

Medical Aid

PRICING UPDATE

with

CGM MEDEDI

Billing and Practice Management

Running Weekly Updates Manually User Manual

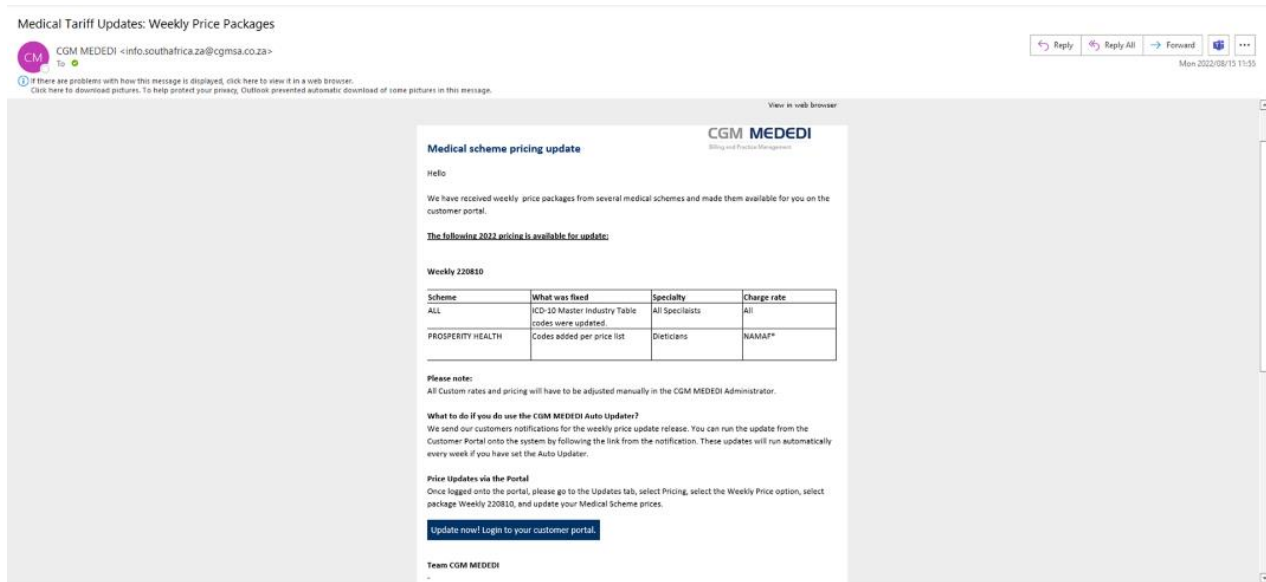
brought to you by



Introduction

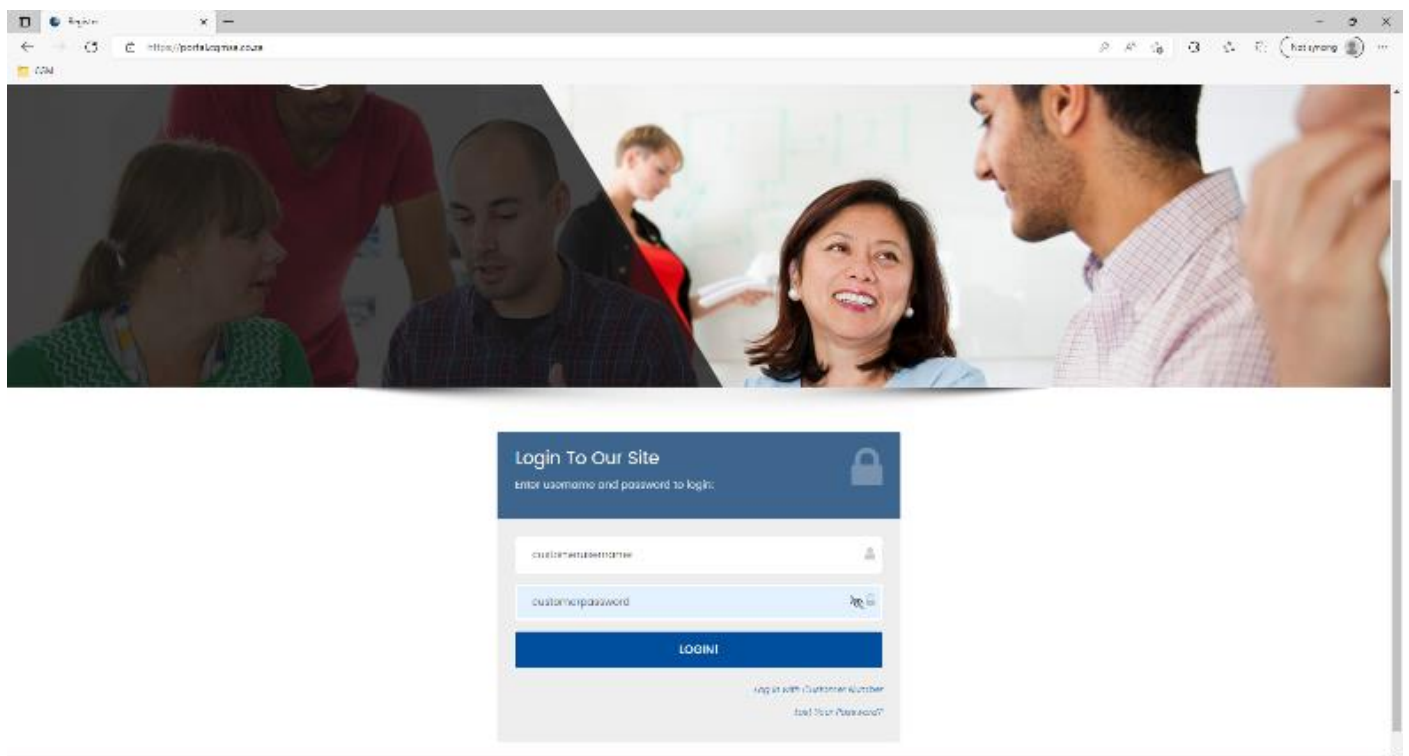
Every year CGM MEDEDI is updated with the latest medical aid tariffs for consultations, medicine, and consumables. We want to make sure that we give you everything you need to know about updating pricing tariffs and updates.

Manually installing your weekly pricing updates when you receive your update in an email from CGM MEDEDI.

