

## Medisoft Version 16 SP1 Install Instructions

Following are detailed instructions on installing your Medisoft and Office Hours Professional to Service Pack 1. Medical Data Solutions strongly recommends that all Medisoft Version 16 customers install this service pack as soon as possible.

You will need to download the install files to update Medisoft Version 16 to Service Pack 1 from our support link on our web site.

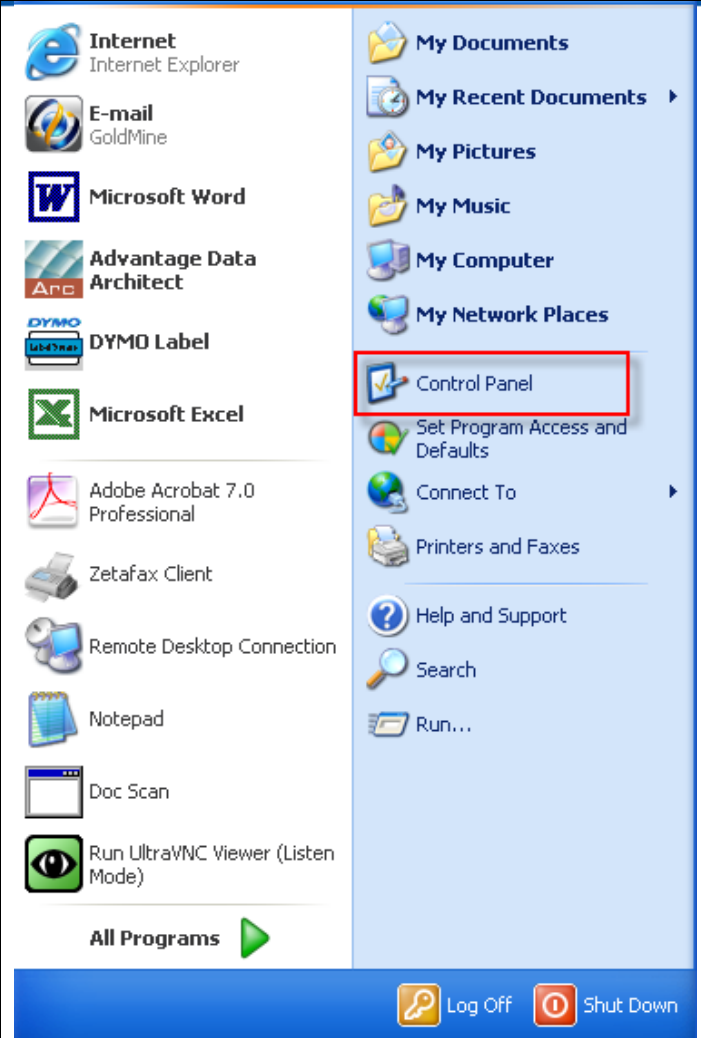
**NOTE – If you do not have high speed Internet, do not attempt to install SP1 via the Internet. The download is very large and will not be feasible with dial up service. If you have dial up service, call Medical Data Solutions for an install CD of SP1. A service fee will apply for all SP1 CD's requested.**

### Update Summary

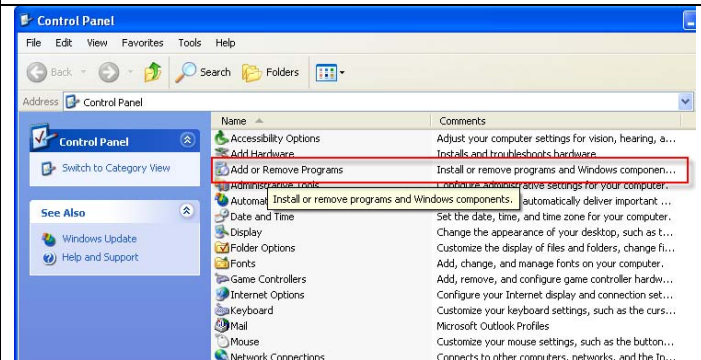
1. Before starting the Service Pack 1 update, we recommend you backup your Medisoft data.
2. Download service pack update files
3. Un-install your current version of Medisoft and Office Hours Professional (if installed).
4. If you had purchased in the past Focus Professional, you should now have Medisoft Reports Professional. Uninstall Medisoft Reports Professional.
5. Install Medisoft
6. Install Office Hours Professional (if purchased)
7. Install Medisoft Reports Professional (if purchased).
8. Open Medisoft as usual. Update completed.
9. **REPEAT Install of Service Pack 1 on ALL computers you have installed Medisoft on, including the server.**

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.



