

1. PREPARATION REQUIREMENTS

Before attempting the upgrade please ensure that you have the following:

- Ensure you are logged into the current Server machine and the new Server machine with Administrator permissions.
- Have a portable hard drive or a USB memory stick ready

2. BACKING UP EXISTING DATA

- Locate the eClaims® folder on the original server, normally found at '\\server\ecImpluswin\'
- Copy the **entire** contents of the 'ECLMPLUSWIN' folder onto a portable hard drive or backup CD, Verify that the data has been backed up correctly.
- Rename the original '\\server\ecImpluswin' folder on the server to '\\server\ecImpluswin_old'
- Go to **Start > Control Panel > Add or Remove Programs** and Remove 'eClaims+ Server'

3. INSTALLING ECLAIMS® ON NEW SERVER

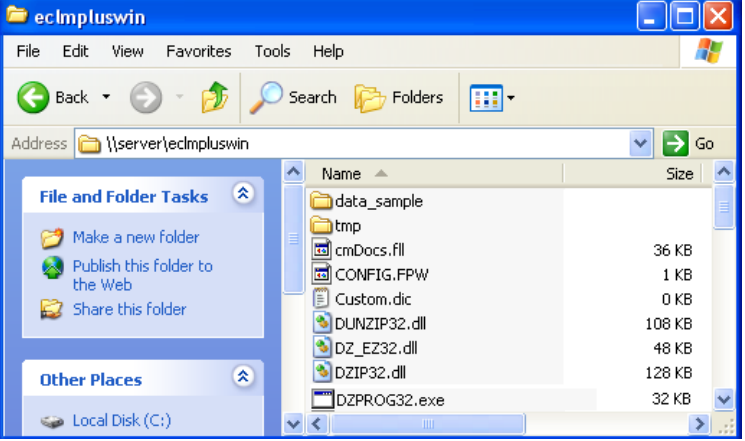
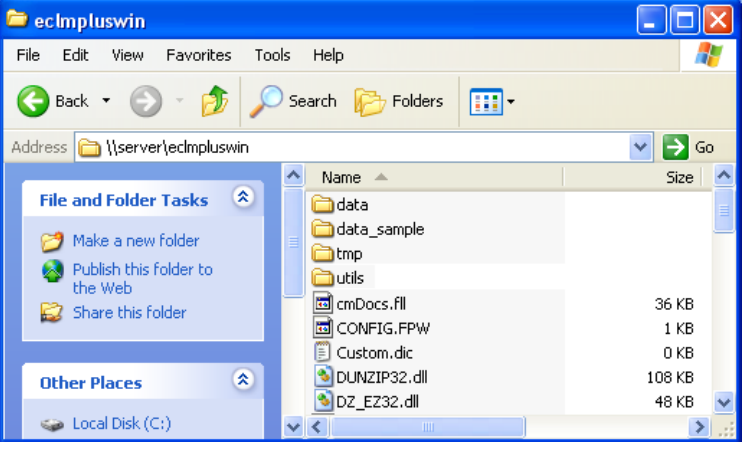
NOTE: Installation file for eClaims® Server can be downloaded through this link:

<http://www.acsshealth.com/installs/disk1ecserver.exe>

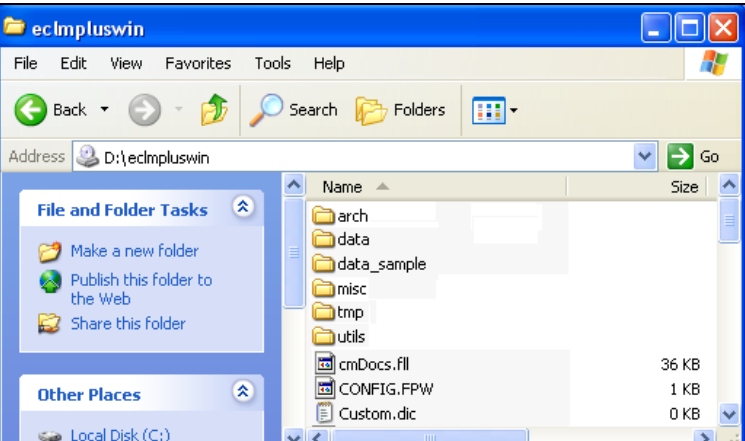
NOTE: Detailed installation instructions can be found at the end of this document. If not found call ACSS for the 'eClaims Server Installation Guide'.