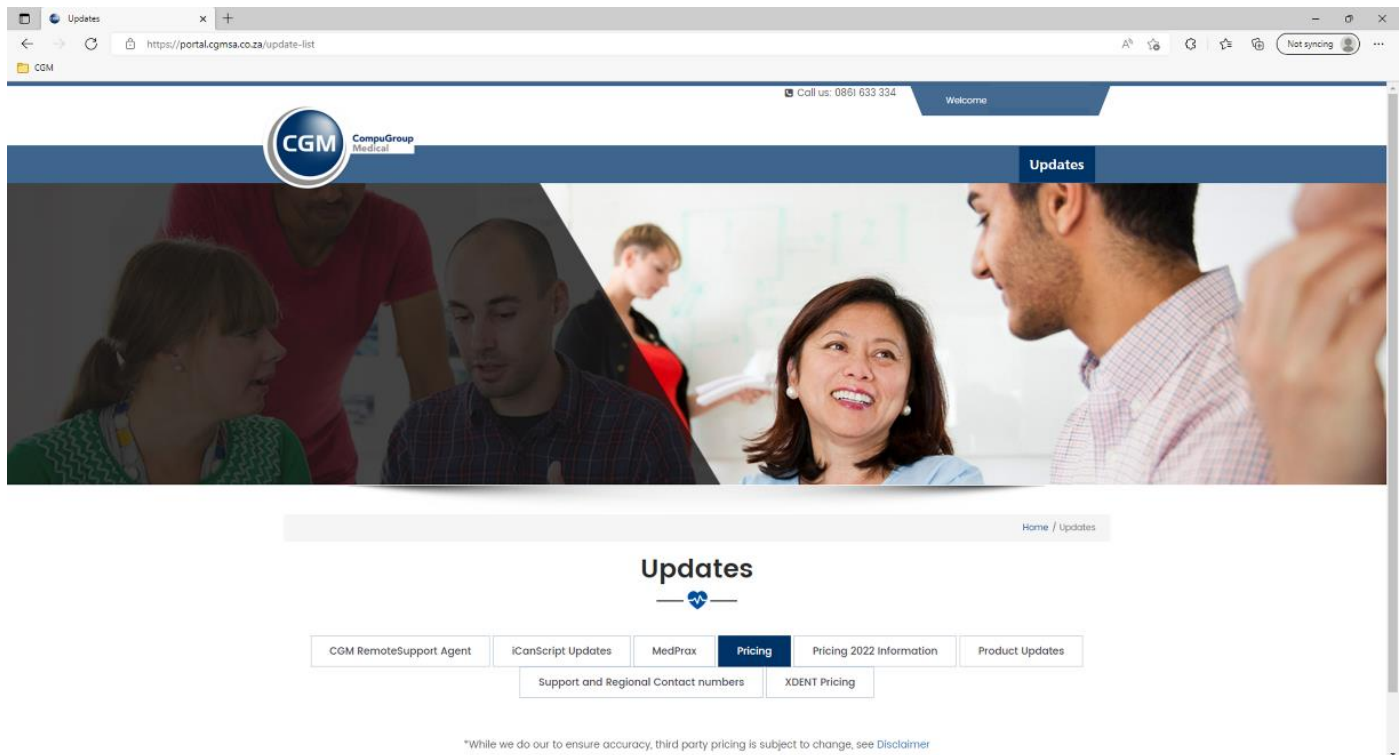


Log into the Customer Portal (<https://portal.cgmsa.co.za/>).

