SAMA eCCSA DOWNLOAD AND ACTIVATION

The SAMA eCCSA is a Windows based program and requires the following operating system to run and install on:

- Windows XP / Vista / 7 / 8
- Window's .NET framework and up (will install automatically if not already on your computer)
- A valid SAMA licence activation key

The following steps will be clarified in this document:

1. How to buy the eCCSA
2. How to download the eCCSA
3. How is install the eCCSA
4. How to activate the eCCSA
5. Licence Terms and Conditions

Licence period:

The eCCSA has a two year licence period valid from 1 January 2018 to 31 December 2019. Should you purchase the product within this allocated time period, the licence will only remain valid for the remainder of the above mentioned two year period.

Step 1: How to buy the eCCSA

- ❖ Refer to SAMA's sales process document on how to purchase a SAMA product online.
- ❖ After a successful online sales transaction you should have received an email from SAMA's website with your invoice and product details.
  - o If you purchased with a credit card you will receive this immediately after the transaction was successful.
  - o If you chose to pay SAMA by means of an electronic funds transfer (EFT) you will receive an email requesting you to make payment, before the system generates an invoice and the product details.
- ❖ Should you not receive this email within 48 working hours after payment was made, please contact SAMA's Medical Coding Unit at 012 481 2073 or coding@samedical.org.

Electronic CCSA Information

If you purchased an electronic version of the CCSA you can install the program by
Clicking here

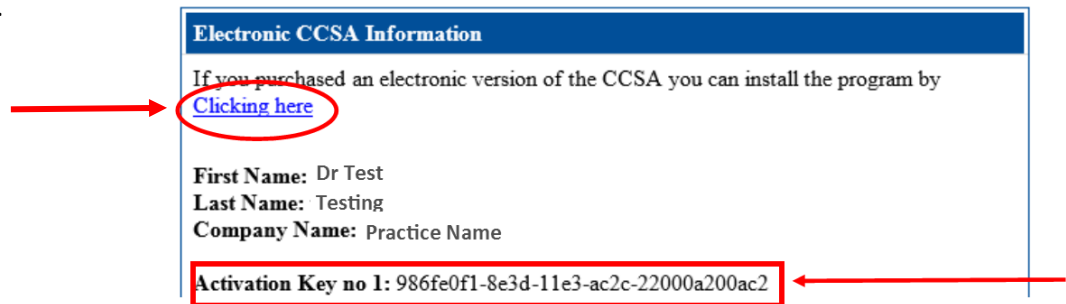**First Name:** Dr Test
Last Name: Testing
Company Name: Practice Name

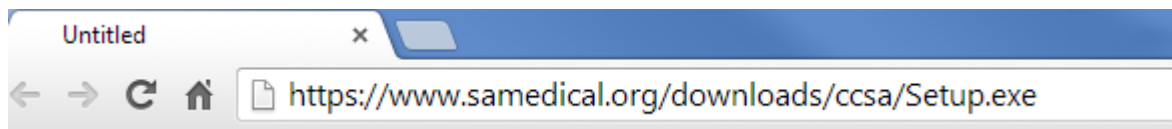**Activation Key no 1:** 986fe0f1-8e3d-11e3-ac2c-22000a200ac2

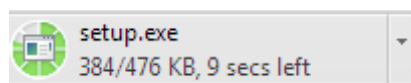**Step 2: How to download the eCCSA**

- ❖ Open the email sent from SAMA to the email account as stated in the online sales process.
- ❖ You will note the words *"If you purchased an electronic version of the eCCSA you can install the program by clicking here"*
- ❖ You will also note the Activation Key for each of the licenses bought.
- ❖ Before you download and install the Windows eCCSA ensure that your computer complies with the set requirements to run the software.
- ❖ To download the program click on the link – "*clicking here*", as indicated by the red circle on the left.
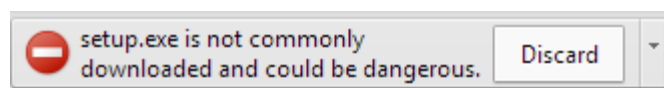

- ❖ Your internet browser should automatically open and redirect you to the following URL webpage: https://www.samedical.org/downloads/ccsa/Setup.exe
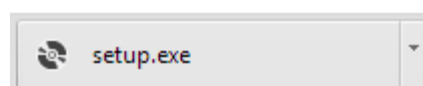

- ❖ Your copy of the eCCSA will automatically download from this website. Notice the download in the bottom left hand corner of your internet browser. *(Depending on which browser you used – for demonstration we used Chrome.)*

- ❖ Should you receive this error message, please click on the drop down arrow and select 'Keep". This message might display depending on the security of your internet browser.
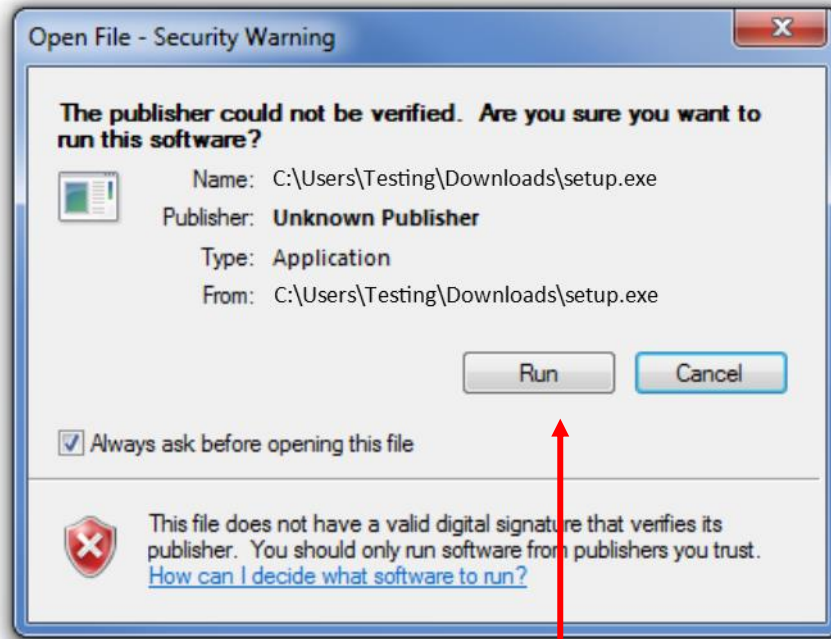