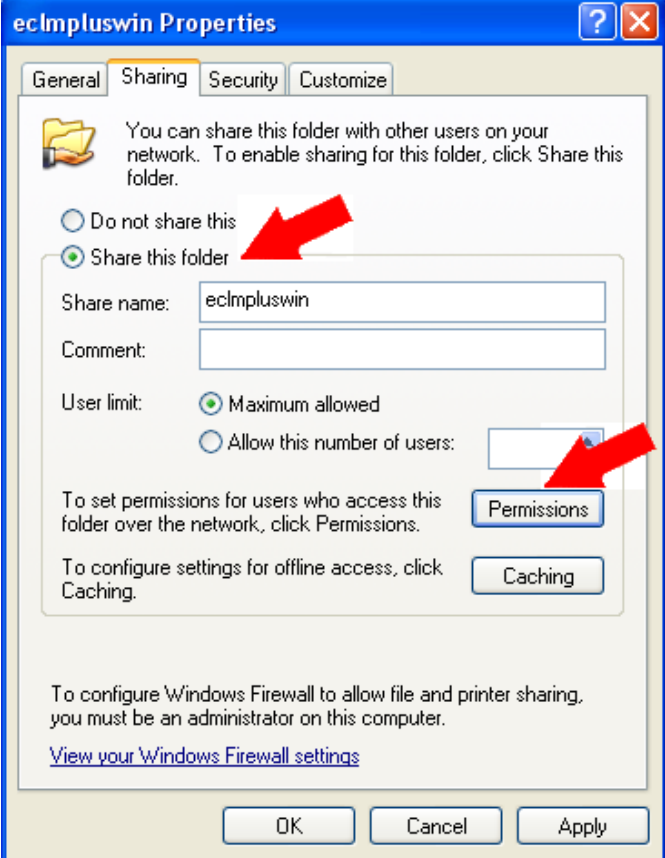
- Install eClaims® and follow the Install Shield prompts until installation is complete.
- Double click on eClaims+ Server Icon
- To login use:
 - Initials: **ACS** Password: **ADMIN**
- Exit out of eClaims®

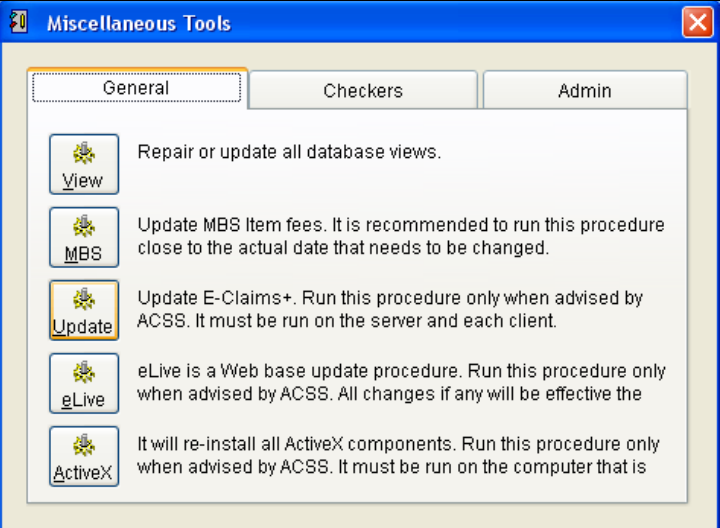
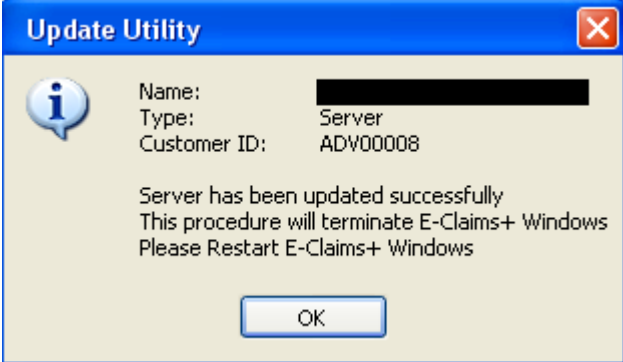
4. RESTORING DATA