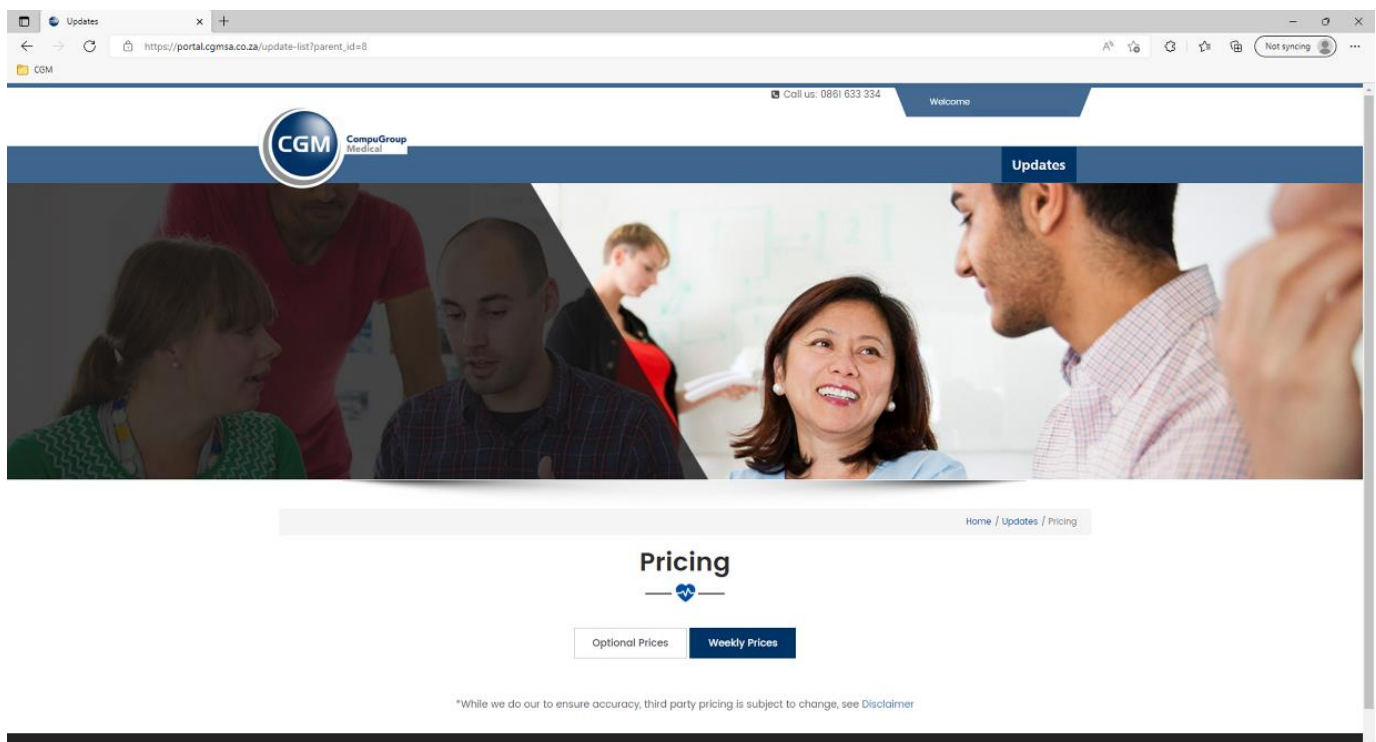
Login with your Username and Password or Login with Customer Number.



