Hicaps Trinity Installation

Vision Interface to HicapsConnect Installation

Please make sure:

- Your Hicaps Terminal is the latest, If using the old version, make sure to uninstall and reinstall the new downloadable version of HICAPS (contact Hicaps if you are unsure)
- There is a cable connecting the Hicaps Terminal to the computer (if not, contact Hicaps for one)
- If using the Keyspan USB Serial Adapter, you need to install the driver for it.

At the computer where the Terminal is:

1. Download and run the latest Vision Elite Update.

2. Download and save the following files into the V2K folder, by clicking onto the links below.

   www.sunixvision.com/eliteupdate/hicapsconnectcontrol.dll

   www.sunixvision.com.au/downloads/1/HICAPSConnect_4.0.0.1B.exe

   (when saving this file, if it says you already have the file, make sure you click Yes to replace)

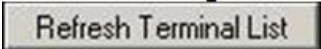3. From the V2K folder, double click to run:

- **HICAPSCOnnect_4.0.0.1B.exe** (when finish, you need to re-boot the computer)
- **HicapsEnable.exe**   (this will only take a second or two)
- **Hicaps5setup.bat**   (this will only take a second or two)

If blocked by an antivirus software, make sure to create an exception for the application.
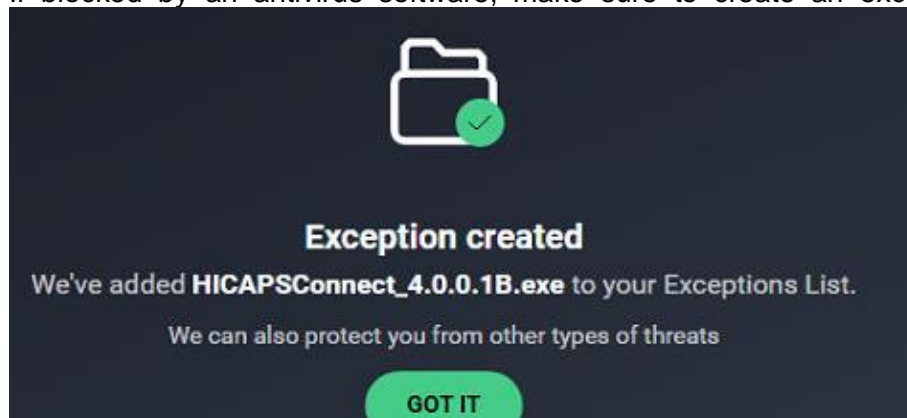
4. Then, start SUNIX Vision, and go to Maintenance – Hicaps Setup – Display Hicaps Interface. The following screen will come up:
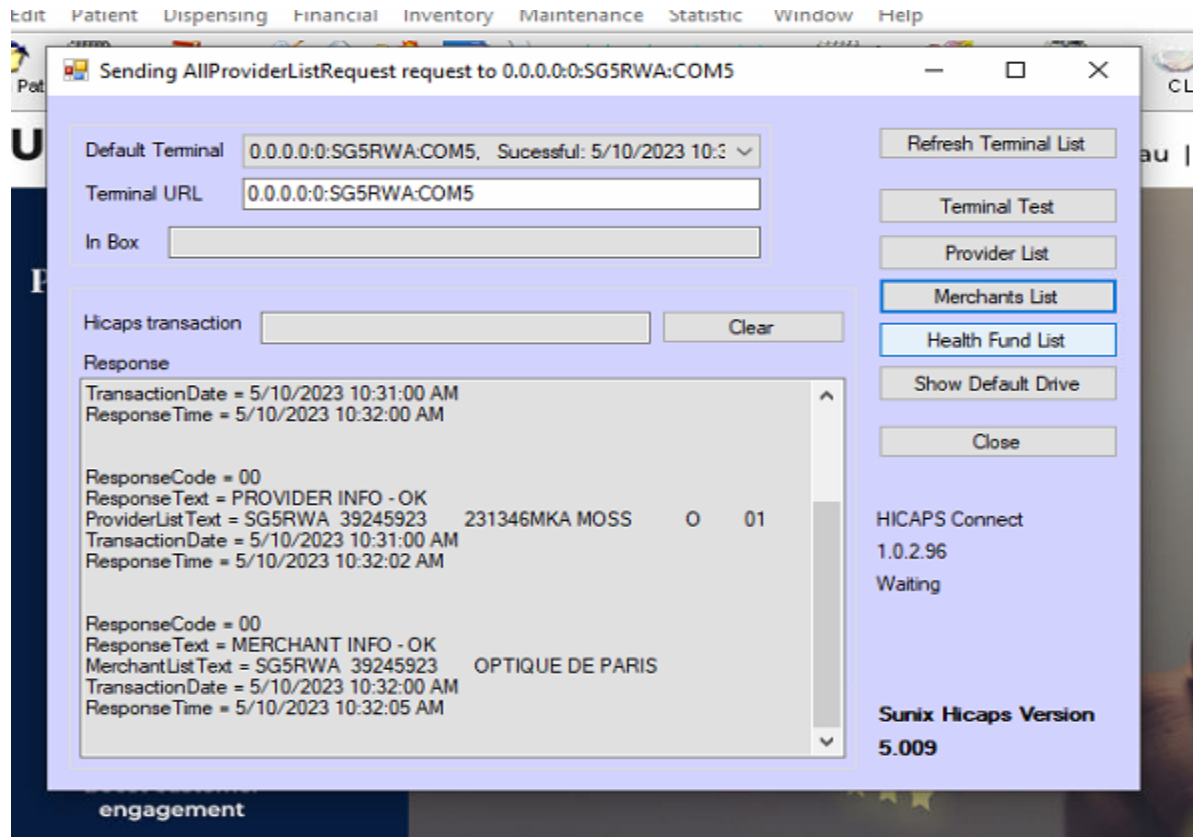
5. In the SUNIX Hicaps screen, check to see if there is a correct Default Terminal. If not, click on the button [Refresh Terminal List] . If there are multiple terminals, you need to select the "Default Terminal" you want. Then close out of this screen which will leave the program running in the background.