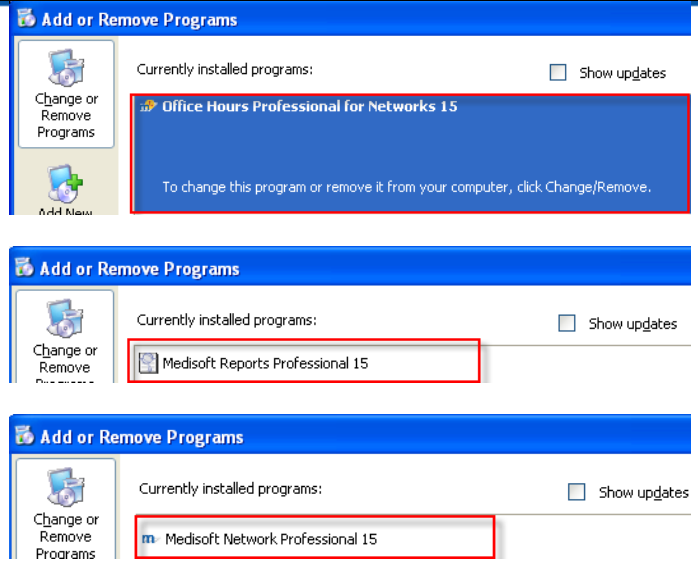
1e. Click on “Add or Remove Programs”



If. Remove FIRST Office Hours Pro FIRST, if installed, then Medisoft Reports Professional SECOND (if installed), then Medisoft last.

**NOTE – If you cannot find Medisoft Reports Professional 16 in your Control Panel, you do not have that component installed. DO NOT install as part of your Service Pack Update.**

Remove “Medisoft last.



YOU ARE NOW READY TO INSTALL the Medisoft 16 SP1 Service Pack.

You will install in the FOLLOWING order:

Medisoft FIRST


Office Hours Professional second (if installed)

NOTE –

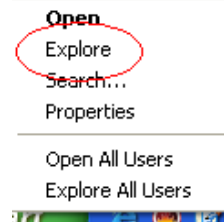
If you had Medisoft Reports Professional in your Control Panel when you uninstalled, install the update for Medisoft Reports Professional third.

Please note the following: If you have purchased Office Hours Professional, you **MUST** install Office Hours Professional from the downloaded OHPV16SP1Install.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.

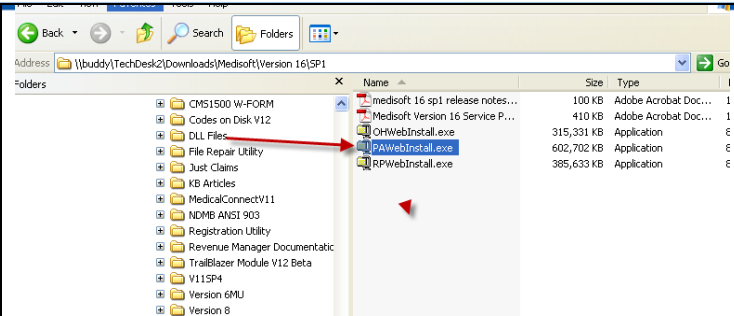
To browse, **RIGHT** click on the green  button in the lower left hand part of your screen

The window on the right will appear. Left double click on “Explore”.  
Locate where you have saved the install files.