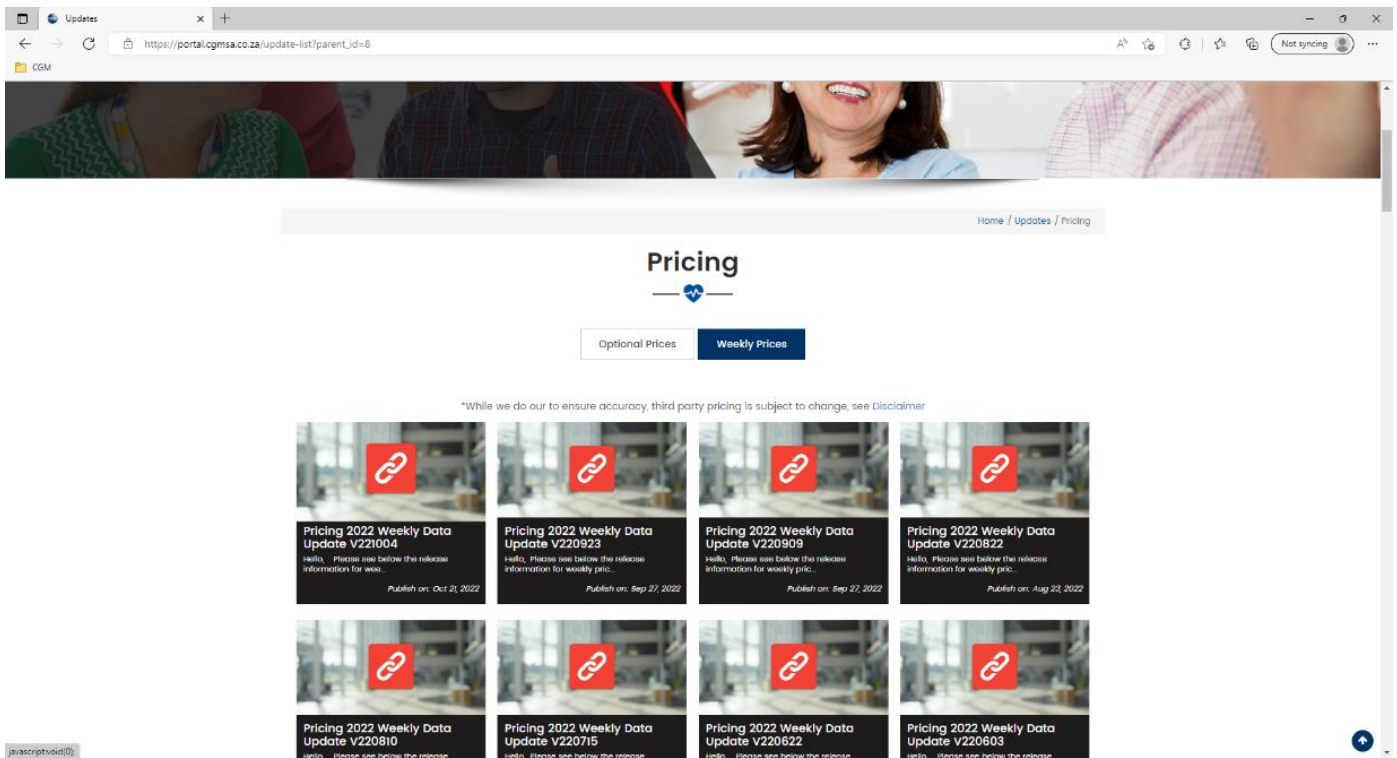
Select the **Pricing** button.