• If you want more than one computers to link to the same terminal, or

• If there are more than one terminals in the network,

To set up Hicaps for the second/subsequent computer(s):

a) Make sure the Windows firewall or other third party firewall are not blocking the Hicaps programs (you may need to speak to your network installer about this).

b) At that computer, repeat Step 2 & 3 from the above procedures.

c) Go to Control Panel - System - Advance - Environment Variable, find the one with

Variable name **HICAPS** and Edit to

Variable Value **HICAPS\INBOX2**

(where **2** is any number that is not already in use in any other computers)

d) The first time you start SUNIX Vision, it may ask you which terminal you want to link to this computer. Select the one you want, depending on whether the computers are sharing the same HICAPS terminal or using separate terminals.

If not functioning, troubleshooting for the Hicaps programs

A. Check that the Hicaps terminal is ON, cable connected to the workstation and terminal is not busy.

B. Check whether the ⊕ Hicaps Connect icon is showing in the System Tray area at the bottom right of the desktop. This program should automatically get started when Windows starts. If the icon is not there, you can either restart Windows or click onto Window's Start button, AllPrograms, HicapsConnect then HicapsConnectServiceController.

C. Right click on the ⊕ icon and then left click on *Configure* to bring up

D. Then right click on ⊕ again and left click on *Force Terminal Re-Scan*. If all goes well, something similar to ☑ COM5 (Found Terminal) on one of the lists on the above left

side should be shown (the number 5 might be something else according to your workstation's port number where it is connected to). If none of the ports in the list shows (Found Terminal), please contact Hicaps for assistance as this part of the program is supplied by Hicaps.

