

Dear Clients

As you might be aware most ISP (Internet Service Provider) do not allow executable files to be sent via e-mail any more. The file that you receive from us every week is an executable file with an exe extension. The reason for this is that most viruses transmit as an exe file and ISP have instituted this rule as a safety measure to protect you.

To bypass this problem we will have to rename your file before sending it to you.

Example:

If you received a file from us in the past named Filename.exe, you will now receive a file named Filename.mpx.

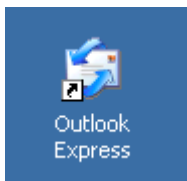
REMEMBER this is an example file name, your file name will differ according to what program you are using.

Before you can use this file to do your update, you have to rename it back to Filename.exe. To rename the file is very easy, follow the steps below.


What e-mail program are you using?



- If you click on this icon to open your e-mail program you are using Outlook, Skip the section below and start following the instructions under the heading **Step 1 Save the File** on Page 2.



- If you click on this icon, you are using Outlook Express.

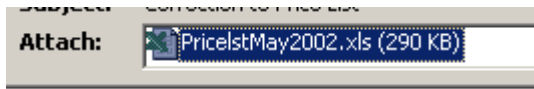
- Most of you may normally just right click on the paper clip  on the right of the middle of the screen, then you will click on Save Attachments and then would normally just click SAVE, this is **NOT** how you must do it in future. You must first **OPEN** the message from us. To open the message you need to double click on the message you receive from us. See below.



It will now open a new window which will look like this.



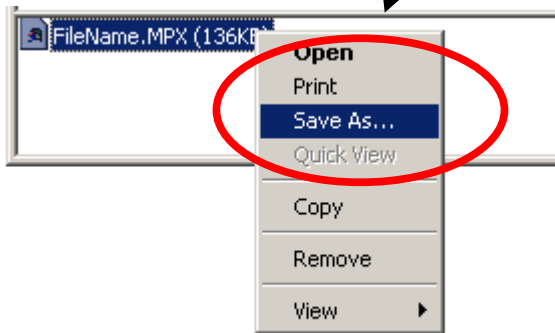
You will see an attachment next to the word **ATTACH** – see diagram below. Now follow the instructions under the heading **Step 1 Save the File** below.



Step 1 Save the File

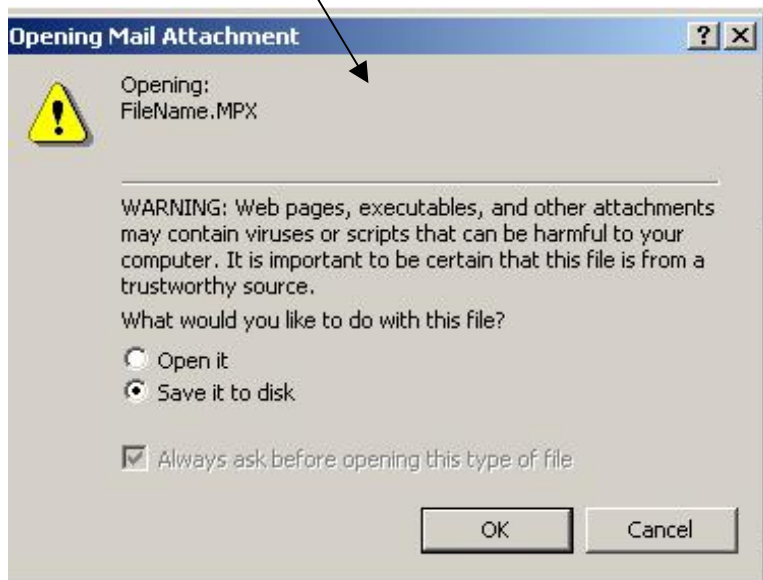
- Right click on the file attachment - (See Diagram A) The attachment is the icon that appears in the mail message. A drop down menu will appear.

Diagram A



- Click on SAVE AS
- If you right click on the attachment and the above does **NOT** appear , then **DOUBLE CLICK** on the attachment, a dialogue box will appear, select **Save it to disk** and click **OK** – (Diagram B below)

