

Integrated Health Care

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www.ihctech.com

**** READ THIS BEFORE INSTALLING ****

Medisoft Install Information: Use the Version 22 Registration Codes

**** Please note: the Medisoft upgrade will perform a data conversion ****

Before installing, All Users need to be out of Medisoft and Office Hours.

Have the users do a screen print of the Transaction Entry Screen

This will show if the user had made any custom setups. Note, this can also be done in other screens, such as the Claim Management & Statement Management screens. (See page 3 of this document).

See page 2 for the Download Links.

Before installing:

- Do a backup using the Medisoft program (backup each practice)
- As an extra precaution - **Copy the entire Medidata folder** that is located on the server to another backup device, such as to an External Hard Drive, Memory Stick, etc...
- Run File Maintenance on each practice
- Have all users exit Medisoft, Office Hours, Medisoft Reports, Final Draft & Revenue Management while installing and converting the data
- **Disable the screen saver for the conversion process.**

Note: If upgrading from an earlier Medisoft Version, the conversion process takes a little longer. The conversion process might appear to hang (such as at 32% or 55%-This is just after converting the transactions)

Please wait, this could take over 20 minutes (or more) to finish.
Some practices take about 1 to 2 hours. The bigger the practice, the longer it will take.

More documents are on the install Download

Note we recommend the following:

Do daily backups of each practice to an external backup item; such as a USB Memory Stick.

Run File Maintenance Monthly (on each practice).

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Medisoft Download Link: Below is a link to download a copy of Medisoft Version 22

<http://www.medisoft.com/GetLatest/File/PADownload>

The File name will be: **Medisoft Patient accounting_22.1.2.69.iso**

This is a large file; the file size is: 824 MB

The Current Version Build # is: 22.1.2.69 (Note this might change to a higher # if a revision is made).

Install on all computers that have the Medisoft Program on them.

All computers that have the Medisoft Program installed must be on the same Version.

Note: you can use **WinZip** or **7-Zip** to unzip this after downloading (saving) the file to your computer.

If you need 7-Zip you can go to: <http://www.7-zip.org/>

After unzipping the file, the install file is named: **AutoRun.exe**

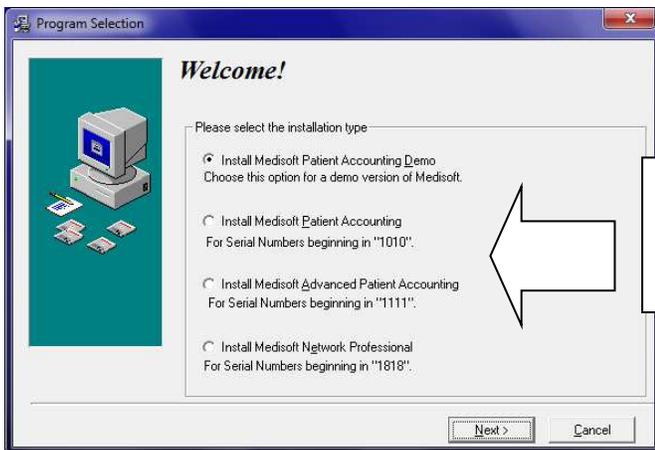
When installing it will ask your Medisoft Version, **Choose the Version that you have purchased.**

You can look at your serial#

Medisoft **Basic** Patient Accounting Serial#'s start with **1010**

Medisoft **Advanced** Patient Accounting Serial#'s start with **1111**

Medisoft **Network Professional** Patient Accounting Serial#'s start with **1818**



Important:
Choose the Version that you have purchased.

The full release notes for Medisoft 22 are available at the following links:

Medisoft ver. 22 Release Notes

<https://supportcenter.emds.com/richmond/servlet/servlet.FileDownload?file=01539000003GgPP>

Medisoft Mobile 3.1 Release Notes

<https://supportcenter.emds.com/richmond/servlet/servlet.FileDownload?file=01539000003GgPj>

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Before upgrading Medisoft:

Have the users do a screen print of the Transaction Entry Screen – this will show if the user had made any custom setups. Note, this can also be done in other screens, such as the Claim Management & Statement Management screens, etc.

Click on the Dot next to the Date (*Left side of the screen above the charges*)

This will open up a screen showing the setup.

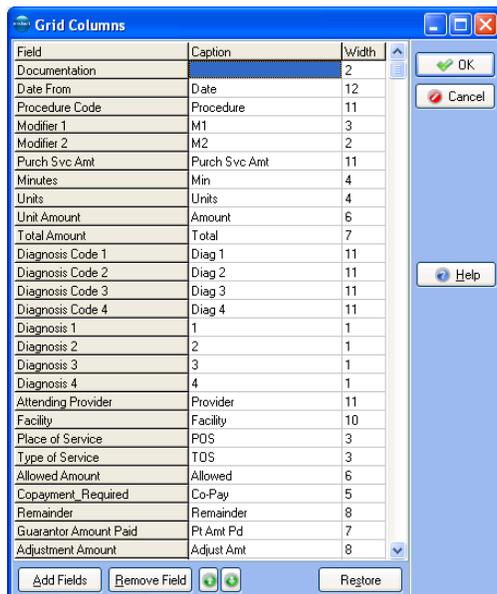
You can make the screen bigger by dragging the corner.

Then on the keyboard press the **ALT & Print Screen (PrtScn)** buttons;

Then paste into Word or WordPad.

After the install & upgrade is finished, then the user can add the custom columns back.

All users will need to exit Medisoft & Office Hours while upgrading the Medisoft Version.



This new window opens, make a screen print of this window.

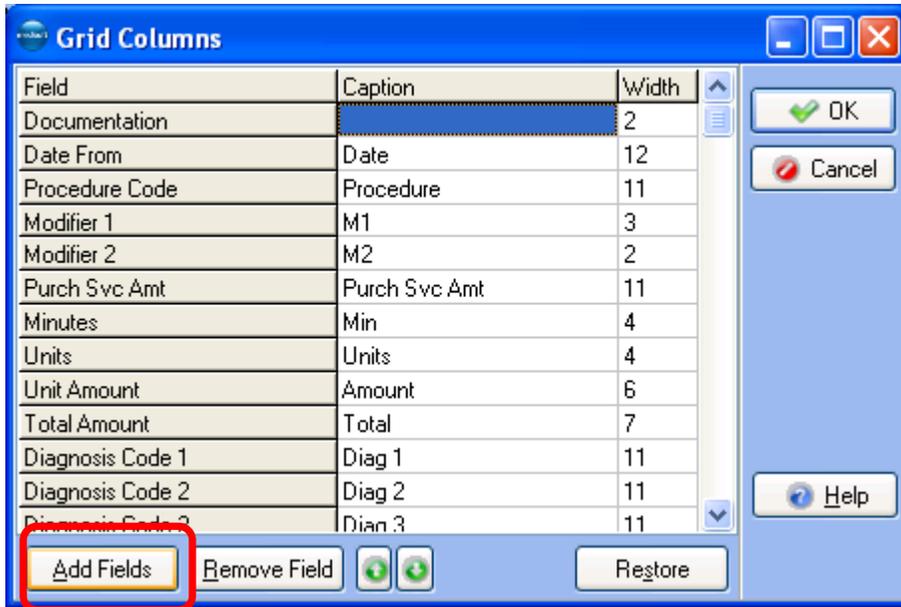
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After the install & upgrade is finished, then the user can do the below to add the custom columns.

Click on the Dot to re-add the fields (see instructions above).



You can also click on the Help button in the smaller windows for more information.



In this screen choose the fields & Click OK