Medisoft Version 14 SP2 Install Instructions

Following are detailed instructions on installing your Medisoft and Office Hours Professional to Service Pack 2. Medical Data Solutions strongly recommends that all Medisoft Version 14 customers install this service pack as soon as possible.

You will need to download the install files to update Medisoft Version 14 to Service Pack 2 from our support link on our web site.

NOTE – If you do not have high speed Internet, do not attempt to install SP1 via the Internet. The download is very large and will not be feasible with dial up service. If you have dial up service, call Medical Data Solutions for an install CD of SP2. A service fee will apply for all SP2 CD's requested.

Update Summary

1. Before starting the Service Pack 2 update, we recommend you backup your Medisoft data.
2. Download service pack update files
3. Un-install your current version of Medisoft and Office Hours Professional (if installed).
4. Install Medisoft
5. Install Office Hours Professional (if purchased)
6. **Open Medisoft as usual. Update completed.**
7. If you have Focus Reports installed, proceed to page 11 for additional instructions.

PLEASE note the following. If you have any of the following programs installed you will need additional assistance from Medical Data Solutions to update these programs. These applications must be updated as well, or they will not work properly. The update of these applications will require assistance as the configuration after installation is more complicated.
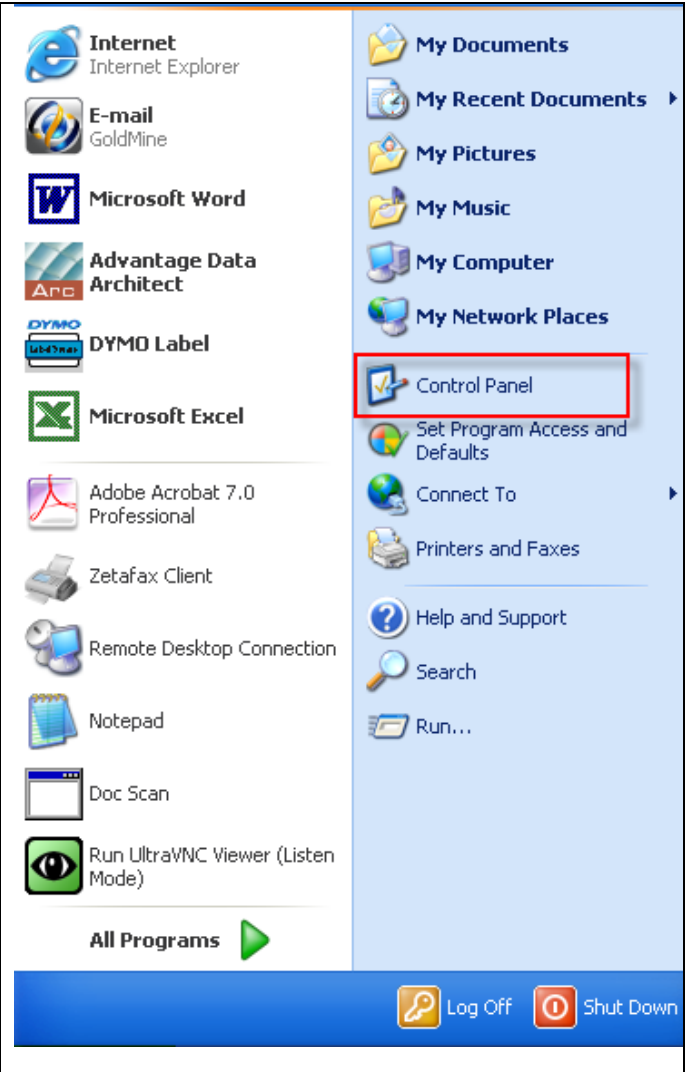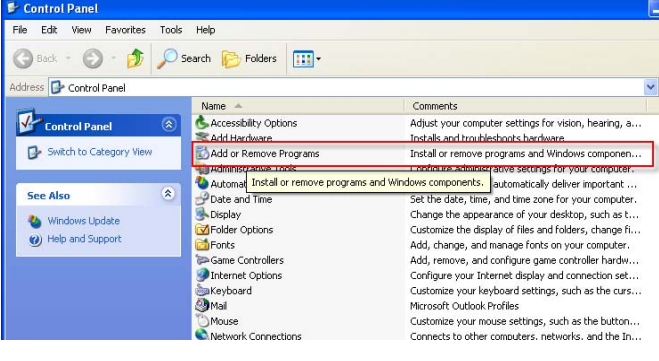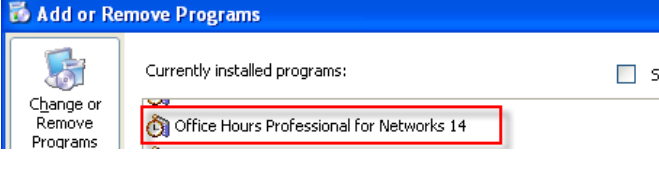
Medisoft ERA Posting Module Version 14.

