MyPractice.NET Primary Options Install Instructions

Step 1 : Goto https://10.192.150.1/hlink

Enter https://10.192.150.1/hlink in the address bar of your browser then press the enter key. (NOTE: The address is a secure connection using https not http)
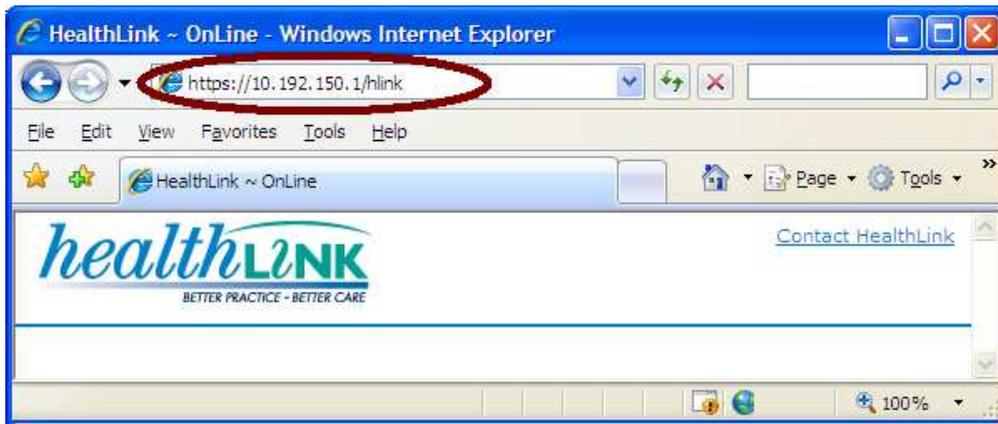
Step 2 : Download the form xml

- Right Click the Appropriate Form
- Choose "Save Target As"
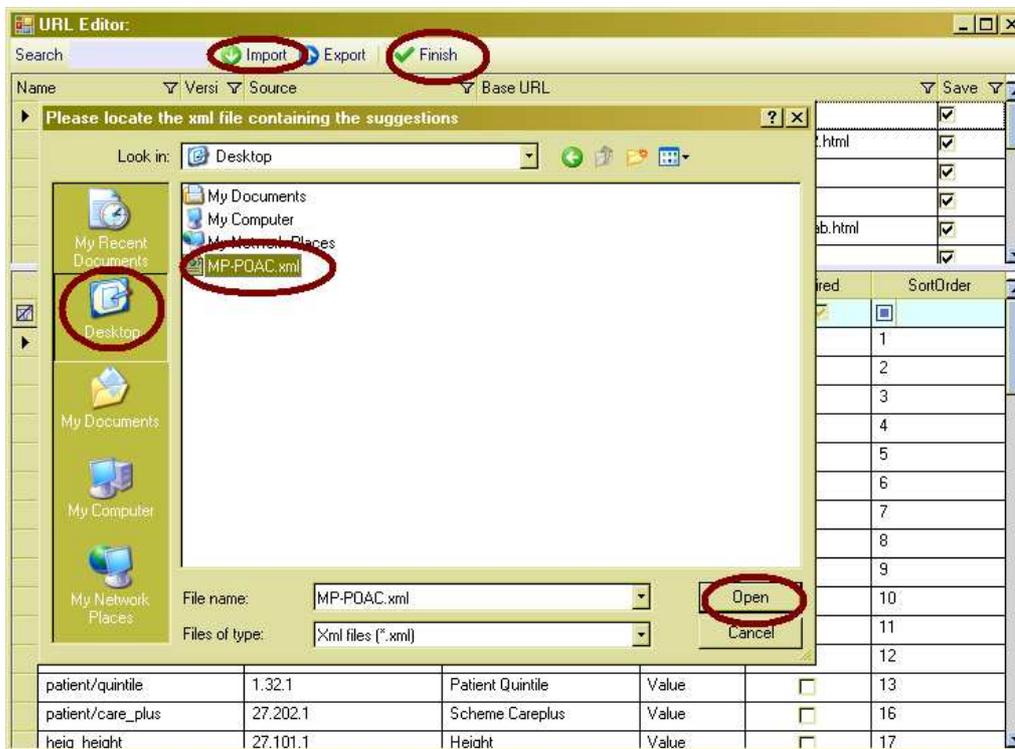- Save the file "MP-PO….xml" to the Desktop

Step 3 : Load into MyPractice

- In MyPractice,
- Goto Tools
- System Setup
- Web Form Parameters

Step 4 : Import the form

- Choose Import
- Click on Desktop, then the "MP-PO….xml" file and choose Open
- Finally Click Finished

Step 5a : Test the Connection

- Goto Notes
- Select a patient (e.g. mouse m)
- Click the Forms tab
- Click the Web Forms link