<p>Locate the 'ECLMPLUSWIN' folder on the new Server machine, eg. C:\eclmpluswin</p>	
<p>Rename the 'DATA' folder if it exists within the directory to 'DATA_SAMPLE'.</p>	
<p>Locate the 'ECLMPLUSWIN' folder on the portable hard drive from Step 2 and copy the 'DATA' folder.</p> <p>Paste the 'DATA' folder (from the portable hard drive) into the 'ECLMPLUSWIN' folder (on the new server).</p>	

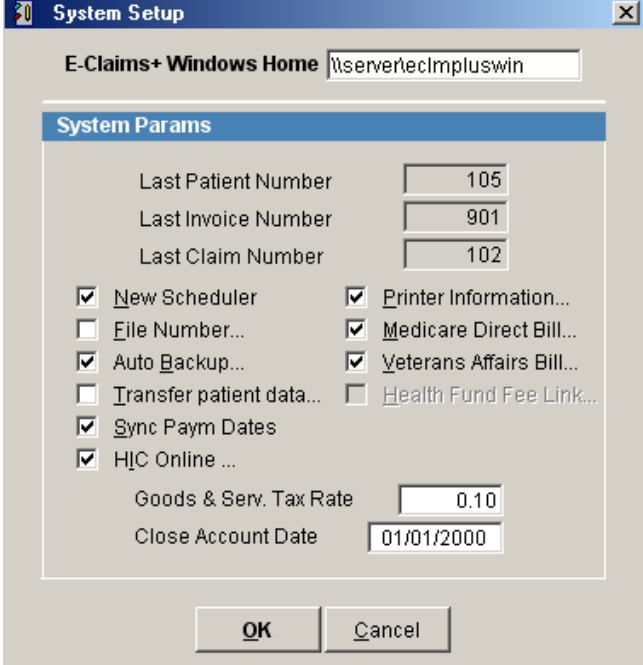
5. RESTORING CUSTOM FILES

<p>Locate the 'ECLMPLUSWIN' folder on the portable hard drive from Step 2 and copy the following folders:</p> <ul style="list-style-type: none">• Utils• Tmp• Misc (if folder exists)• Arch (if folder exists)• eReports (if folder exists)	
---	--

<p>Locate the 'ECLMPLUSWIN' folder on new Server and paste the above folders into the 'ECLMPLUSWIN' folder (replace existing folders).</p>	
<p>Once the copying is complete ensure the 'ECLMPLUSWIN' folder is shared with full access to all users.</p> <p>Go to the 'C:\ECLMPLUSWIN' folder and right click on it, select 'PROPERTIES/SHARING', tick the 'Share this folder' option and click on the 'Permissions' button and allow full control.</p>	 <p>The screenshot shows the 'eclmpluswin Properties' dialog box with the 'Sharing' tab selected. The 'Share this folder' radio button is selected and highlighted with a red arrow. The 'Share name' field contains 'eclmpluswin'. The 'Permissions' button is also highlighted with a red arrow.</p>
<p>Double click on the 'eClaims+ Server' icon and login using:</p> <p>Initials: ACS Password: ADMIN</p> <p>Press 'ENTER'</p>	

<p>Click on the 'MAINTENANCE' menu</p> <p>Click on 'MISCELLANEOUS', enter the system password as 'admin'</p> <p>Click on the 'UPDATE' button, this will force an update of eClaims® and will install Java and update the system environment variables if needed.</p>	
<p>When the update is complete a message will display 'Server has been updated successfully..' eClaims® will then close automatically shortly after.</p> <p>Double click the 'eClaims+ Server' icon again to login</p>	

6. CONFIGURING ECLAIMS® SETTINGS FOR NEW SERVER

<p>Once logged in, go to MAINTENANCE / SYSTEM SETUP (password: admin)</p>	
<p>Make sure the 'E-Claims + Windows Home' path reflects the installation location on the Server, if it doesn't modify the path accordingly.</p> <p>NOTE</p> <p>If this eClaims® server is going to be networked to other workstations, Ensure the 'E-Claims+ Windows Home' path is a UNC path e.g. \\server\ecmpluswin. This step is critical.</p>	

Click on the 'HIC ONLINE' option to display the HIC Online Information Screen

Make sure the 'PKI Home' is the same as the installation path with the 'data' folder at the end, i.e. \\server\ecImpluswin\data\, if it is not modify the path accordingly.