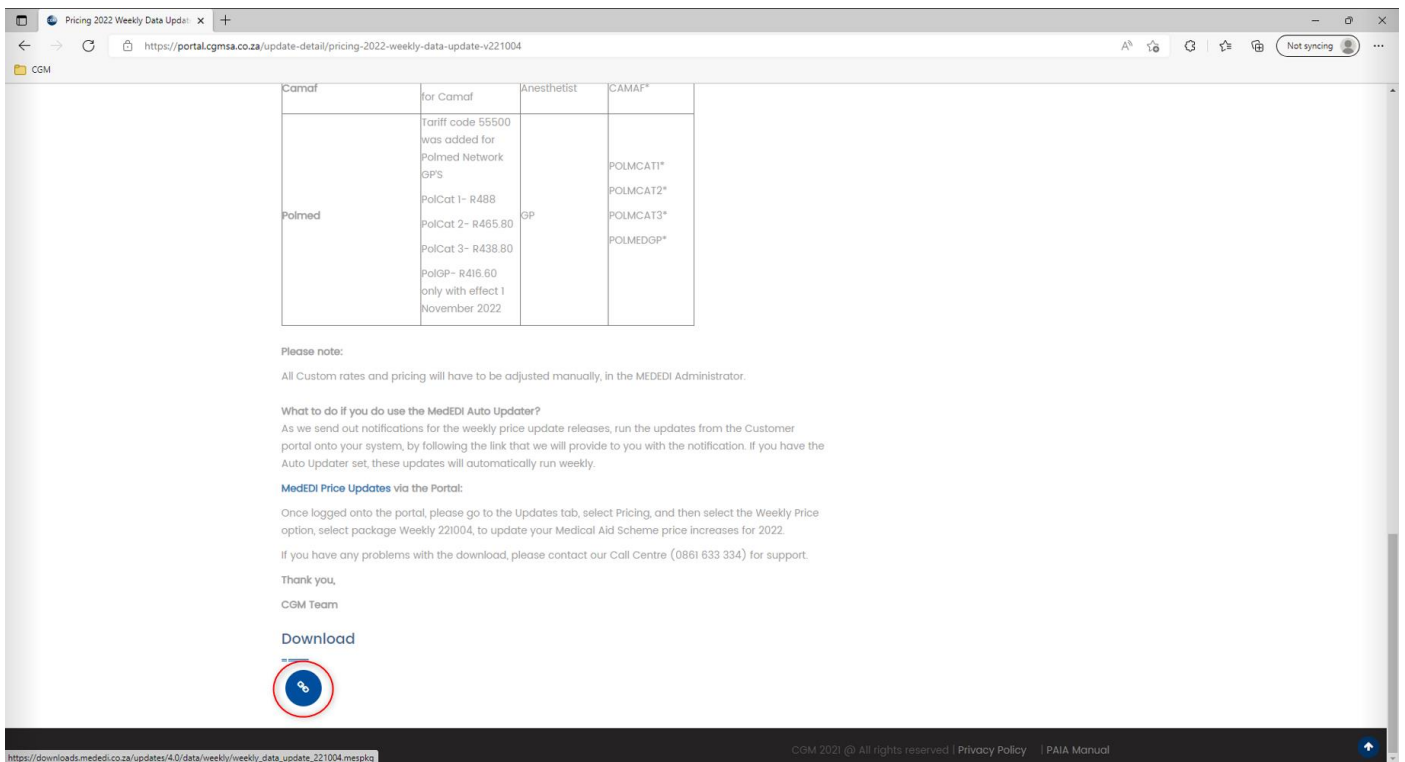
Select **Weekly Prices**.



Select the Weekly file you would like to download and install – You don't need to select all of them, simply select the latest as when you run it, it will pull through any previous weekly files that you do not have.

