



The above buttons appear at the top of the screen in PA and depending upon the Installation Type selected below, certain functionality will be enabled.

Practice Accounts can be enabled to calculate the Practice Administration Fees on a:

1. **Cash basis** – based upon the payment date in the patient’s account.
2. **Billings basis** – based upon the patient service date.

Once the first Import of records from Best Practice is run, the installation option that you selected cannot be changed later. Subsequent changes will require the application to be re-installed.

Practitioner fees can be calculated on a General percentage basis (one percentage for each Practitioner for all Items) or different fee percentages for certain Items and the remaining Items at the General percentage.

Outsourced Services

Practice Accounts also provides outsourced services for the management of fee calculations and payments to Practitioners, together with a full range of bookkeeping and accounting services for medical centres.

The Practice Accounts Processing Paradigm for options 1 and 2 above.

The Medical Centre should maintain two Bank Accounts, one solely for the receipt of patient receipts (in effect a ‘Trust’ Account both for the Practice and the Practitioners) and a second bank account for receiving the service/management fees and for paying all administration expenses of the Practice.

As payment runs are completed for the relevant pay cycle, a bank EFT (.aba file) can be created for each Practitioner, together with the fees payable to the Practice Management entity.

That file will then be uploaded to the Bank and payments made by EFT to the various bank accounts.

The EFT upload to the Bank is optional, you can still make the payments manually through internet banking or by drawing cheques.

The Bank Reconciliation functionality within Practice Accounts, for the ‘Cash Basis’ implementation option, will enable the reconciliation back to the actual bank statement of the Practice ‘Trust’ bank account.

The second Bank account would receive by EFT or by manual deposit, the service/management fees and they will be entered, either electronically or manually, into the Practice Management entity’s accounting system – such as say MYOB or Xero.

The receipts & payments audit trail will be maintained within Practice Accounts and reporting, including the BAS summary report for Practitioners, will also be generated within Practice Accounts.

Functionality exists within Practice Accounts to automatically email reports and statements directly to Practitioners.

For installation information for Practice Accounts, please refer to the PA_ V3_Installation Procedure.pdf that was included with the installation disk.

After installation, the process will simply be:

1. Download the BP Report (in Excel format) from Best Practice – ‘**Payments Export**’ (for Practitioner Payments based on **Banked** fees received) or ‘**Services Export**’ (for Practitioner Payments based on Patient **Billings**).
2. Copy the relevant BP Report in the Excel file format to the C:\ProgramData\Practice AccountsV3\ExcelImportFile folder on your computer – if desirable, this location can be changed by recording a different location within PA.
3. Open the relevant Excel file and then re-save it.
4. Click the BP Link button and then click the ‘BP Import Excel File’ button.
5. Click the BP Link button and then click the ‘Calculate Practice Fee’s button.
6. Click the ‘Statements’ button to generate the BAS Summary and various Practitioner Reports.
7. Click the ‘Payments’ button to pay the Practice and the Practitioners.
8. Click the ‘Reports’ button to view a range of Practitioner and Practice related reports.
9. For a ‘Cash Basis’ implementation, if required, click the ‘Reconcile’ button to undertake a bank account reconciliation.

For more detailed information, please refer to the Screen Shots page on our website or click the Help button on the main menu of Practice Accounts.

IN MOST INSTANCES:

Where there is a 'dropdown' list box to select from, you can either click the small down arrow on the right hand side of the dropdown box and then click again on the dropdown list box value of your choice OR you can start typing the value until the value of your choice appears and then press the 'Enter' key on your keyboard to select the value OR you can use the up and down arrow keys to move from item to item on the dropdown list.

You can move from one box to the next using the 'Tab' key on your keyboard OR you can click on any box that is visible on the screen and commence to enter or change information in the box.

In most cases, pressing the 'Enter' key will activate the default button for a particular screen.

The 'Enter' key default could be the "OK" button on a message box, the "NO" button on a message box such as when you are given a second chance before deleting a record and the "Save" button.

In most processing scenarios within Practice Accounts, pressing the "Escape" key will Undo a non-saved entry and enable you to exit the relevant screen by clicking the "Close" button.

DATES

Many computers are purchased with the American Date format by default. Practice Accounts requires the Australian (dd/mm/yyyy) format.

When first opening Practice Accounts, a message will appear if the date format is incorrect. Depending upon the installed Windows operating system, you can set the date format by clicking the relevant option in the Control Panel.

SCREEN RESOLUTIONS

The recommended screen resolutions for the Practice Accounts application are 1152x864, 1280x1024, 1280 x 800, 1366x768, 1440 x 900, 1600 x 900, 1680 x 1050, 1920 x 1080 and 1920 x 1200 pixels. You can run PA at other resolutions, however there may be some distortion.

You can set your resolution in the Windows Control Panel.

If you have a supported screen resolution and the forms on the screen are not rendered correctly, it is most likely that you have the Windows Display enlargement functionality enabled. In the Display in the Control Panel, check to ensure that it is set to the 100% default resolution.

MAINTENANCE OF PRACTICE ACCOUNTS

The records that you have imported from Best Practice via spreadsheets and/or manually entered into Practice Accounts are stored in the file, PA_BE.accde.

As you enter, amend and delete information, it may be stored in an easily computer accessible place or split into different storage locations on your computer's hard disk.

In addition, certain processes need space to do calculations, a place to temporarily store information and many other database related functions.

After some time, Practice Accounts will grow in size and have parts of your data located in different places - this results in your database using unnecessary disk space and becoming slower in response time.

Compacting reclaims all wasted space, re-groups and re-indexes all your data back to a faster access location - thus it optimises your database to work as fast as your computer resources.

When you close your Front-end Practice Accounts Application, it will automatically compact and depending upon the amount and type of work undertaken, the process may take a short time to complete. - it is for this reason, that Practice Accounts may appear slow to close.

DO NOT SHUTDOWN or POWER DOWN your computer until the process is completed.

If your Back-end database (PA_BE.accde) is located on a **Stand-Alone** computer, then there will be a grey PA shortcut on your desktop labelled 'Compact PA Database'.

If your Back-end database is located on a **Server** computer, then there will also be a grey PA shortcut on the Server's desktop labelled 'Practice Accounts'.

With both Stand-Alone and Server installations, it is **EXTREMELY IMPORTANT** that, on a regular basis – at least monthly - you click the shortcut button to open the Back-end database, wait for 10 seconds or so for it to completely open and then simply Click the 'Exit Database' button.

Note: However, you will only be able to successfully compact the Back-end database if there are no users logged into Practice Accounts - ensure that no user has the Practice Accounts Front-end database open before attempting to compact the Back-end database

BACKUP

Only the two back-end database files, PA_BE.accde and PA_BE2.accde, need to be included in your normal backup schedule. The files can be backed-up whilst in use.

A Restore only requires those two files to be copied back to their original location. It is also advisable to back-up one copy of the front-end database, PA.accde – as installation is normally via a disk and having a backup copy may simplify re-installations.