E. For the next test, go to the start menu, All Programs, HicapsConnect, then HicapsConnectClient
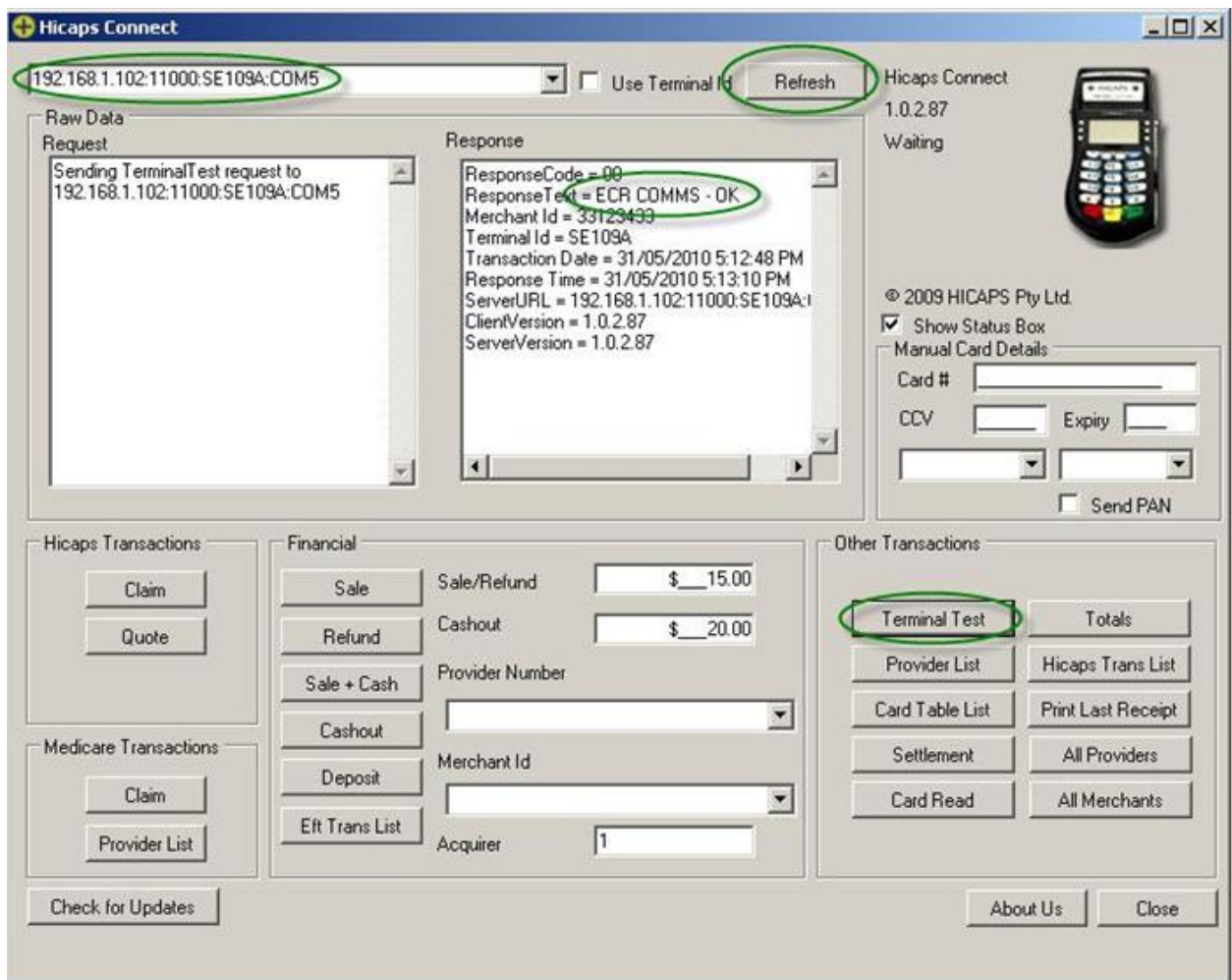
F. Clicking on the **Refresh** button should enable a terminal to be selected from the box at the top left of the screen.