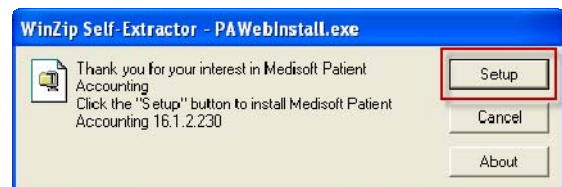
2. Browse to the location you downloaded the install files to. To launch, left double click on the Medisoft16SP1Install.exe file.

Remember install Medisoft FIRST, Office Hours SECOND (if purchased)

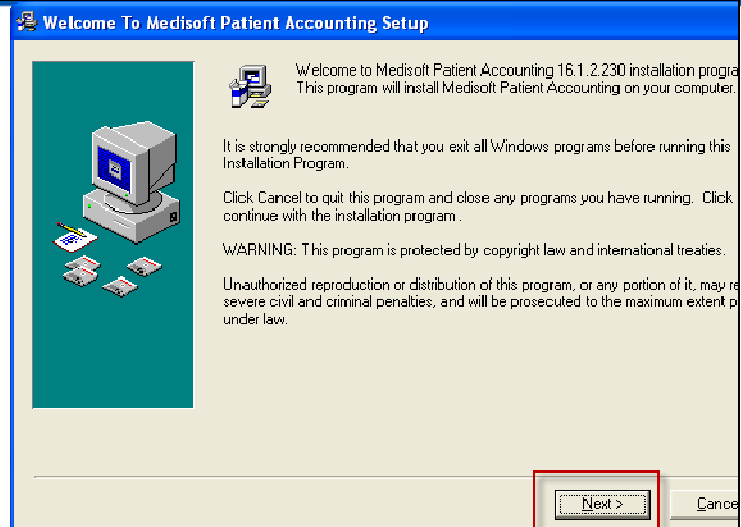


3. Click on “Run”

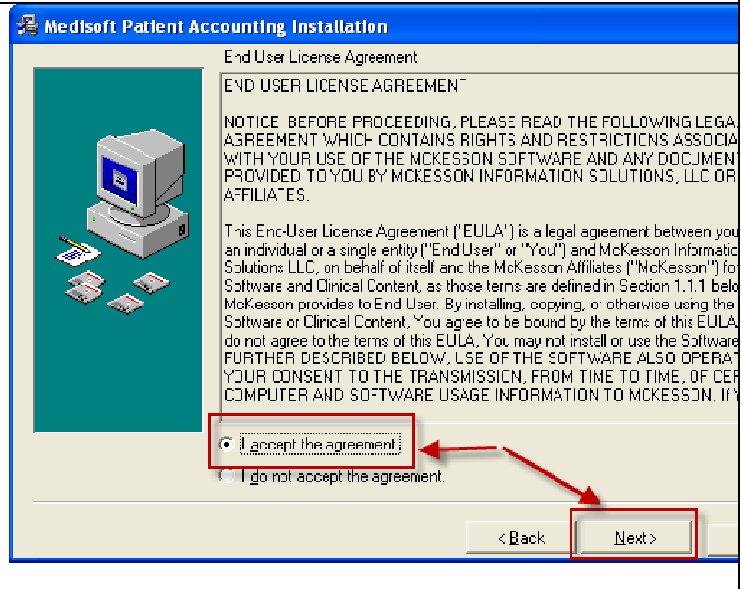
After you click on Run, the self-extractor will run. Click on “Set Up”. **The extraction program may run for several minutes before extracting the file.**