Click 'OK' on the HIC Online Information screen.

Click on the 'TRANSFER PATIENT DATA' option to check the path of the 'patients.in' file.

Correct the Path if required.

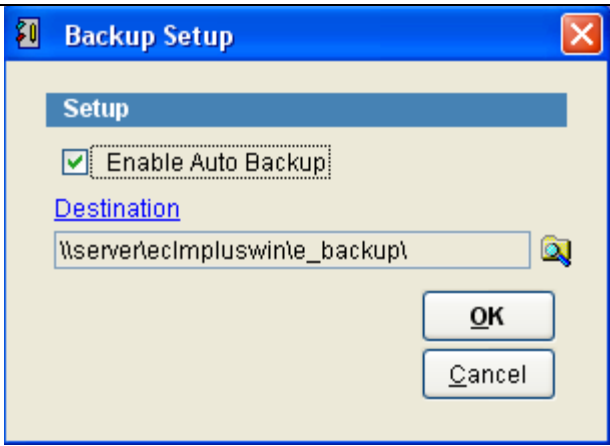
Double click the word 'Path' to enable the text field and update the path if required.

Click on 'OK'

Click on the 'AUTO BACKUP' option in the System Setup screen and ensure the 'Destination' path is correct.

Double click the word 'Destination' to enable the text field and update the path if required, set this as the UNC path.

Click on 'OK' and close the System Setup screen.

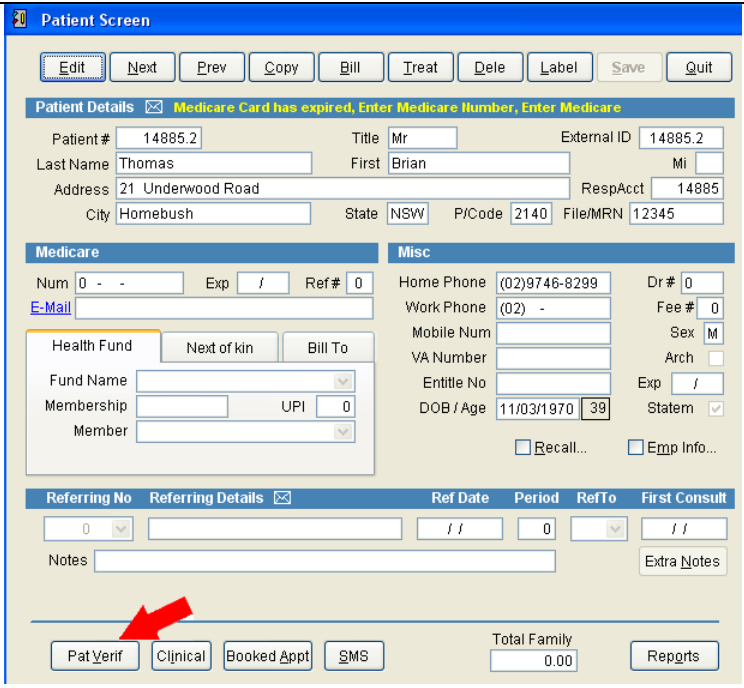


7. TESTING ONLINE CLAIMING

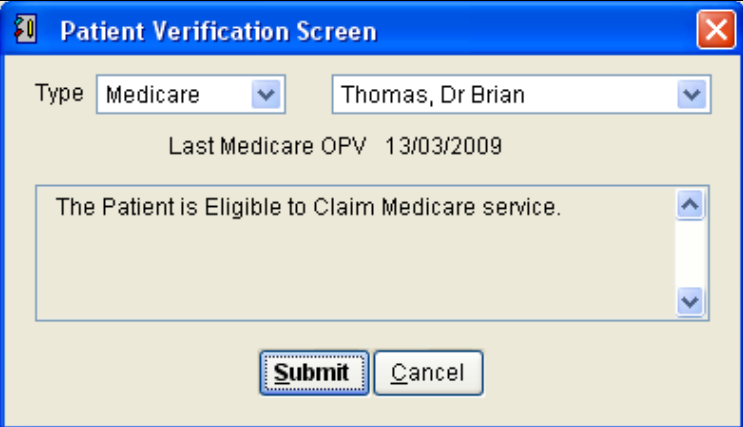
Open a patient's record, click on PATIENT /PATIENT SEARCH, enter the patient's last name and first name with a comma separating them and press 'ENTER'.