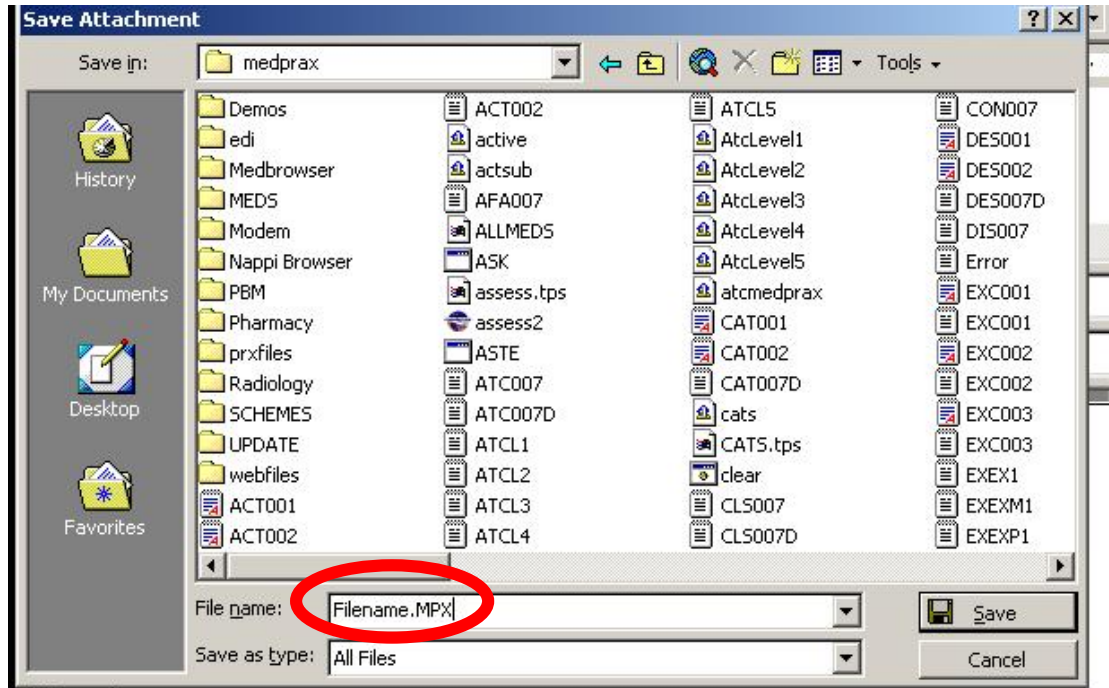
Diagram B



Step 2 Renaming the File

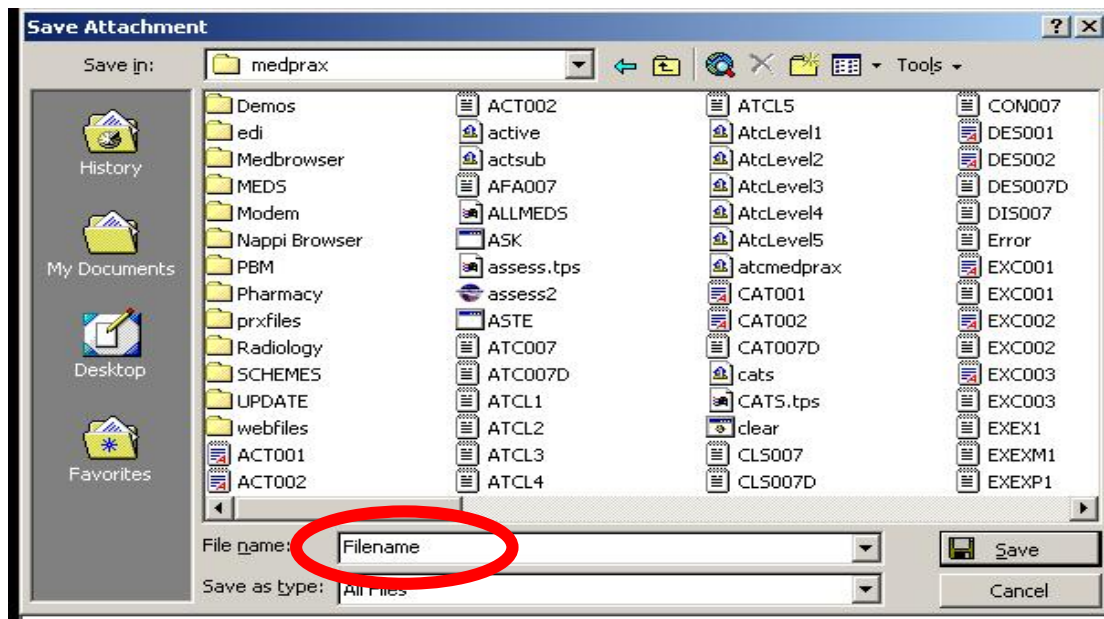
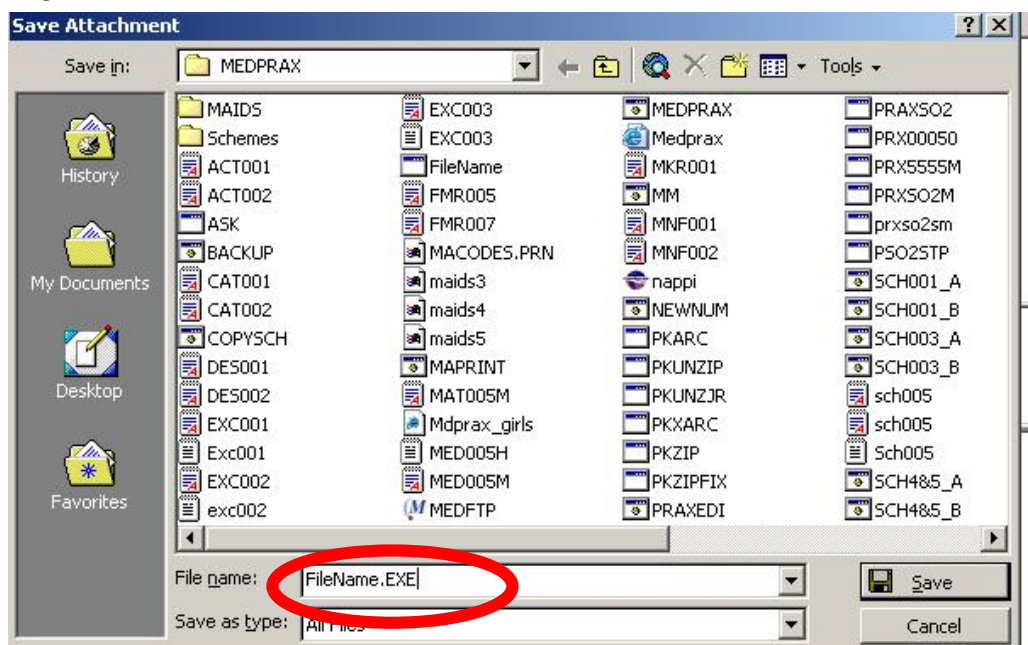
Another dialogue box will appear and you will be asked where you would like to save the file attachment. If you are unsure of where you need to save the file, then please refer to the table at the end of this document.