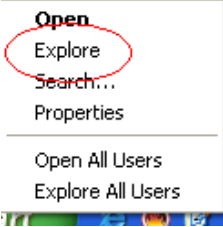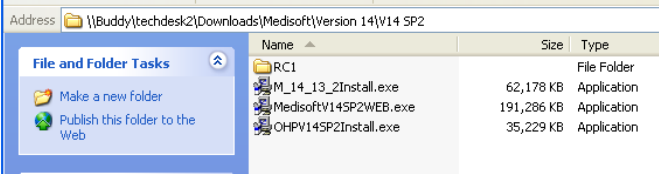1. **Medicare DIRECT claims Module such as TrailBlazer or Availity.**

To update Medisoft Version 14 to SP2 using the service pack files we have posted on our web site:

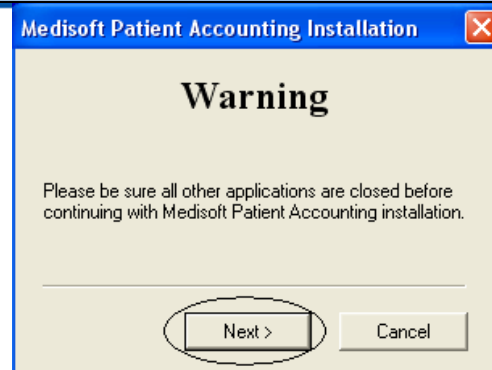|	
We recommend un-installing your previous version of Medisoft through the Control Panel, Add Or Remove Programs Note that un-installing your Medisoft software does NOT affect your data. The data is stored in another directory by default. If you are not sure where your data is stored, we recommend you backup prior to un-installing.	

1e. Click on "Add or Remove Programs"	
1f. Remove Office Hours Pro FIRST, if installed, then Medisoft.	
YOU ARE NOW READY TO INSTALL the Medisoft 14 SP2 Service Pack. You will install in the FOLLOWING order: Medisoft FIRST Office Hours Professional second (if installed) NOTE – Final Draft is now incorporated into the Medisoft install. Final Draft no longer is a separate install. Please note the following: If you have purchased Office Hours Professional, you MUST install Office Hours Professional from the downloaded OHP14SP2Install.exe file. When installing Medisoft, the installation program installs the BASIC version of Office Hours. For the	

Professional Version, you will need to install that from the downloaded file.	
1. Browse to the location where you saved the service pack install files. To browse, RIGHT click on the green ![start] button in the lower left hand part of your screen The window on the right will appear. Left double click on "Explore". Locate where you have saved the install files.	Open Explore Search… Properties Open All Users Explore All Users
3. To launch, left double click on the Medisoft14SP2WEB.exe file. Remember install Medisoft FIRST, Office Hours SECOND (if purchased)	Address \\Buddy\techdesk2\Downloads\Medisoft\Version 14\V14 SP2 **File and Folder Tasks** Make a new folder Publish this folder to the Web Name ▲ — Size — Type RC1 — File Folder M_14_13_2Install.exe — 62,178 KB — Application MedisoftV14SP2WEB.exe — 191,286 KB — Application OHPV14SP2Install.exe — 35,229 KB — Application