Step 5b : Test – Goto Primary Options

- Click on Primary Options

Step 5c : Click Test Connection

Step 6a: Success

You should see the success page, now click "Cancel"
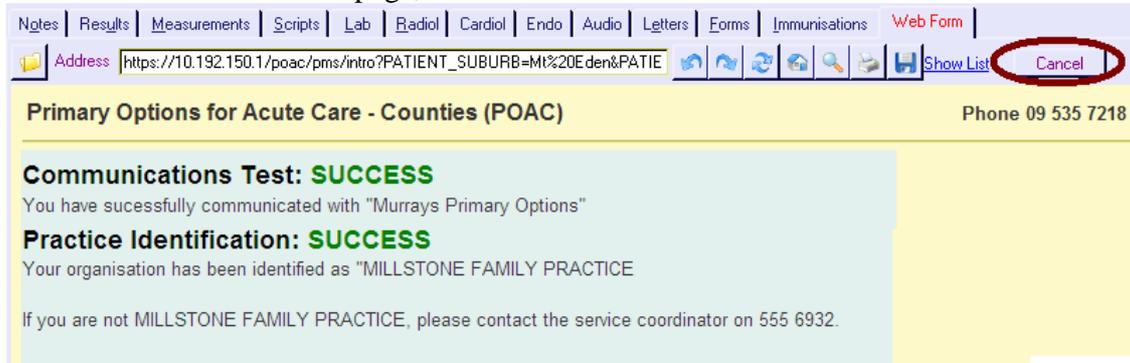
Step 6b: Failure

If Practice Identification Fails Note down your phone number, then phone Primary Options to ensure they have your practice and correct phone number recorded.
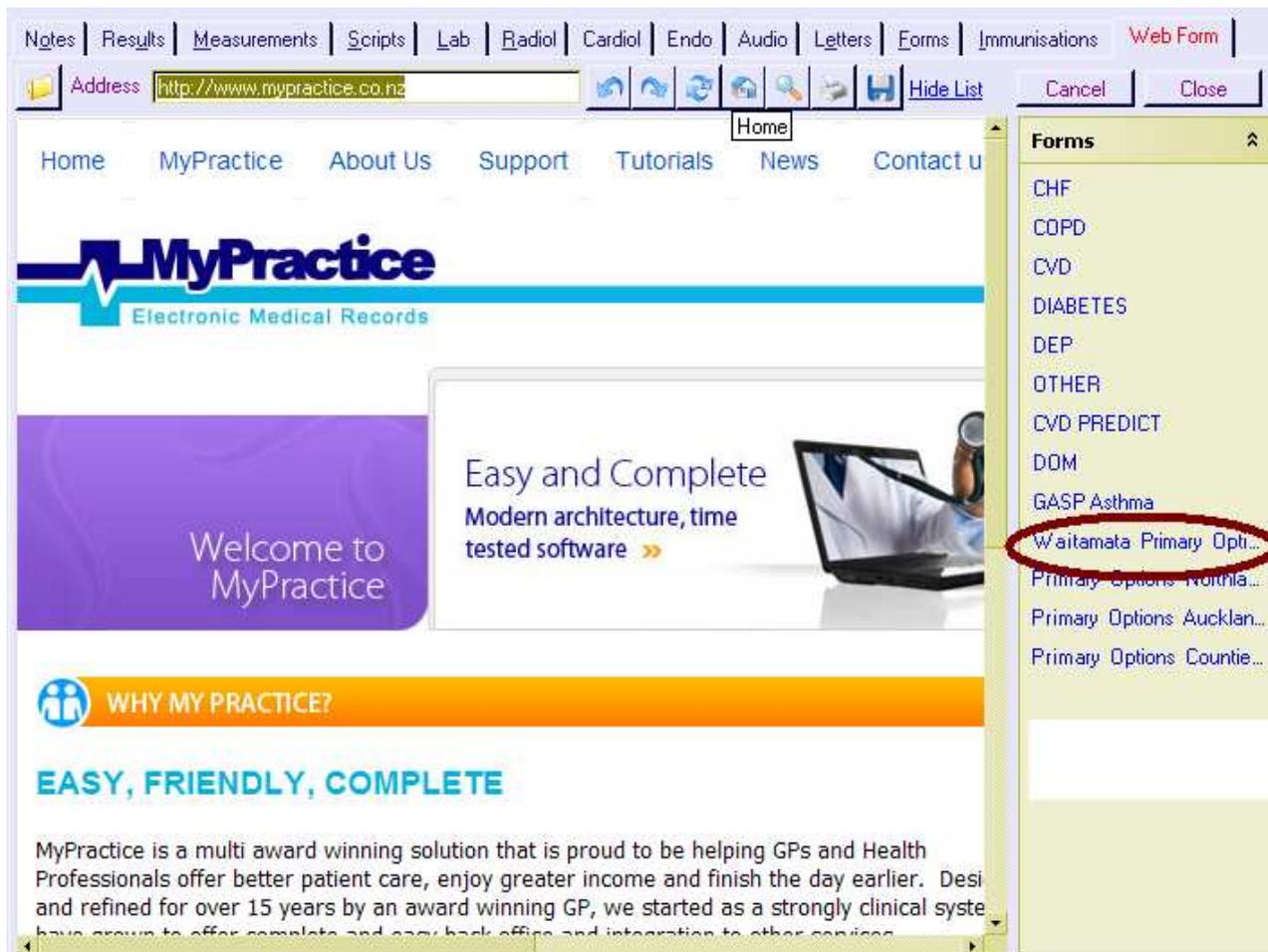
Primary Options Information ForMyPractice.NET Users

STEP 1: Goto Web Forms

Choose Forms Tab, then Click Web Forms

STEP 2: Select the appropriate Primary Options Service

STEP 2: NEW REFERRAL
Click "New Referral"

STEP 3: CONFIRM ELIGABILTY
Confirm Eligibility then click proceeded.

Step 4 COMPLETE THE REFERRAL

Enter the Diagnosis, Coding, add notes then submit

Step 5 Lodge/Save Form into MyPractice

Finally Click OK and the form will be saved in MyPractice.NET,