Diagram C



NB:

- You need to rename the Filename.MPX to Filename.EXE before you click on the SAVE button. Do this by placing your cursor at the end of Filename.MPX in the File name field as shown in Diagram C above and backspace three times to remove MPX and in its place type EXE.
- IF the Filename does NOT have .MPX at the end (See Diagram D below), then all you must do is put a .EXE (Refer to Diagram E further down)

Diagram**D****Diagram E**

- The file name will now read **Filename.EXE** (See Diagram E above) Now click **SAVE**, it may prompt you to replace the existing file. Click **YES**

Step 3 Inflating the file

NB

If you are a **Mass User** and receive any of the following files – **Allmeds.exe, Allsch.exe, Aste.exe or Astp.exe, Schmas01.exe** you do **NOT** have to do step 3. You will go to your desktop and double click on the Medprax icon and choose option 1-6 to start the update. If you do not have such an icon on your desktop, then please contact us and we will assist you in creating one.

Exit your e-mail program and go to your desktop (This is where all your icons are) You will now have to inflate the file that you have just saved.

- Double click on the MY Computer icon



- Double click on the drive that your Practice Management System is on – This is normally Drive C
- Double click on the folder that you have saved the file in.
- Locate the file, double click on it. It will bring up a black screen and may prompt you to overwrite files, Put an A and enter.
- As soon as it reads finished at the top of the black screen you can close all open windows.

Step 4 Update your Medical Program

Re-enter your program and do the import, if this is the first time you are doing the update, then please contact your Program Support Consultant and ask them for assistance.

PMS	DESTINATION FOLDER
ALLMED	MEDPRAX
CLAIMSUITE / XLMED	MEDPRAX
EMINANCE	PROGRAM FILES \ HEALTHFOCUS \ EMINANCE SERVER \ DOWNLOAD
FAMDOC	MEDPRAX
FINANSDATA	MEDPRAX
GAEA	PROGRAM FILES \ BLUEBIRD \ DOCTOR
GOODX	MEDPRAX
HEALTHFOCUS	MEDPRAX
HEALTHSUITE 2	PROGRAM FILES \ HEALTHBRIDGE \ HEALTHSUITE \ IMPORTS
IKAT	MEDPRAX
INFOCARE	MEDPRAX
MASS	MASS \ DATA
MEDAD 2000	MEDPRAX
MEDAP 2001	MEDPRAX
MEDCOM	MEDPRAX
MEDEMASS	MEDPRAX
MEDIQ	MEDPRAX
MEDIS 2000	MEDPRAX
MEDIT	MEDPRAX
MEDREK	MEDPRAX
MEDSOLVE LITE	MEDPRAX
MEDSOLVE 2000	MEDPRAX
MICROMED PTA	MDS
MULTIDOC WMN	MDVV
NAVISION	MEDPRAX
ORION WINDOWS	MEDPRAX
PROMED	MEDPRAX
RADPAC	MEDPRAX
TRIMED	MEDPRAX
ULTIMATE MEDIX	MEDPRAX
WMNEMD	MEDPRAX
WMZZDOC	MEDPRAX