G. Then click on the **Terminal Test** button. Then in the Response text box, it should show "**Response Text = ECR COMMS – OK**." If not, again contact Hicaps for assistance as this part of the program is also supplied by Hicaps.

Submitting Claims via HICAPS

1. In Vision, enter the patient's Bill as usual.

2. After saving the Bill, click onto the button **HICAPS** or press the Function Key **F6**, these will show the break up of the claim.

If the lenses have multiple items, e.g. 212+662, by default, the full amount (e.g. $200) will go to the first item which is 212. You can manually allocate an amount (e.g. $10) to the add-on item 662, and the balance ($190) will then automatically get allocated to 212. However, if most of your claims would require a break-up amount for the add-ons, you can set up a default amount for the add-on items under Maintenance - Item No Details. That way, you don't have to enter the break-up amount for the add-ons everytime, but for the claims that you do not want the break-up, then you manually zero off the add-on amounts and the full lens amount will then automatically get allocated back to the first item (212).

3. Enter in the Patient Id, and then click on the button **Submit Claim.** Vision will send the claim information to the HICAPS Terminal, and a message will appear on the screen asking to swipe the patient's Health Fund card.

4. Once the claim is processed, and if the claim is successful. Vision will automatically create the Payment record with Payment Type = HICAPS and the name of the Health Fund. The terminal will do the printings as usual.

Cancel Submitted Claims via HICAPS

1. In Vision , bring up the patient's Billing screen you want to cancel.

2. Click onto the button **HICAPS** or press the Function Key **F6** to bring up the HICAPS screen.

3. Then click onto the button **Cancel** to cancel the claim. A message will be displayed on the Terminal screen asking to swipe the patient's Health Fund card.

4. Once the cancellation is processed, and if the cancellation is successful, Vision will automatically delete the HICAPS Payment record (the payment record will be marked as Deleted). The terminal will do the printings as usual.

Submitting EFTPOS via HICAPS Terminal

1. In Vision, enter EFTPOS or Credit card Payment into the patient's Payment screen as usual.

2. After saving the Payment record, click onto the button **HICAPS** or press the Function Key **F6** at the Payment screen. The EFTPOS amount will be sent to the HICAPS Terminal, a message will appear on the screen asking to swipe the EFTPOS or Credit card.

3. If the payment is successful, an EFTPOS Inv No will be filled in. The terminal will print out 2 dockets: one for the patient to sign so that the practice can keep as record, and one for the patient to keep as his/her record.

Cancel EFTPOS Payment via HICAPS Terminal

1. In Vision, enter the Credit and Refund into the patient's Billing screen as usual (if unsure, contact SUNIX for full documentation on Refund), e.g.

By	Qty	Item No	Health Fund Description	Tax %	Amount $
PF	-1	110	Spectacle Frame	10	-100.00
PL	-2	212	Single Vision Lenses		-50.00
RF	1	EFTPOS	Refund by EFTPOS		150.00
			Patient Closing Balance $		**0.00**

2. After saving the Billing record, click onto the button **HICAPS** or press the Function Key **F6** in the Billing screen, the refund amount will be send to the HICAPS Terminal. A message will appears on the screen asking to swipe the EFTPOS or Credit card.

3.   If the Refund is successful, an EFTPOS No will be filled in (which is indicated with an arrow on the HICAPS button on the Billing screen). The terminal will print out 2 dockets: one for the patient to sign so that the practice can keep as record, and one for the patient to keep as his/her record.

HICAPS Claims Summary

To print a listing of the claims that has been successfully processed through the Vision HICAPS interface:

1.   Under Financial, click on HICAPS Summary Report

2.   Enter in the date that you want to report on, and click OK

   Note: The HICAPS Terminal itself can print the summary of claims that have been sent through the Vision HICAPS interface as well as those entered manually on the terminal.