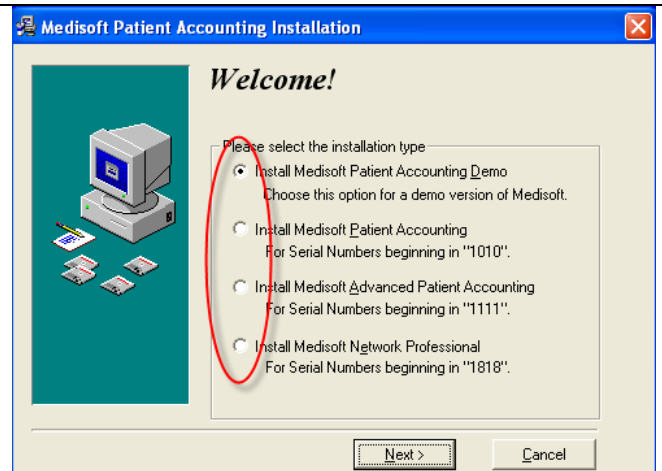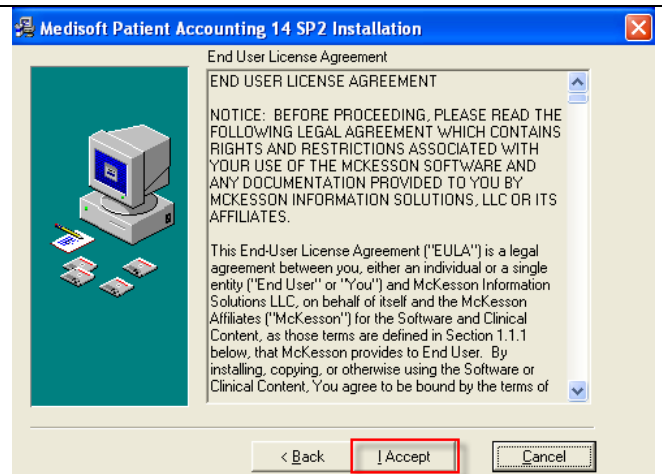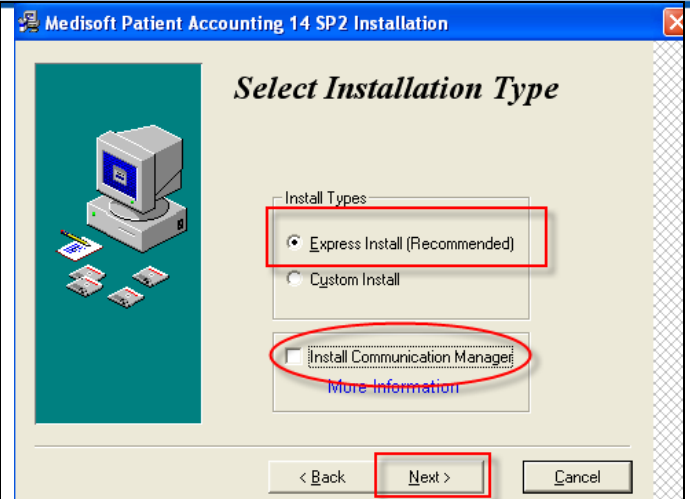|	
2. Click on "Next"	**Medisoft Patient Accounting Installation** **Warning** Please be sure all other applications are closed before continuing with Medisoft Patient Accounting installation. [Next >] [Cancel]

3. "Welcome" plash screen opens. You will need to select the "Installation Type" before proceeding. Your installation "Types" are as follows:
 	
Medisoft Patient Accounting = 1010
 	
Medisoft Advance Accounting = 1111
 	
Medisoft Network Professional = 1818
 	
Once you have selected your Installation Type, click on "Next".
	Medisoft Patient Accounting Installation
	
	Welcome!
	
	Please select the installation type
	
	⊙ Install Medisoft Patient Accounting Demo
	    Choose this option for a demo version of Medisoft.
	○ Install Medisoft Patient Accounting
	    For Serial Numbers beginning in "1010".
	○ Install Medisoft Advanced Patient Accounting
	    For Serial Numbers beginning in "1111".
	○ Install Medisoft Network Professional
	    For Serial Numbers beginning in "1818".
	
