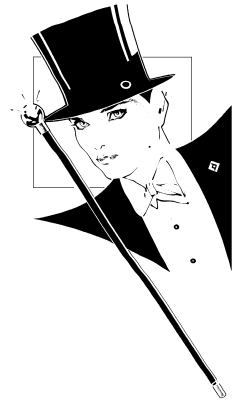


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Subject: Physician Billing Enhancements

You may download the latest update from our web sight with the following steps.

Determine where your current Physicians Billing is installed. Normally Physicians Billing is installed in C:\Doc on your computer. However, many offices have more than one computer accessing Physicians Billing from multiple computers. In those cases, Physicians Billing might be installed on F:\Doc, N:\Doc or practically any place on your network system. In order to determine where your Physicians Billing is installed take the following steps.

Important!!!!

During this process none of the computers on the network may be running Physicians Billing. They may not be in Physicians Billing at all!!!! Be sure to check the start bar on each computer to make sure Physicians Billing is not running minimized on the Start Bar.

Follow the instructions and screen views below – note that some screen views will contain ‘balloons’. These ‘balloons’ are not part of the original screen, but have been added and contain instructions for helping you to complete the task at hand.

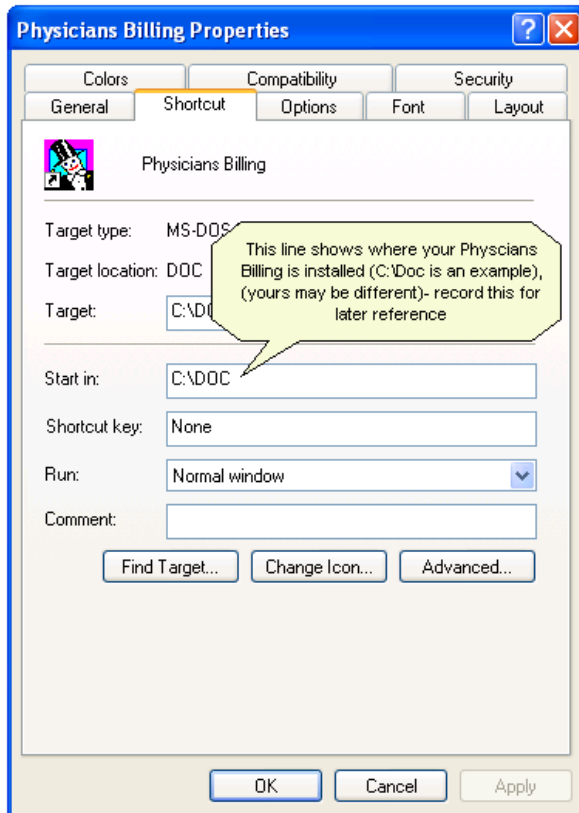
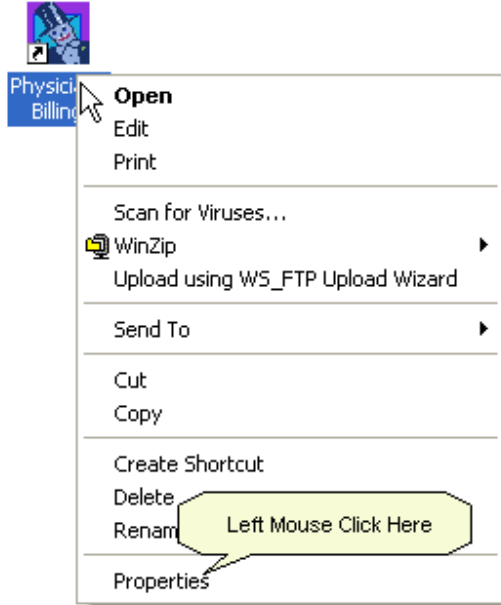
Point at the Physicians Billing ICON



Physicians
Billing

with your mouse and press the right mouse button

and you will see something similar to the following:



Record the information to the right of *Start in:*, you will need this later.
(If you are using Win98 this line may say *Working Directory*)

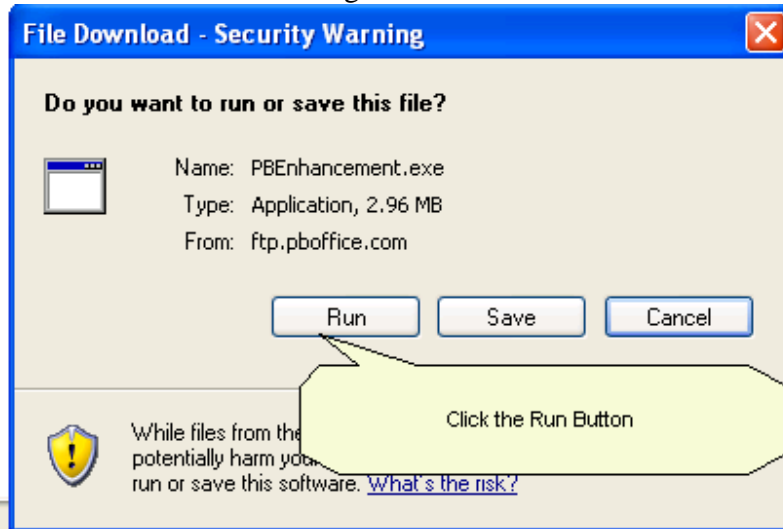
Using your Web Browser, go to www.PBOffice.com