Select the patient and click 'OK'

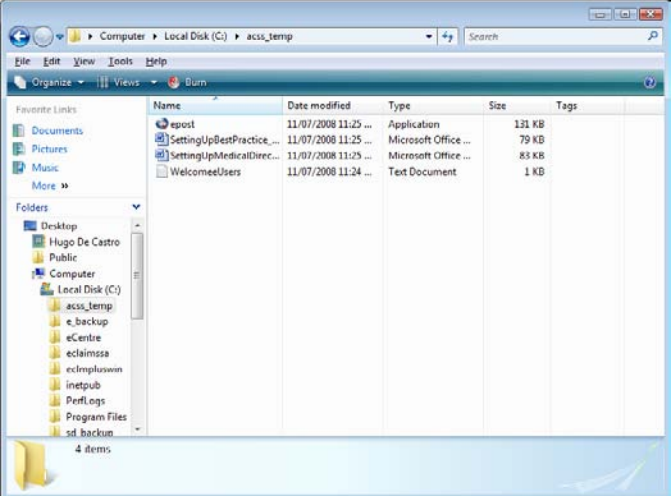
Click on the 'PAT VERIF' button located on the lower left hand corner of the Patient demographics screen.



Select a Dr from the dropdown menu and click on 'SUBMIT'

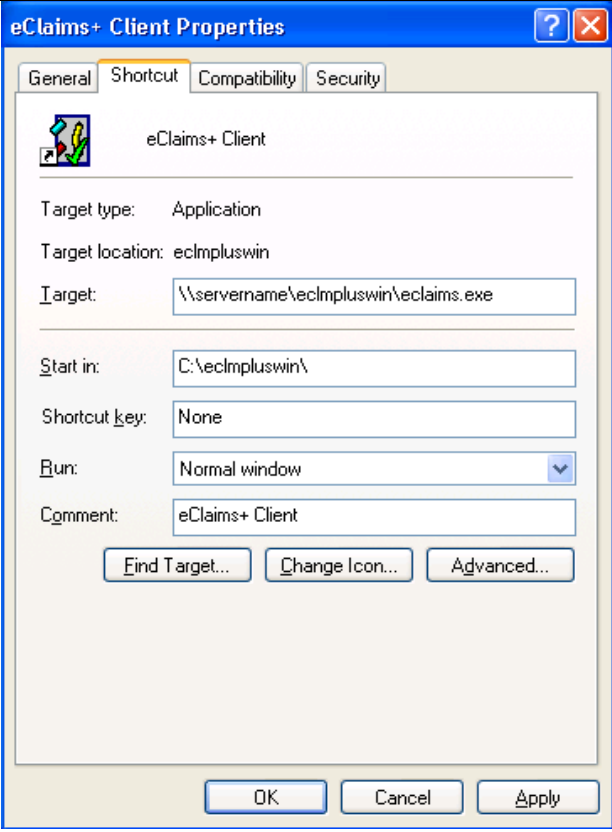
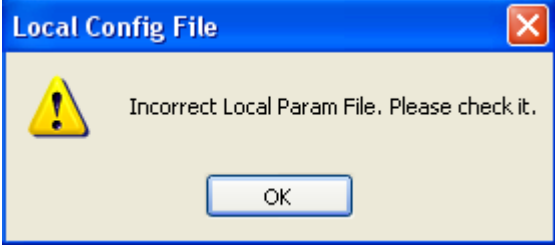
<p>If an Eligibility or Update message appears then Online Claiming is working, otherwise if an error code is displayed review STEP 3 again or call ACSS for assistance.</p>	
---	--