	[Next >] [Cancel]

4. You must select "I Accept" when this splash screen appears. If you do not, the install will close and the program will not be installed.	**Medisoft Patient Accounting 14 SP2 Installation** End User License Agreement END USER LICENSE AGREEMENT NOTICE: BEFORE PROCEEDING, PLEASE READ THE FOLLOWING LEGAL AGREEMENT WHICH CONTAINS RIGHTS AND RESTRICTIONS ASSOCIATED WITH YOUR USE OF THE MCKESSON SOFTWARE AND ANY DOCUMENTATION PROVIDED TO YOU BY MCKESSON INFORMATION SOLUTIONS, LLC OR ITS AFFILIATES. This End-User License Agreement ("EULA") is a legal agreement between you, either an individual or a single entity ("End User" or "You") and McKesson Information Solutions LLC, on behalf of itself and the McKesson Affiliates ("McKesson") for the Software and Clinical Content, as those terms are defined in Section 1.1.1 below, that McKesson provides to End User. By installing, copying, or otherwise using the Software or Clinical Content, You agree to be bound by the terms of [< Back] [I Accept] [Cancel]

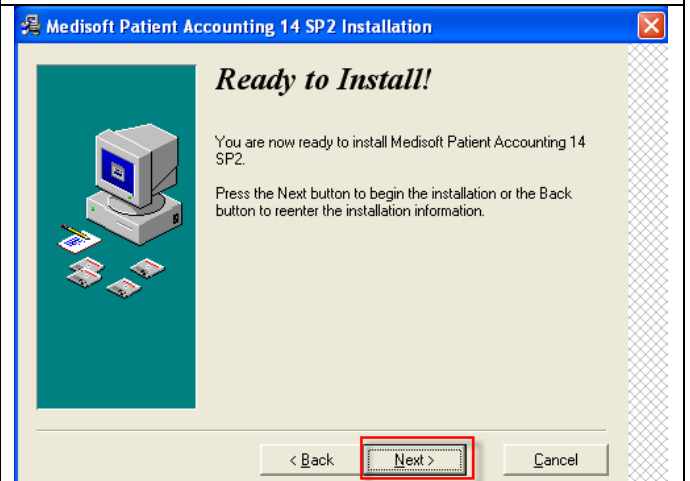|	
5. We recommend you select "Express Install" option. If you select "Custom Install" you will need to point the installation program to the directory Medisoft Version 14 is installed in. **Note – By default Medisoft V14 is installed in C:\Program Files\Medisoft**. **NOTE – Before clicking "Next", uncheck "Install Communication Manager" This is for users with Medinotes Electronic Medical Records.**	
6. "Ready to Install" splash screen is appears. Click on "Next" to proceed and follow the defaults presented.	

|	
7. Keep default "Yes" then click Next.	**Medisoft Advanced Patient Accounting 14 SP2 Installation** **Backup Replaced Files?** This installation program can create backup copies of all files replaced during the installation. Do you want to create backups of the replaced files? ● Yes (recommended) ○ No < Back Next > Cancel
8. Confirm the directory the backup files will be placed, then click on Next.	**Medisoft Advanced Patient Accounting 14 SP2 Installation** **Select Backup Directory** Please select the directory where the replaced files will be copied. C:\Program Files\MedisoftV14PA\Backup Browse < Back Next > Cancel
9. Click on "Finish" when the install is completed. When the install is complete, you can open Medisoft as you normally would. There MAY be a small data update with the install of Service Pack 2.	**Medisoft Advanced Patient Accounting 14 SP2 Installation** **Installation Completed!** Medisoft Advanced Patient Accounting 14 SP2 has been successfully installed. Press the Finish button to exit this installation. ☐ Launch Medisoft Advanced Patient Accounting 14 SP2 < Back Finish Cancel
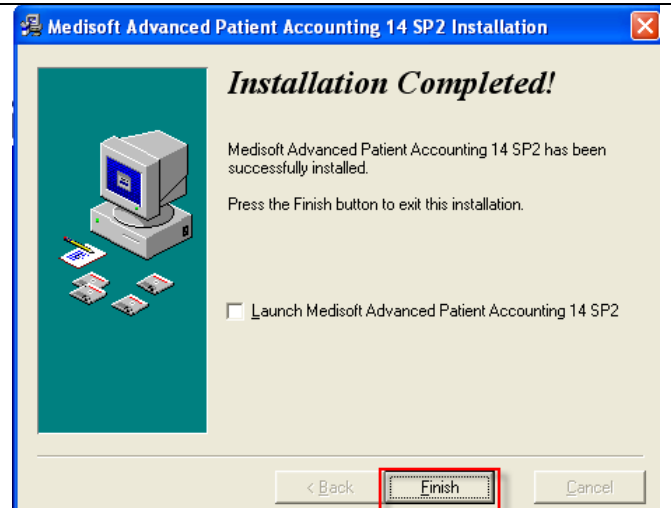
10. As noted, there will be a small update the first time you open Medisoft after installing the service pack. If you did not backup your data prior to installing the service pack, backup now by clicking on "Back Up Data Now".
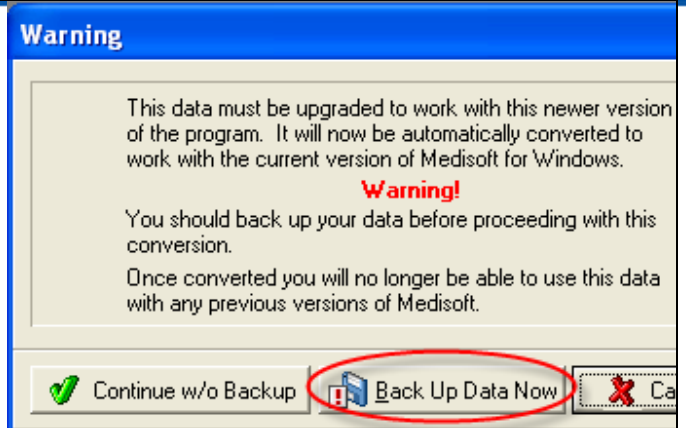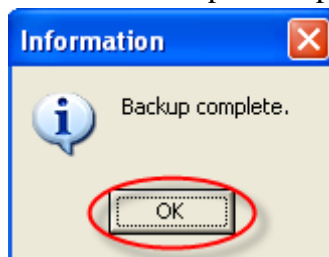

