-4
SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG	100	0	0.00	-10	0	+10

StockControl

- Accept and Update Stock
- Save Stock Take for Later
- Discard Changes
- New Stock Take
- Print Stock Sheets

10. There are a multitude of various reports that can be run that will give information relating to stock in MEDEDI. To access the various reports, click on the 'View Print Reports' button.





1	All stock movement report according to date or material
2	All information relating to a specific supplier
3	This will show all stock that is running low
4	This will show stock on hand according to dates
5	This report will show all stock items purchased in a set month
6	If any stock has been transferred it will be shown here
7	This will show a specific GRN (invoice)
8	This will show a specific Transfer note
9	This will show when stock on hand will expire
10	This will show stock movement on a specific item
11	This report will show all stock adjustments done
12	Select a stock item to show which supplier it has come from

MEDEDI ADMINISTRATOR

The MEDEDI Administrator is where a lot of configuration settings can be done that will pull through to MEDEDI CPS. Here are a few that may be useful. **NOTE THAT ONLY USERS WHO HAVE ADMINISTRATOR ACCESS WILL BE ABLE TO LOGIN TO THIS.**

Logging into MEDEDI Administrator

1. Click on the MEDEDI Administrator button to login.



2. Enter the User Name and Password, then click the 'OK' button.

3. If you have forgotten your password, or wish to reset your password, click on 'Forgot Password'. An OTP will be sent to your cell number and you can type in a new password. **NOTE THAT YOU CANNOT REUSE A PASSWORD THAT YOU HAVE USED BEFORE.**

Practice Details Settings

1. To review the Practice Details, click on the 'Maintenance' button from the main screen.



2. Then click on the 'Practice Details' button.



3. This screen will now show all the Practice details loaded and amend if necessary.

Practice Information

1 BHF Number (Practice Number): 1122334
 2 Practice Type: 014 - GP
 3 Name: EMC DEMO
 4 VAT Number: VAT Registered

Postal Address

5 Box / Street: BOX 123
 City / Suburb: CAPE TOWN
 Post Code: 8001

Contact Details

6 Admin Tel: (021) 5550000
 Fax No:
 email:
 Website:

Doctors

MP Number	Surname	Initials	PracNo	Qualifications	Dispensing	Active
MP4332211	Demo1	Dr	1122334	MBChB	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MP4332212	Demo2	Dr	1122336	MBChB	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MP4332213	Demo3	Dr	1122334	MBChB	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Bank Details

8 Account Name: ACCOUNT NAME
 Account No.: 123456789
 Bank Name: BANK NAME
 Branch Name: BRANCH NAME
 Branch Code: 1234
 Swift Number:

1	BHF Number (Practice Number)
2	Prctice Type
3	Practice Name (displayed on correspondence)
4	VAT Number (if applicable)
5	Postal Address (displayed on correspondence)
6	Contact Details (displayed on correspondence)
7	Doctors (Practitioners lined to the practice)
8	Banking Details

Email and SMS Settings

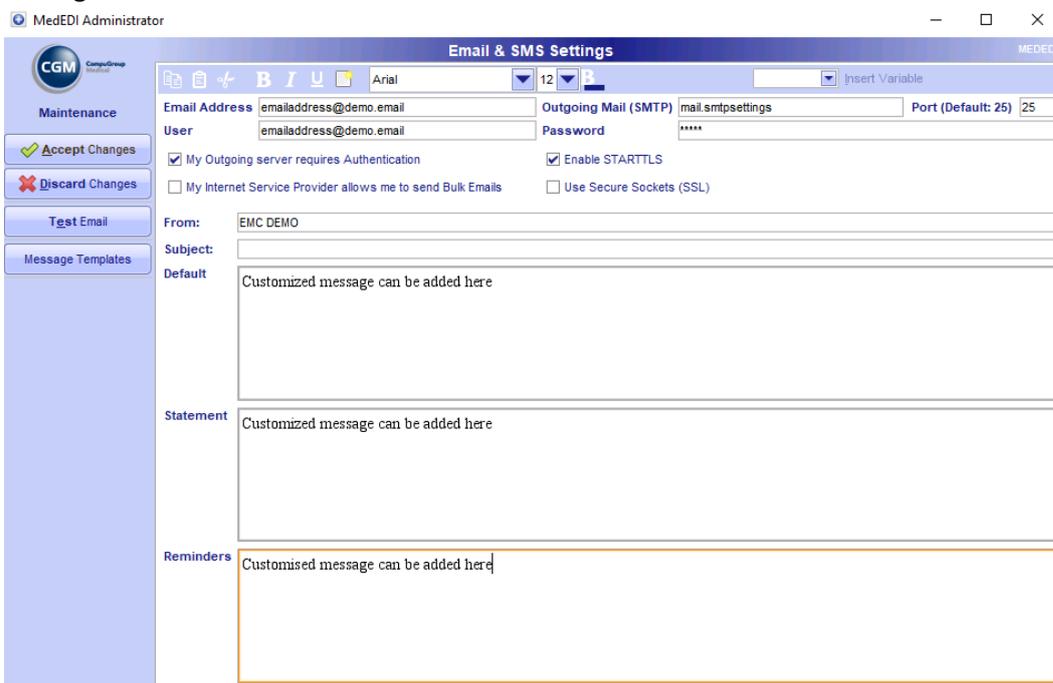
1. To review the Email and SMS settings, click on the 'Maintenance' button from the main screen.