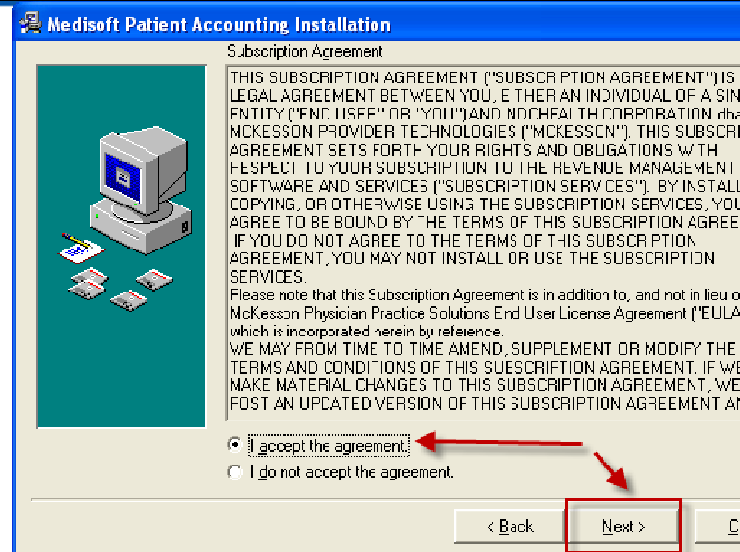
4. Click on “Next”



5. Click on “I accept the agreement”, then click on “Next”



6. The next agreement screen deals with the “End User Agreement” for the claims module Revenue Manager Advance. Click on “Next” to proceed with the install.



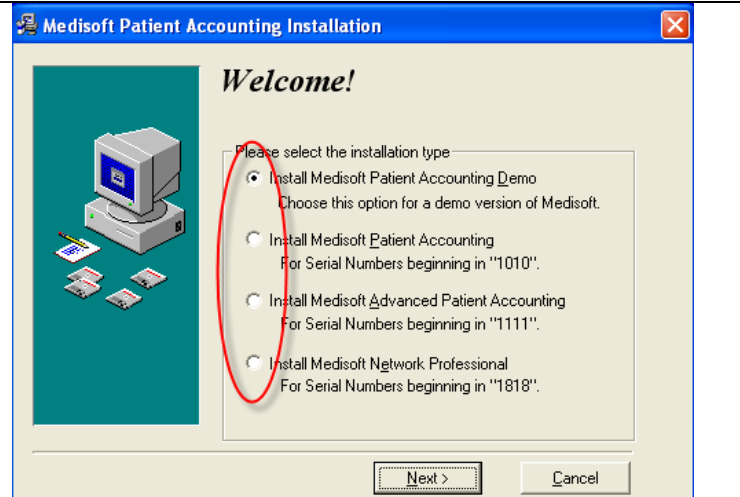
7. “Welcome” splash screen opens. You will need to select the “Installation Type” before proceeding. Your installation “Types” are as follows:

**Medisoft Patient Accounting = 1010**

**Medisoft Advance Accounting = 1111**

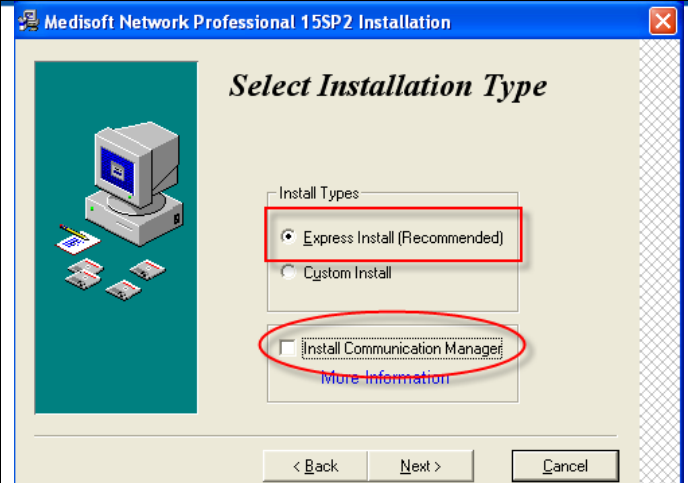
**Medisoft Network Professional = 1818**

Once you have selected your Installation Type, click on “Next”.