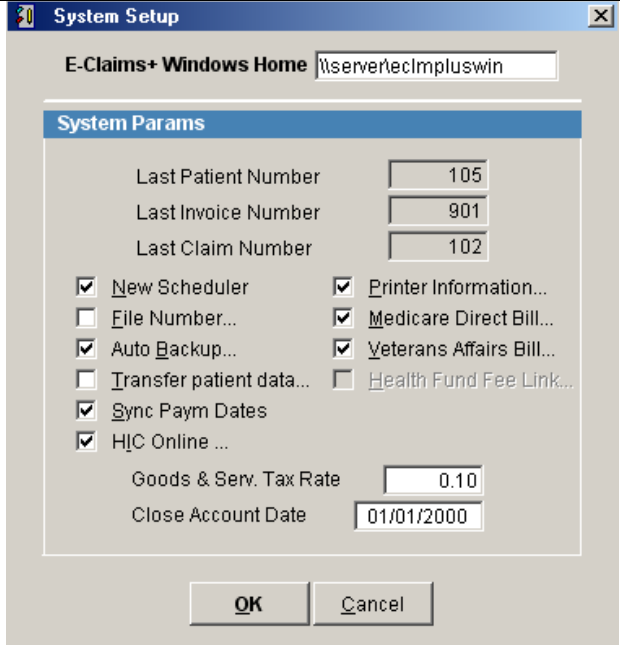
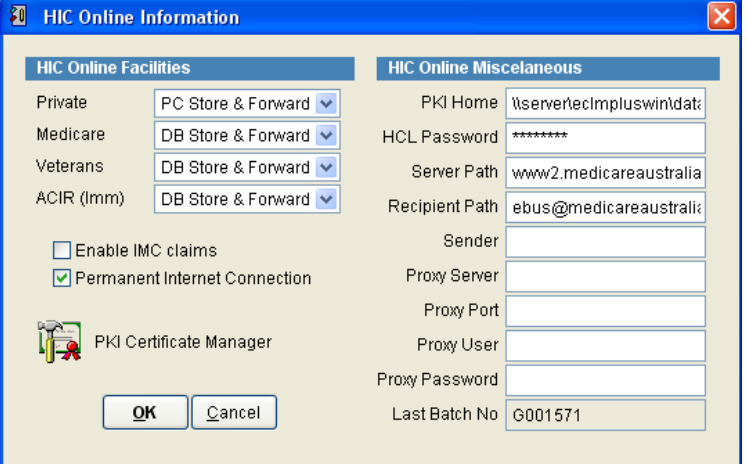
8. INSTALLATION OF EPOST IN ECLAIMS® (ONLY APPLICABLE FOR RADIOLOGY EDITIONS WITH E-REPORTS)

<p>If you have an eClaims® Radiology/Pathology edition, 'ePost' must be setup to send patient reports electronically to the referring doctors. Otherwise, proceed to Step 9.</p>	
<p>Copy the ePost.exe file located from the backup that had been done and place it in the 'C:\ECLMPLUSWIN' folder.</p> <p>Set up a Scheduled Task in Windows for 'ePost' to run every 30 mins on the server starting at 7am.</p>	
<p>NOTE If you do not have the ePost.exe file contact ACSS and we will provide it.</p>	

9. CHECKING WORKSTATIONS

<p>NOTE If the new Server name is different to the old Server, the eClaims® desktop icon target path will require updating on each client computer.</p> <p>Right click on the 'eClaims+ Client' shortcut and select 'PROPERTIES'</p>	
---	--

<p>Ensure the 'Target' has the following syntax: \\servername\ecmpluswin\eclaims.exe</p> <p>The 'Start in' path should remain the same, eg. C:\ecmpluswin\</p> <p>Click on 'OK'</p>	
<p>Double click on the 'eClaims+ Client' Icon</p>	
<p>The following message will appear: "Incorrect Local Param File", Click on 'OK' Enter the login details:</p> <p>Username: ACS Password: ADMIN</p>	

<p>Go to MAINTENANCE/SYSTEM SETUP (password: admin)</p> <p>Click on the 'HIC ONLINE' option to display the HIC Online Information Screen</p>	
<p>The 'PKI Home' path should contain the following: \\servername\ecmpluswin\data</p>	
<p>Click on 'OK' on the HIC Online Information screen and then again on the System Setup Screen.</p>	