11. Click on "OK" to start the back up.
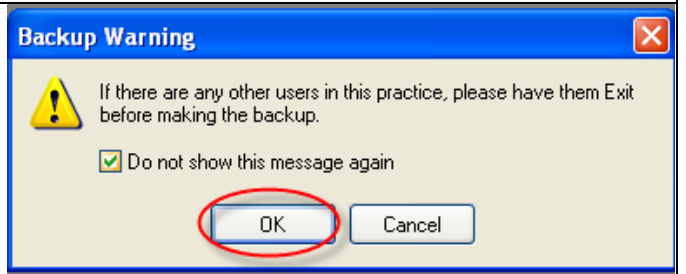
12. Select the location you wish to save your backup, then click on "Start Backup".
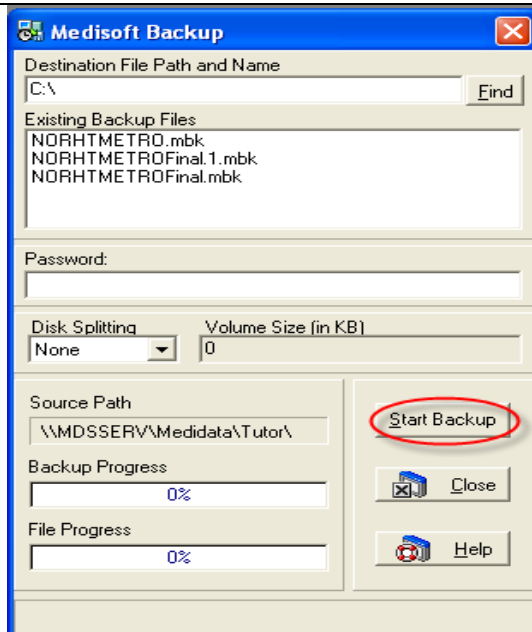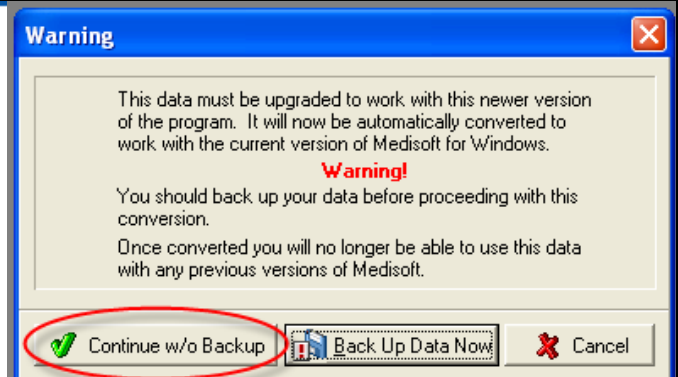
Once the backup is complete, click on "OK"