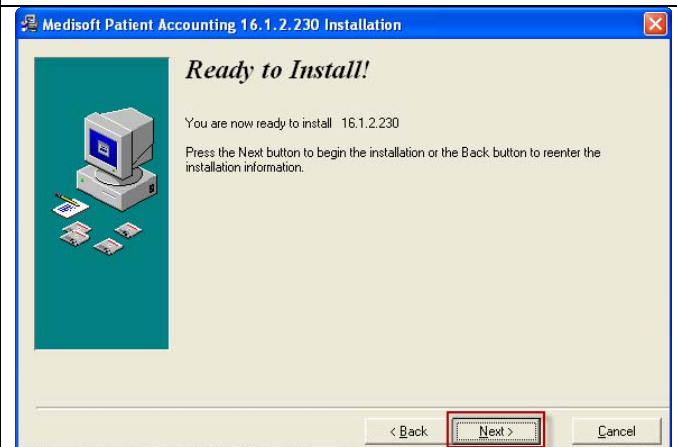


8. We recommend you select “Express Install” option. If you select “Custom Install” you will need to point the installation program to the directory Medisoft Version 16 is installed in.

**NOTE – Before clicking “Next”, uncheck “Install Communication Manager” This is for users with Medinotes Electronic Medical Records OR Medisoft Clinical.**

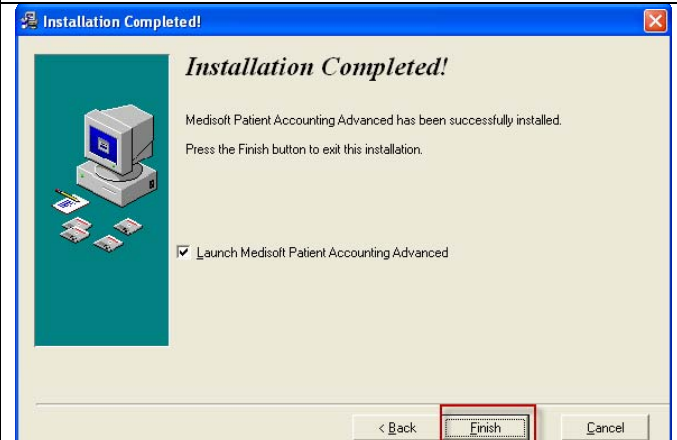


9. Click “Next”.



10. After install is complete, click on “Finish”. There is no need to launch Medisoft as there are additional components to install if you have Office Hours Pro.

**NOTE – You MUST install this service pack on ALL computers in which Medisoft Version 16 is installed on.**





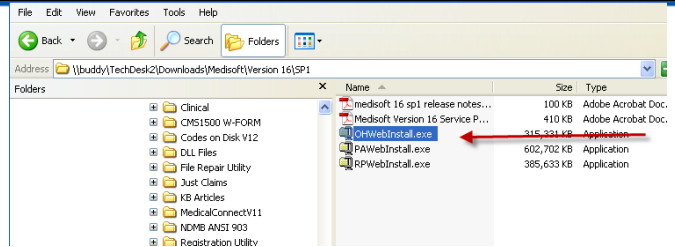
**11.** If you have Office Hours Professional, close Medisoft, browse back to the Medisoft Service Pack downloaded and left double click on the file “OHPV16SP1Install.exe”.

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**

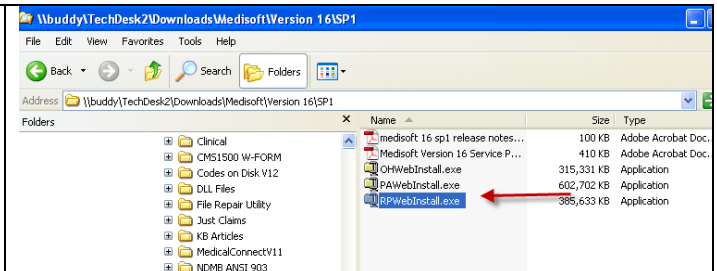


If you had removed Medisoft Reports Professional earlier, take the following steps to install the Service Pack for Medisoft Reports Professional.

NOTE – If you DID NOT have Medisoft Reports Professional in your “Add/Remove Programs” screen in the Control Panel, do not proceed to this step.