2. Then click on the 'Email & SMS Settings' button.



3. This is where the practice email settings will be added in. MEDEDI will send out emails directly using the settings added into this screen.

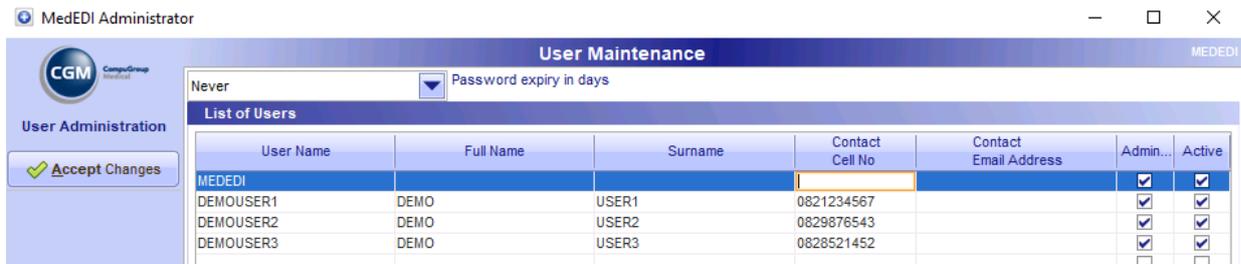


Adding Users

1. From the main menu in Administrator, click on the 'Users' button.



2. On this screen you can add in User Names, add in their contact details (this is to reset a password with an OTP being sent to the users phone or email directly. The passwords can be set to expire every 30/90/120 days or never if preferred. It is advisable to allow the passwords to expire in order to maintain high security access.



Referring Doctor

1. From the main menu in Administrator, click on the 'Referring Doctor' button.



2. On this screen you can add in regularly used Referring Doctors information. By doing so you will be able to select the relevant doctor's name and credentials when creating a bill for a patient in MEDEDI CPS.