10. TESTING ONLINE CLAIMING ON THE CLIENTS

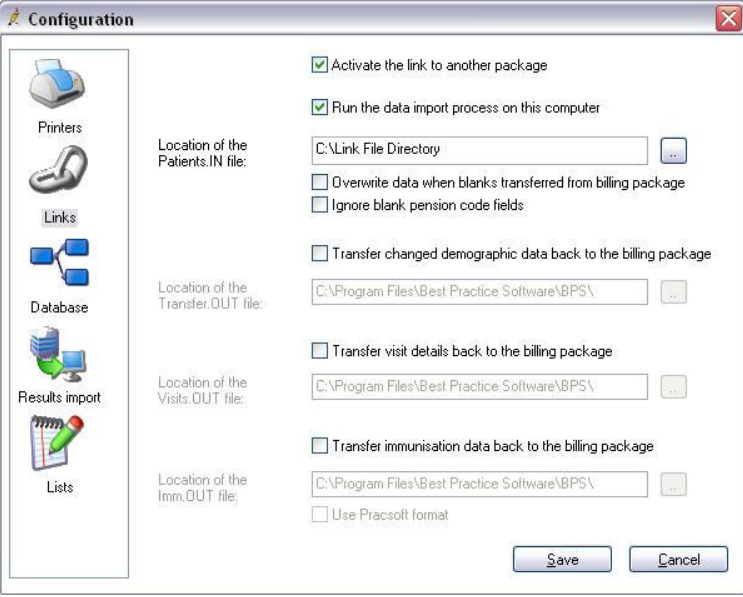
<p>Open a patient's record, click on PATIENT /PATIENT SEARCH, enter the patient's last name and first name with a comma separating them and press 'ENTER'.</p>	
<p>Select the patient and click on 'OK'</p>	

Click on the 'PAT VERIF' button located on the lower left hand corner of the Patient demographics screen.


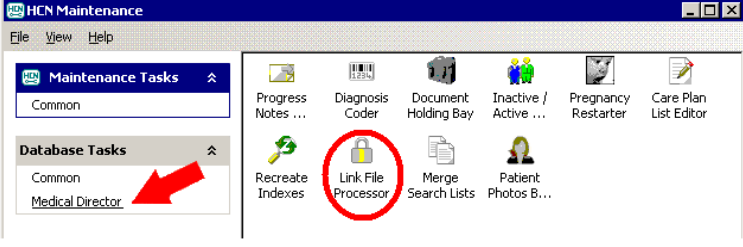
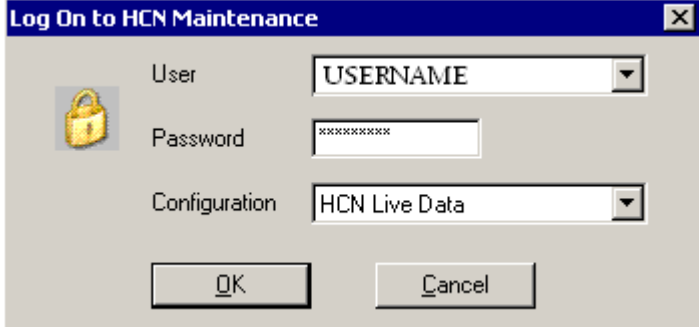
Select a Dr from the dropdown menu and click on 'SUBMIT'.

If an Eligibility or update message appears then Online Claiming is working, otherwise if an error code is displayed call ACSS for assistance.

11. SETTING UP THE BEST PRACTICE LINK (ONLY IF APPLICABLE)

<p>Open Best Practice on the server</p> <p>Click on SETUP/CONFIGURATION/LINKS</p> <p>Tick the option to 'Activate the link to another package' option and also 'Run the data import process on this computer'.</p> <p>Set the location of the Patients.IN file as the exported path that was set within eClaims®, eg. c:\eclmpluswin</p>	 <p>The Configuration dialog box shows the following settings:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Activate the link to another package <input checked="" type="checkbox"/> Run the data import process on this computer Location of the Patients.IN file: C:\Link File Directory <input type="checkbox"/> Overwrite data when blanks transferred from billing package <input type="checkbox"/> Ignore blank pension code fields <input type="checkbox"/> Transfer changed demographic data back to the billing package Location of the Transfer.OUT file: C:\Program Files\Best Practice Software\BPS\ <input type="checkbox"/> Transfer visit details back to the billing package Location of the Visits.OUT file: C:\Program Files\Best Practice Software\BPS\ <input type="checkbox"/> Transfer immunisation data back to the billing package Location of the Imm.OUT file: C:\Program Files\Best Practice Software\BPS\ <input type="checkbox"/> Use Pracsoft format
--	--