**If you are unsure that you have Medisoft Reports Professional installed, please call our office for confirmation.**

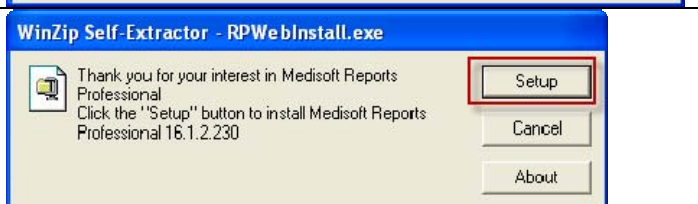
1. Browse back to the location you downloaded “RPTProV16SP1Install.exe and double click on the file.



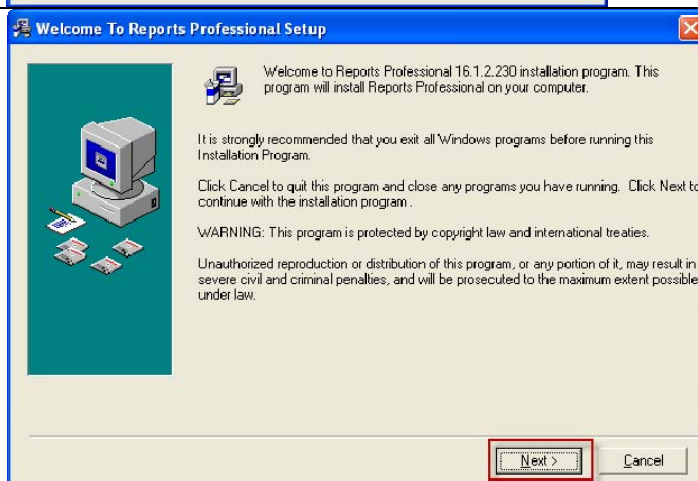
2. Click on “Run” to bypass the Security Warning.



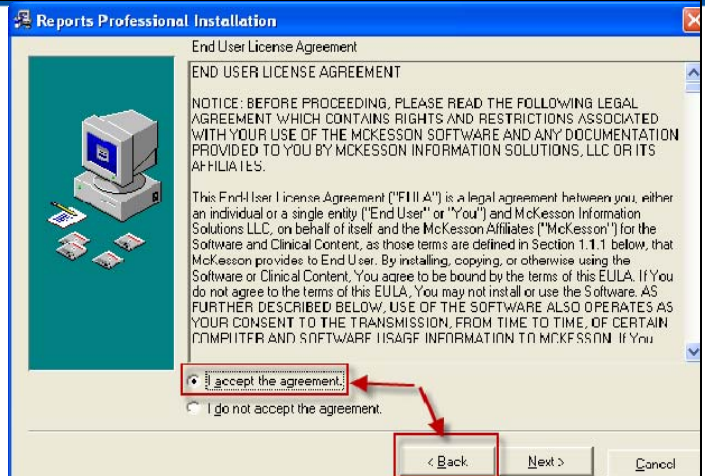
3. Click on “Setup”



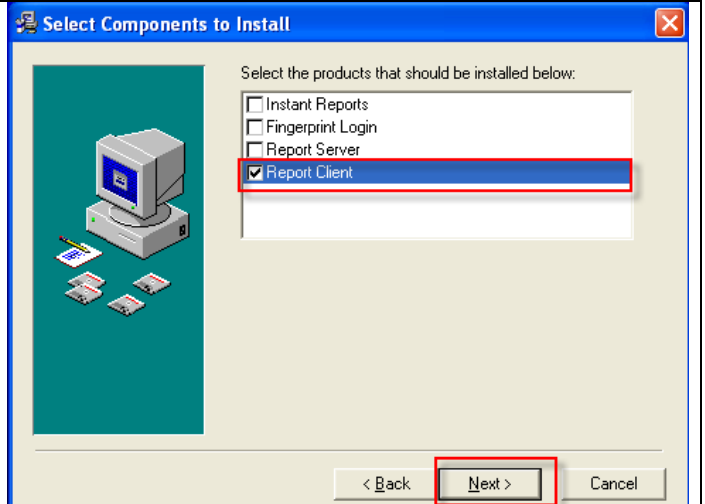
4. Click on “Next”.