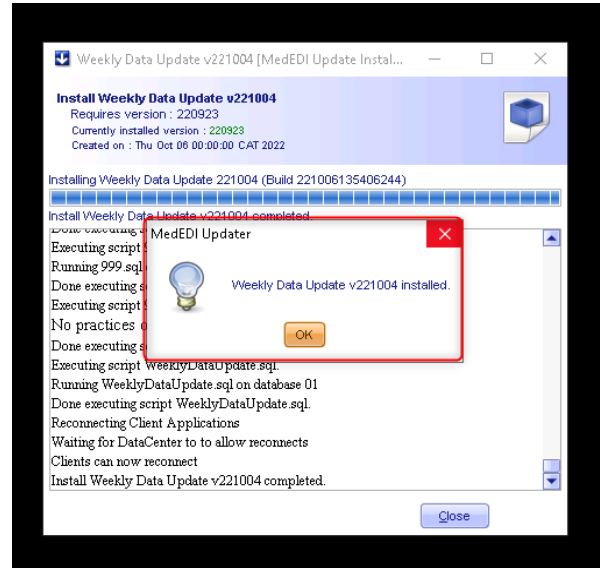
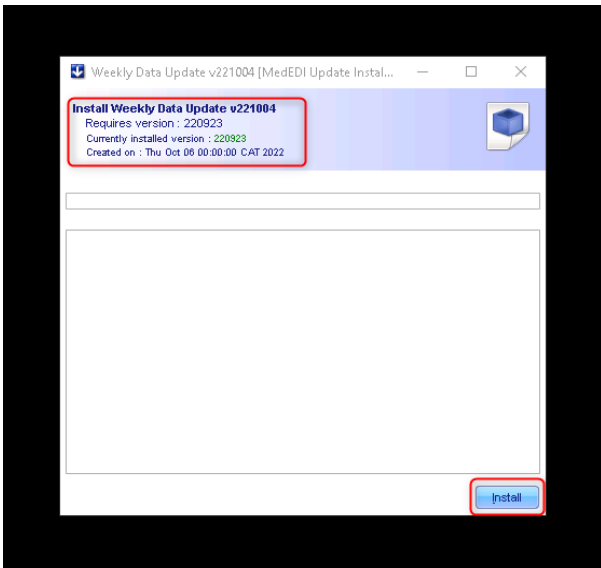


Once you select the weekly file, you will see the release notes indicating the fixes in the package you need. Scroll down to the bottom and click on the download button.

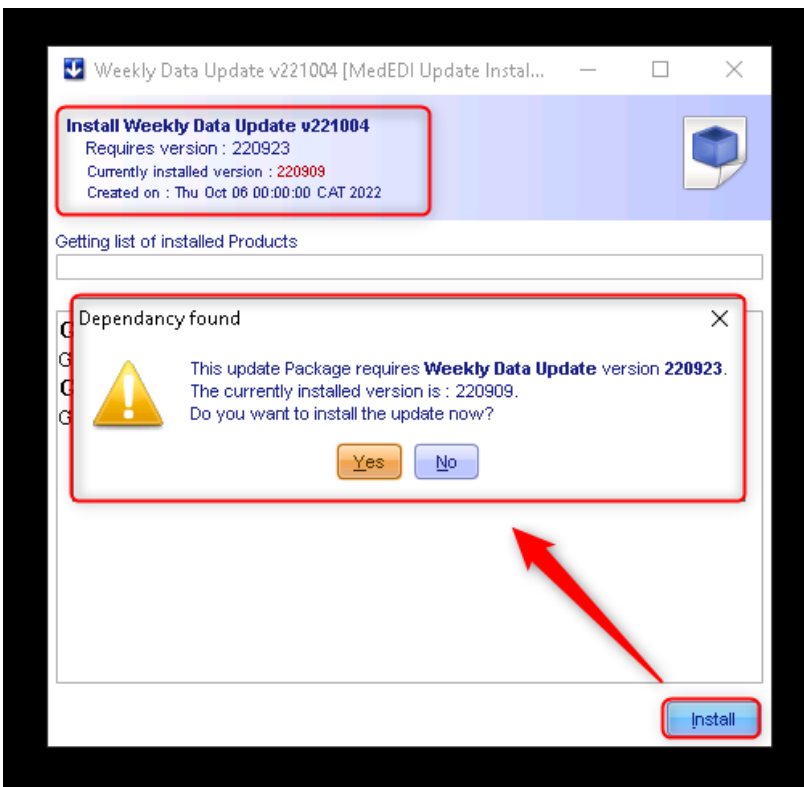


Once downloaded, you can now run the file.

If you need to run 1 weekly file for the latest prices, you can click on 'Install' and the file should run and complete successfully.



However, if you are a few weekly files out, you can click on 'Install'. A pop-up will let you know there is a dependency found on a file not installed. Click 'Yes' if you want to install and all previous files will run and install before installing the latest file.



****Note:** Once each weekly update is installed, a pop-up will appear. Click 'Ok' to continue installing the next file.

