

Installation Instructions

Medtech 32

ACC Claims Unload Utility

(December 2018)



Important Note: *Medtech recommends that all Medtech upgrades and database back-up and restore processes are performed by a Medtech Certified Engineer or your Practice Technician. [Click here](#) for a list of Medtech Certified Engineers or visit the Medtech website www.medtechglobal.com.*

These installation instructions contain important information for all Medtech users. Please ensure that they are circulated amongst all your staff. We suggest that they are filed safely for future reference.

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Installation Prerequisites Checklist

1	Ensure that Medtech32 Version 22.16 Build 5963 (minimum) is installed	<input type="checkbox"/>
2	Ensure that the ACC Service & Subsidy Update – 1 Dec has been installed	<input type="checkbox"/>

Notes for ALL Medtech32 Practices:

- This update MUST be run on the Medtech32 Server.
- Users can remain logged into Medtech32 while this update is being run.
- Please ensure that you have downloaded and read the Release Summary provided for this update.

Notes for ACC eSchedule Practices:

- All users must log out and back into Medtech32 once the update has been completed to be able to send eSchedule claims.

Location of Installer

For practices that are registered on the Insight Customer Portal

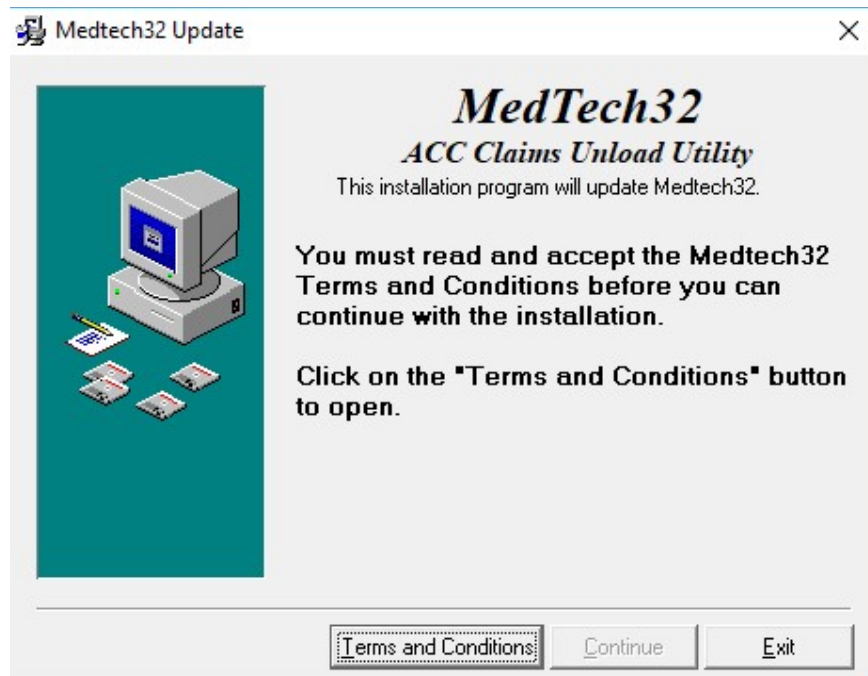
1. Visit the Insight Customer Portal at: <https://insight.medtechglobal.com/downloads/medtech32/> and enter your User Name and Password
2. Locate the update called **ACC Claims Unload Utility (December 2018)**.

For practices that are NOT registered on the Insight Customer Portal

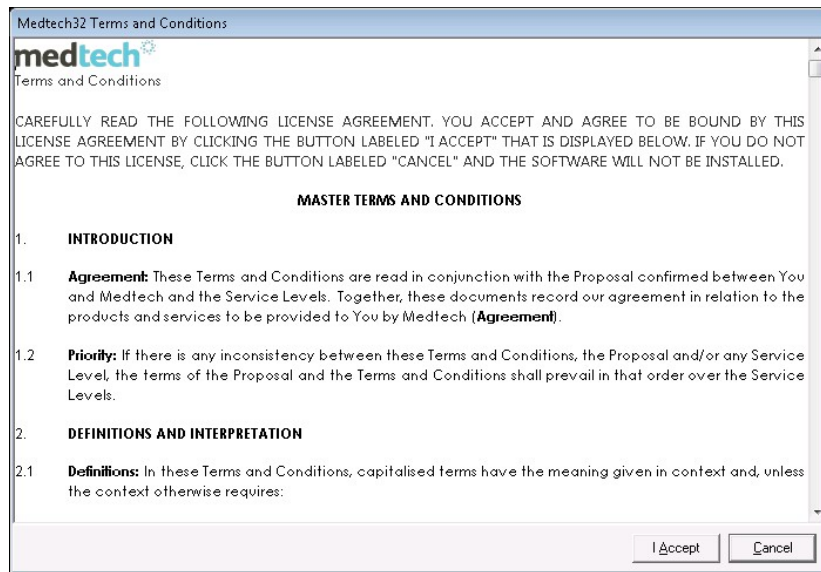
1. Visit our website at: <https://www.medtechglobal.com/nz/support-nz/mt32-downloads-nz/>
2. Locate the update called **ACC Claims Unload Utility (December 2018)**.