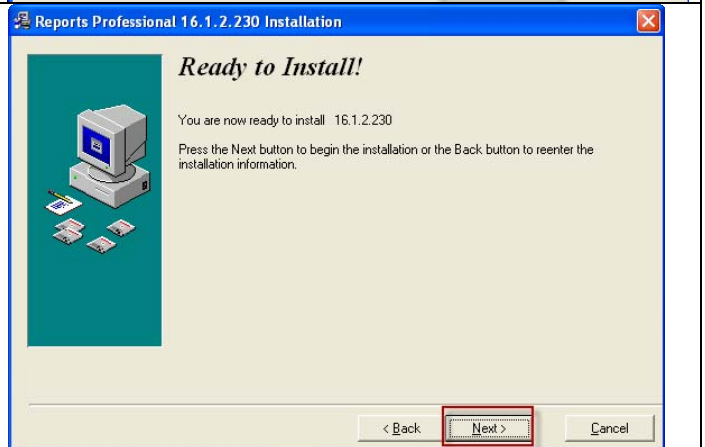
5. Click on “I accept the agreement”, then click on “Next”



5. MOST customers will choose “Report Client” only. If you wish to read up on the other options, complete the install then read the help files for an explanation of the other products listed.

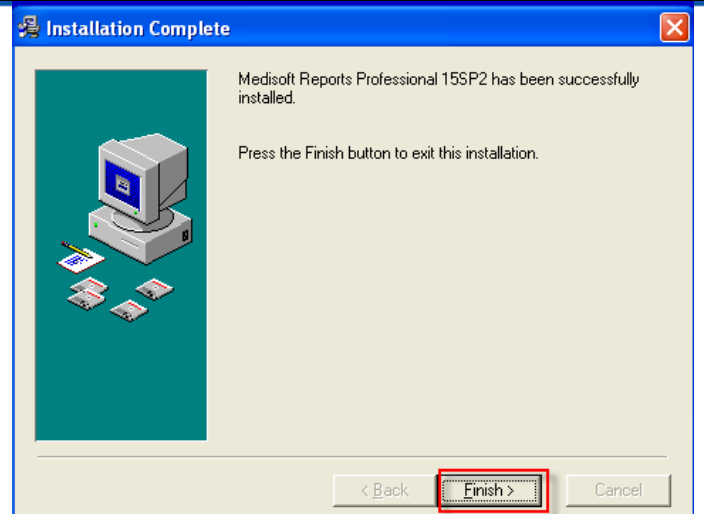


6. Click on “Next”

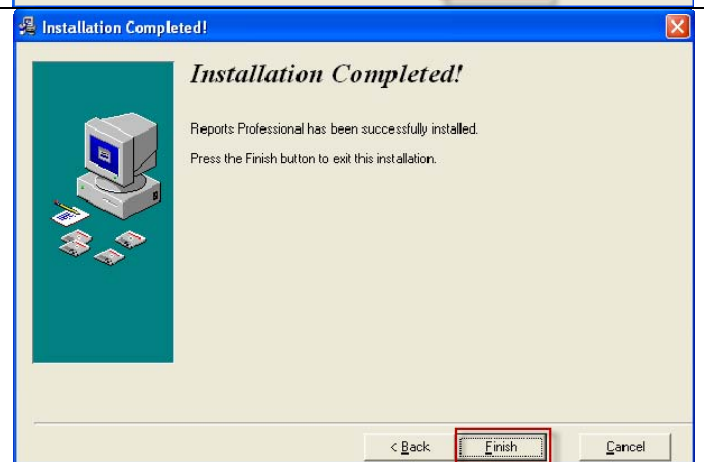


7. Click “Finish” to complete the installation.

**NOTE – You MUST install this service pack on ALL computers in which Office Hours Professional Version 16 is installed on.**



8. Click on “Finish”



Your update to Medisoft Version 16 Service Pack 1 is complete.