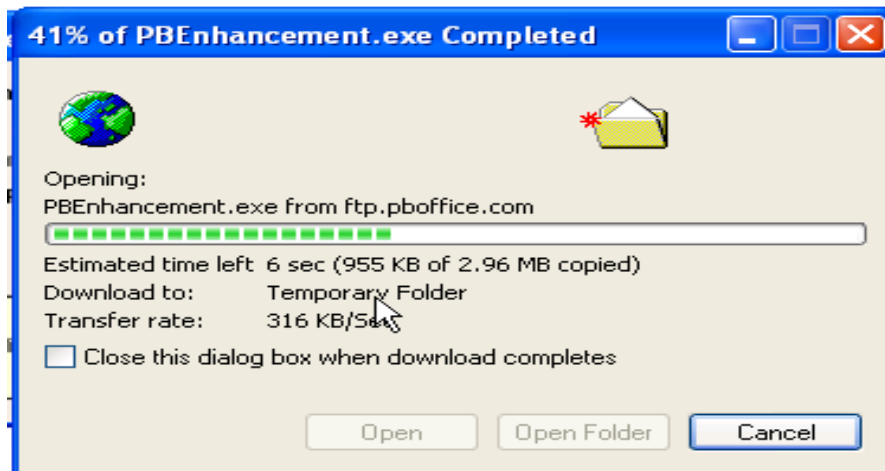
Click on the *Downloads* button

Click on the *Physicians Billing Update* link

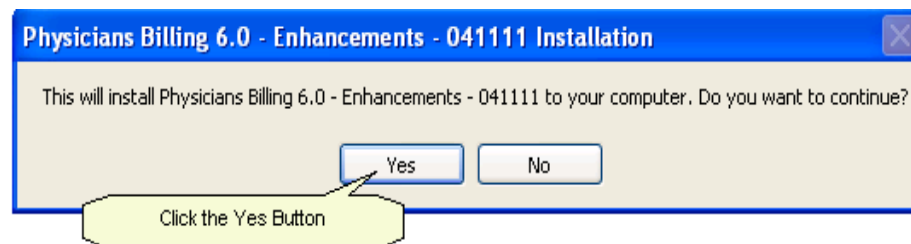
Record the version number to the right of the *Update* link, you will need this later

Click on the *Update* link at the bottom of the Physicians Billing Update paragraph and you will see the following.

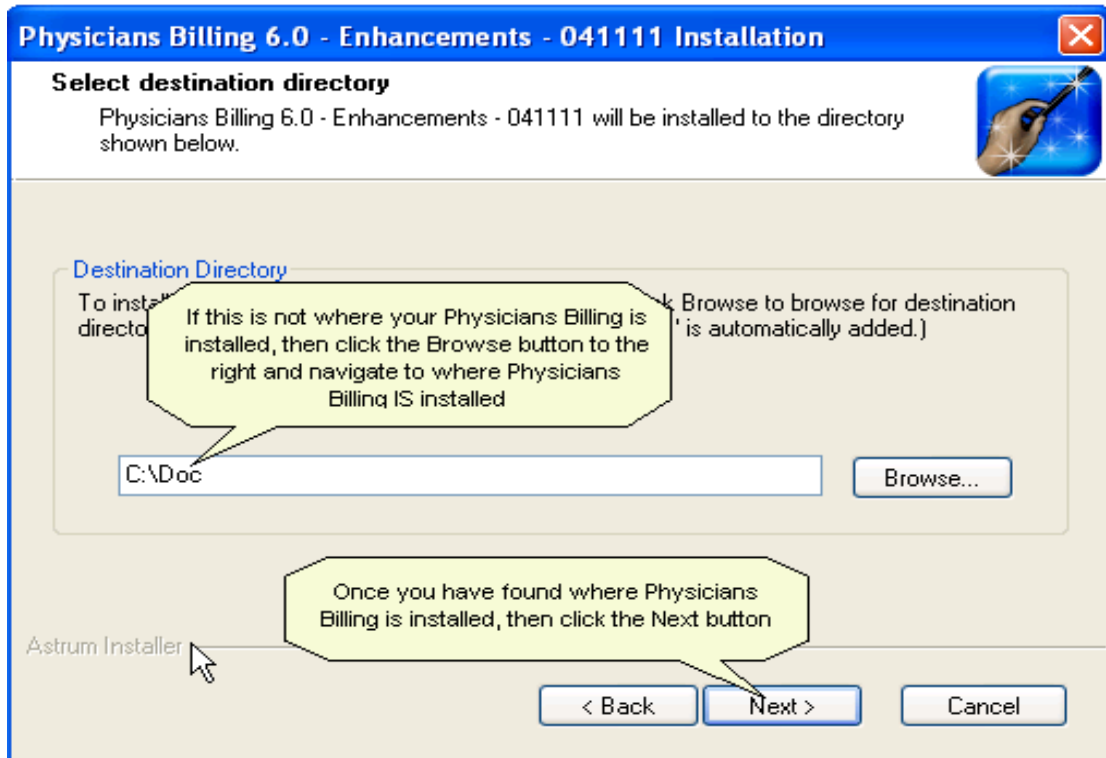




The screen above shows an intermediate download step



Proceed with the installation and pay particular attention to the screen below. This screen determines where the Physicians Billing updates will be installed.



Finish the installation and verify that you have installed the latest version as evidenced by the following: Start Physicians Billing and view the screen show below.