13. Now click on "Continue w/o Backup". Once the update is complete, you can open your data and start work. If you have multiple practices, you will need to repeat steps 9-14 for each practice.	
14. If you have Office Hours Professional, close Medisoft, browse back to the Medisoft Service Pack downloaded and left double click on the file "OHP14SP2Install.exe". Follow the default choices to install. If you have Office Hours Professional, the install "Types" are as follows: **Office Hours Pro Single User = 2121** **Office Hours Pro Network = 2828**	
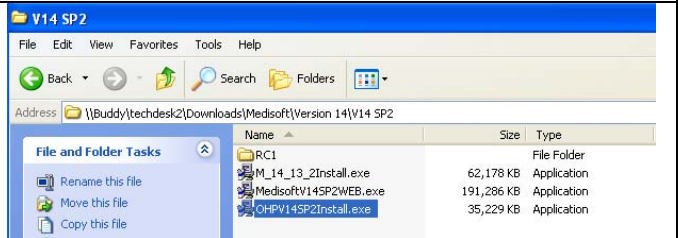
1. If you have Focus Reports installed go to page 14 to update Focus Reports for Medisoft V14 SP1.
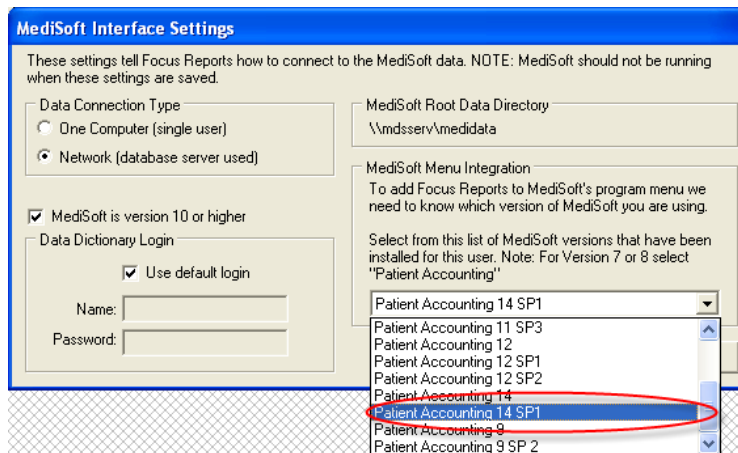
<u>Focus Reports Update</u>

If you have Focus Reports installed, you will need to set up Focus Reports to recognize Version 14 SP2. There is no update in software needed, you will just need to configure Focus Reports for SP2.

1. <u>FIRST</u>, open Medisoft as you normally would. Once open, close Medisoft.

2. Left click on the green [start] menu in the lower left hand corner of your screen.
   Choose All Programs and then select Focus Reports, then Medisoft Interface Settings.
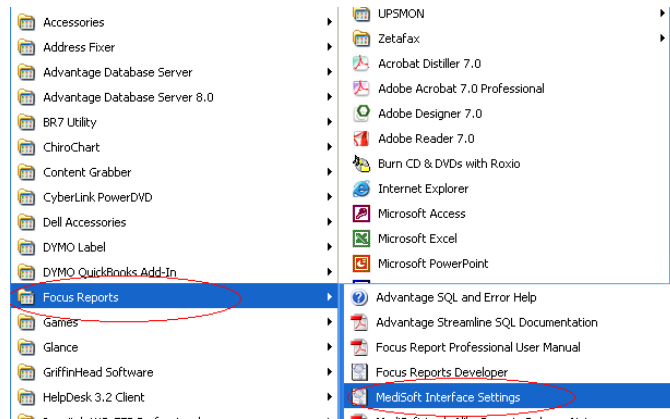
1. Click on the down button and select the "Patient Accounting 14 SP2"

2. Click on "Save Settings". The configuration utility will close when you are done configuring
   Focus Reports for Version 14 SP2.