

Generic instructions.

Open the homepage.

Position your cursor over the **menu**, which is situated at the top of the homepage, and click the

item in the top-level menu. This action will reveal a dropdown menu, which includes an option labeled

If your system is set up to use a single practice number (AHFOZ number), the Payments page will open. However, if your system is configured to use multiple practice numbers (AHFOZ numbers), the Practice Number Selection page will appear instead.

In this page, you will need to enter a valid practice number (AHFOZ number) and then click the Next toolbar button. If the practice number entered is valid, the Practice Number Selection page will close. If the number is not valid, the input field will reset, allowing you to try entering the practice number again. Once the correct practice number has been entered, the Payments page will open.

On the Diagnosis page, the first input you will encounter is for the diagnosis stage. Please choose one of the following :

- Primary
 - Secondary
 - Co-morbidity
 - Complicated
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On the Diagnosis page, the second input is the diagnosis code/description filter input. Type a code or a description to filter through the World Health Organisation's ICD-10 diagnoses.

N.B. The filter only starts to display a dropdown **after the third character is typed into the filter input.** i.e. In searching for Cholera as a diagnosis, the dropdown will only be displayed after you have typed the C, the H and the O. Before those initial 3 characters no dropdown list will be shown.

N.B. Each time you press a key on your keyboard, the diagnoses dropdown list is refined according to the search phrase entered in the code/description filter. Given the extensive number of diagnoses in the system, **you may experience a slight delay** in your computer's response as it

processes the filter.

Select a diagnosis from the dropdown by :

- Clicking "Enter" keyboard button to select the top-most diagnosis on the dropdown.
 - Use the mouse to select any visible diagnosis from the dropdown.
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Add footer button : Pressing this button adds the currently chosen diagnosis to the list and resets the page inputs, preparing them for the selection of an additional diagnosis. This button facilitates the selection of multiple diagnoses.

Next footer button : Once a minimum of one diagnosis has been chosen, the Next footer button will illuminate in green. To save the chosen diagnoses to the database, please click on the green Next footer button.

This action prompts a dialogue box to appear, asking for confirmation on whether you truly wish to

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