ACC Claims Unload Utility Installation

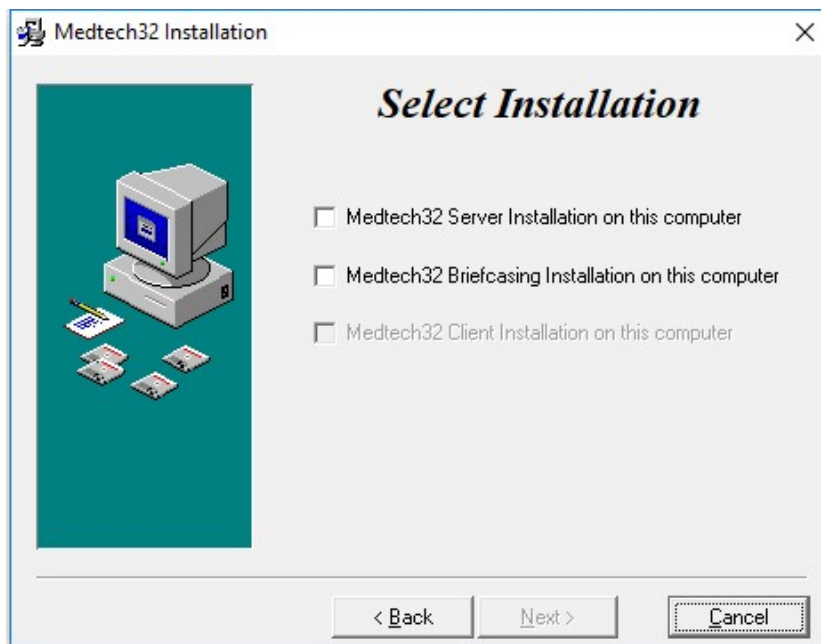
1. Ensure that you have completed and checked all the items in the **Installation Prerequisites Checklist** above.
2. Download the **ACC Claims Unload Utility (December 2018)** Installer as described above.
3. Double-click on the **ACC-Electronic-Claims-Unload-Utility-Installer.EXE** to start the installation process.



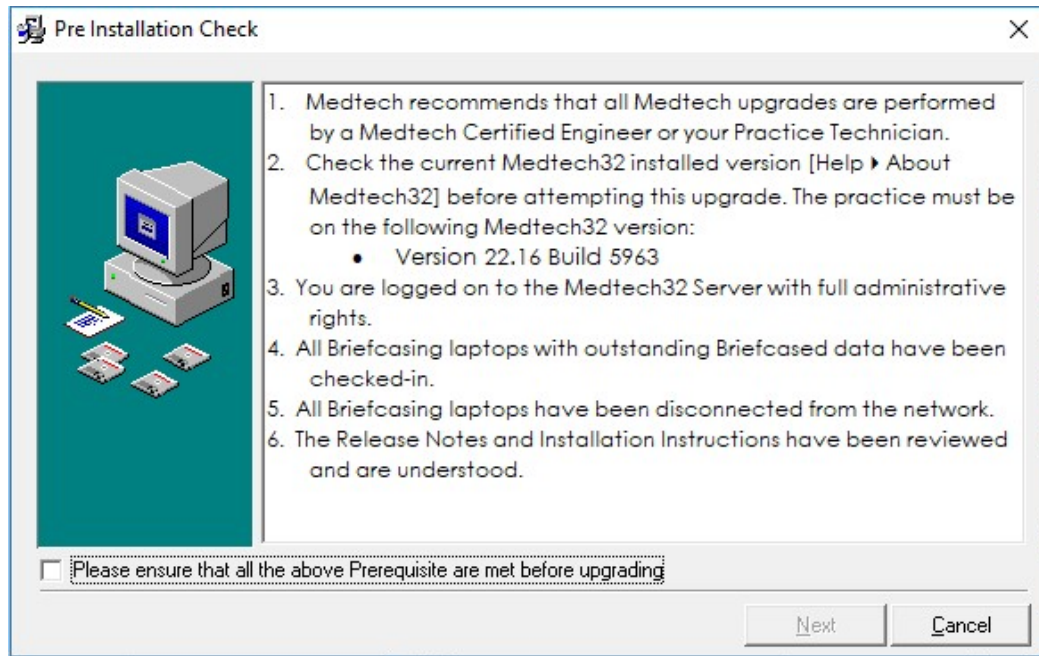
- Click '**I Accept**' button to continue



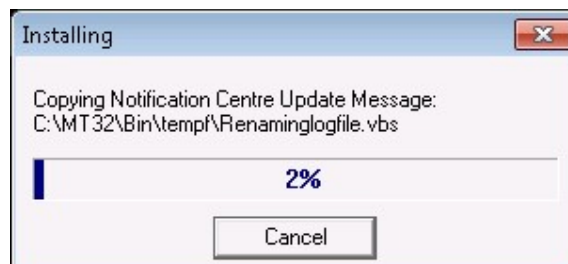
- Select '**Medtech32 Server Installation on this computer radio**' check-box, click '**Next**' button.



6. Ensure that all the points mentioned in the Pre Installation Check are performed, tick the tick-box and click '**Next**' button.



7. The Installation will progress



8. Once the installation is complete, the following message will be displayed:



9. Click on **OK** to close the installation.

Post Installation Checklist

1	Any errors encountered during the post-installation process have been recorded and provided to Medtech Support for assistance.	<input type="checkbox"/>
2	Login to Medtech32 and ensure the database connection is successful.	<input type="checkbox"/>
3	Ensure that all staff can successfully log into Medtech32 without any issues.	<input type="checkbox"/>

Notes for ACC eSchedule Practices:

- All users must log out and back into Medtech32 once the update has been completed to be able to send eSchedule claims.

For further information, or any other queries regarding the changes in this release, please contact Medtech Support as follows:

- **Insight:** Register for the Insight Customer Portal and Log a Support Ticket at <https://insight.medtechglobal.com/>
- **Online Chat:** www.medtechglobal.com