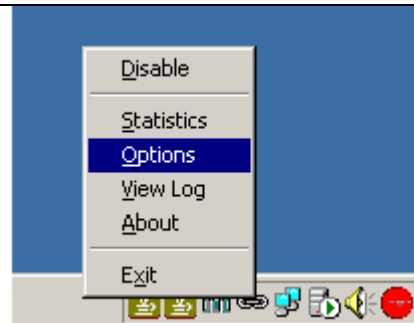
12. SETTING UP THE MEDICAL DIRECTOR 3 LINK (ONLY IF APPLICABLE)

<p>On the desktop, double click the HCN Maintenance icon</p>	
<p>Within the HCN Maintenance menu on the left of the screen, click on 'Medical Director' under 'Database Tasks'.</p> <p>Double click the 'Link File Processor' icon.</p>	 <p>The HCN Maintenance application window shows the following interface:</p> <ul style="list-style-type: none"> Left sidebar: Maintenance Tasks (Common), Database Tasks (Common, Medical Director). Main area: Progress Notes, Diagnosis Coder, Document Holding Bay, Inactive / Active, Pregnancy Restarter, Care Plan List Editor, Recreate Indexes, Link File Processor (circled in red), Merge Search Lists, Patient Photos B...
<p>Enter the password for the nominated username.</p> <p>Click on 'OK'</p>	 <p>The Log On to HCN Maintenance dialog box contains the following fields:</p> <ul style="list-style-type: none"> User: USERNAME Password: [Redacted] Configuration: HCN Live Data

On the bottom right of the screen you will see the 'Link File Processor' icon.

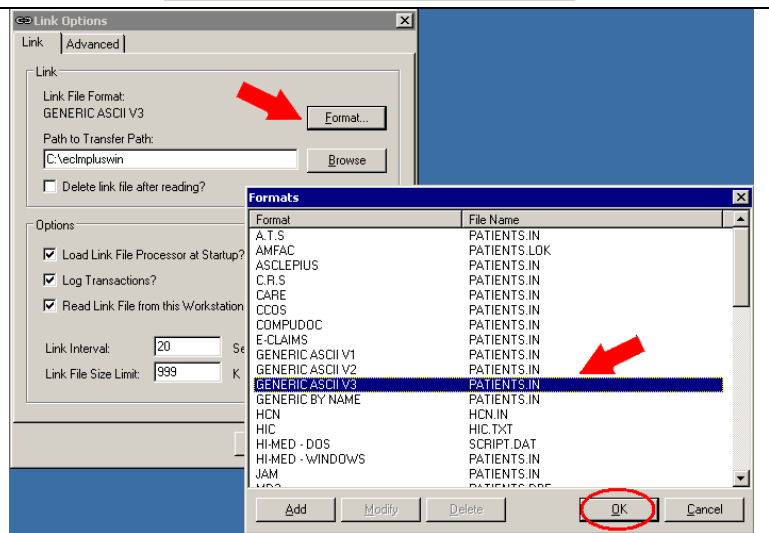


Right click the icon and select 'OPTIONS'



Within the 'Link Options' window, Click on the 'FORMAT' button and specify the format as 'GENERIC ASCII V3, PATIENTS.IN'.

Click on 'OK'



Enter the 'Path to Transfer Path:' as the eClaims® share name, eg. [\\server\ecImpluswin](https://server\ecImpluswin) or the local directory.

Under the 'Options' field, tick all 3 checkboxes, Set the 'Link Interval:' to 20 seconds and the 'Link File Size Limit:' to 999K.

Click on 'OK'

The screenshot shows a dialog box titled "Link Options" with a blue header bar and a close button (X) in the top right corner. Below the title bar are two tabs: "Link" and "Advanced", with "Advanced" selected. The dialog is divided into two main sections: "Link" and "Options".

Link Section:

- Link File Format: GENERIC ASCII V3 (with a "Format..." button to the right)
- Path to Transfer Path: C:\ecImpluswin (with a "Browse" button to the right)
- Delete link file after reading?

Options Section:

- Load Link File Processor at Startup?
- Log Transactions?
- Read Link File from this Workstation?
- Link Interval: 20 Seconds
- Link File Size Limit: 999 K

At the bottom of the dialog are two buttons: "OK" and "Cancel".