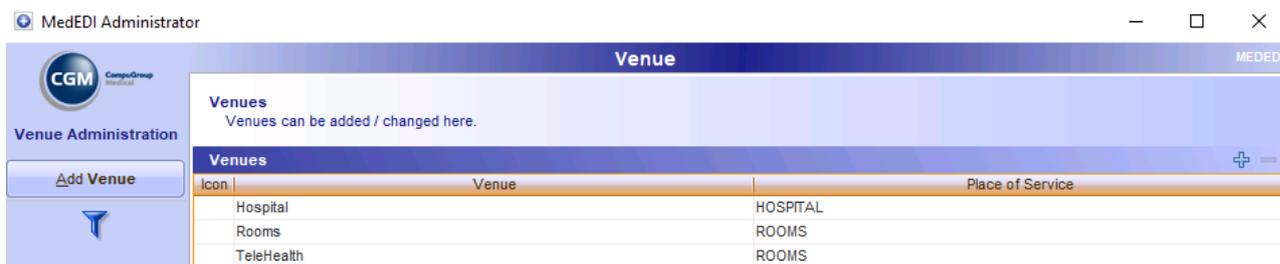


Adding Venues

1. From the main menu in Administrator, click on the 'Venue' button.



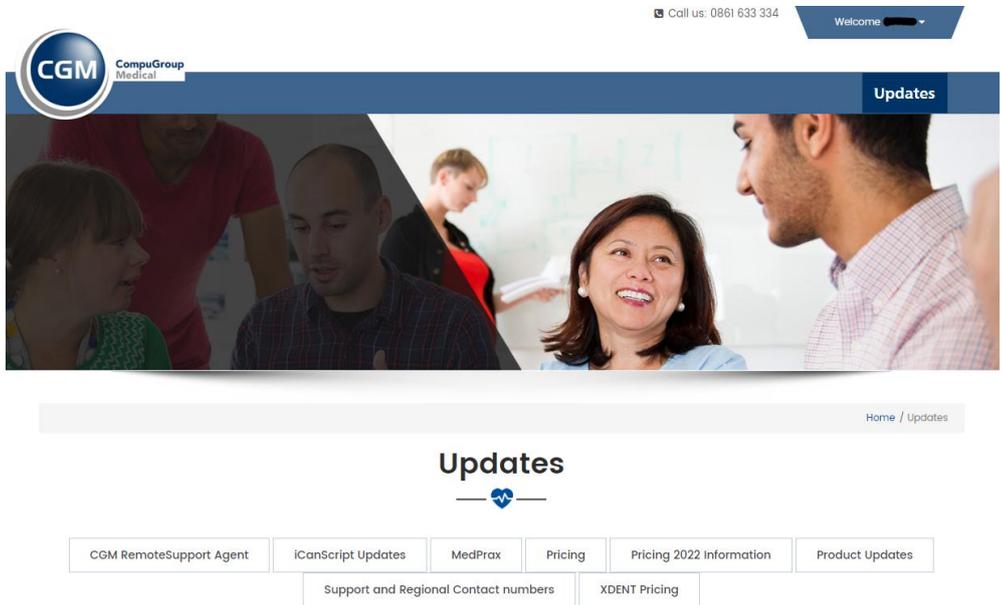
2. On this screen you will be able to add in more Venues. MEDEDI will come with three default Venues (Hospital, Rooms and Telehealth). More can be added in if the Doctor needs to specify if they are consulting at a different venue that is used on a regular basis.



CGM PORTAL

The CGM Portal is a website where the Practice can login and access useful updates and other important information. To Access the portal go to the following address: <https://portal.cgmsa.co.za>

Once logged in, there will be a whole host of options to choose from. The two most important ones are Pricing updates and also MEDEDI updates.



Pricing Updates: MEDEDI

Pricing updates are done on a weekly basis with information provided to MEDEDI from MedPrax. If you have a hosted server, the prices will be updated automatically on a set day of the week at a set time after hours. Under Weekly Prices, the latest update will be the one shown in the top left corner along with a date it was published.

Pricing



Optional Prices

Weekly Prices

*While we do our to ensure accuracy, third party pricing is subject to change, see Disclaimer

 Pricing 2022 Weekly Data Update V220622 Hello, Please see below the release information for w... <i>Publish on: Jun 23, 2022</i>	 Pricing 2022 Weekly Data Update V220603 Hello, Please see below the release information for w... <i>Publish on: Jun 03, 2022</i>	 Pricing 2022 Weekly Data Update V220527 Hello, Please see below the release information for w... <i>Publish on: Jun 03, 2022</i>	 Pricing 2022 Weekly Data Update V220518 Hello, Please see below the release information for w... <i>Publish on: May 20, 2022</i>
 Pricing 2022 Weekly Data Update V220503 Hello, Please see below the release information for w... <i>Publish on: May 20, 2022</i>	 Pricing 2022 Weekly Data Update V220425 Hello, Please see below the release information for w... <i>Publish on: May 20, 2022</i>	 Pricing 2022 Weekly Data Update V220422 Hello, Please see below the release information for w... <i>Publish on: May 05, 2022</i>	 Pricing 2022 Weekly Data Update V220404 Hello, Please see below the release information for weekly p... <i>Publish on: Apr 12, 2022</i>

Product Updates: MEDEDI

MEDEDI updates are done a few times a year. If you have a hosted server, the updates will automatically run on a set day of the week at a set time after hours as soon as they become available. Under Product Updates, the latest update will be the one shown in the top left corner along with a date it was published.

Product Updates



MedEDI

Plug Ins

XDENT

*While we do our to ensure accuracy, third party pricing is subject to change, see Disclaimer

 MedEDI CPS 4.7.2 Dear Valued Doctor/ Practice Manager, MEDEDI vers... <i>Publish on: Mar 14, 2022</i>	 MedEDI CPS 4.7.1 Dear Valued Doctor/ Practice Manager, &... <i>Publish on: Feb 24, 2022</i>	 MedEDI CPS 4.7.0 Dear Valued Doctor/ Practice Manager, MEDEDI version 4.7.0 ... <i>Publish on: Dec 13, 2021</i>	 MedEDI CPS 4.6.1 Dear Valued Doctor/ Practice Manager, MEDEDI version 4.6.1 ... <i>Publish on: Aug 12, 2021</i>
 MedEDI CPS V4.5.7 Dear Valued Doctor/ Practice Manager, MEDEDI version 4.5.7 ... <i>Publish on: Jun 21, 2021</i>	 MedEDI CPS V4.5.4 Dear Valued Doctor/ Practice Manager, MEDEDI version 4.5.4 ... <i>Publish on: Feb 05, 2021</i>	 MedEDI CPS V4.5.3 Dear Valued Doctor/ Practice Manager, MEDEDI version 4.5.3 ... <i>Publish on: Dec 30, 2020</i>	 MedEDI CPS V4.5.2 NOTE: This update is not applicable to CPS 3.8 Customers, do not ins... <i>Publish on: Nov 25, 2020</i>