- ❖ Once the download is successful and complete you will see the "setup.exe" file.

- ❖ You have now successfully downloaded the SAMA eCCSA. The next step is to install the program onto your computer.
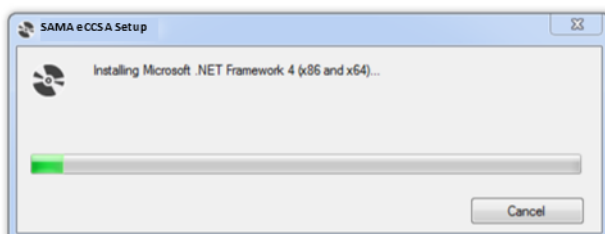
Step 3: How to install the eCCSA

❖ Once you have successfully downloaded the SAMA eCCSA, click on the "setup.exe" file which appear after the download is complete.

❖ The following security warning will pop up on your computer's desktop. This occurs because the program was not designed by Microsoft.
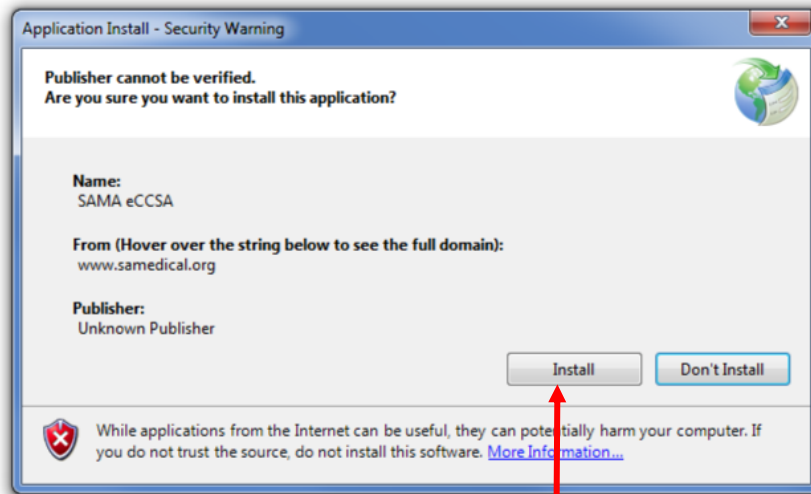

❖ Click on "Run" to install the eCCSA.

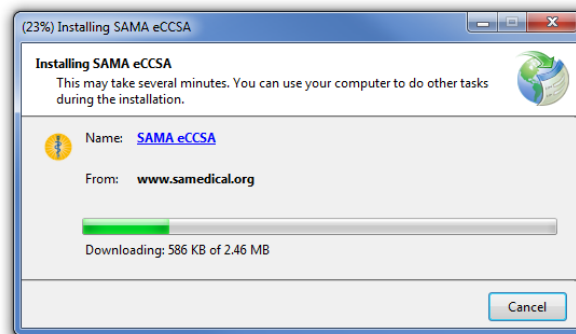*Additional step for some users*

• Depending on the version of Windows running on your computer you might receive this "*Microsoft .NET Framework 4*" install screen. This is a driver that has to be installed on your computer before all SAMA's coding products can be installed. Newer versions of Windows might have this driver installed on purchase or with regular updates of Windows, thus not everyone will follow this step.

• Click on "Accept" to install the "*Microsoft .NET Framework 4*".

• The installing of Microsoft .NET Framework should start automatically.

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❖ To install the SAMA eCCSA application this screen will appear once the .NET Framework has completed its install.

❖ Click on "Install" to install the program.
❖ The program will then start to install on your computer.

❖ Wait for the installation to complete. This will take several minutes.
❖ Once the installation is complete the above screen will automatically close and a SAMA eCCSA application icon will appear on the desktop of your computer.
❖ You have successfully installed the SAMA eCCSA.

Step 4: How to activate the eCCSA

Please note that this activation will require an active internet connection

❖ Open the eCCSA by double clicking on the icon on your desktop.
❖ The following activation screen will appear:

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❖ Refer back to the email sent to you from SAMA from where you downloaded the eCCSA. You will note at the end of the email an Activate Key.

❖ 'Copy' this activation key by selecting the unique licence numbers. Alternatively record this unique key and keep it handy to type it in the Activation box in the eCCSA.

❖ Return to the SAMA eCCSA and 'paste' the activation key in the box provided. Alternatively retype the key.

❖ When you have inserted the Activation Key, click on "Activate". The program should activate your licence.

❖ You will now be able to work on the SAMA eCCSA program.

❖ Refer to the "How to use the SAMA eCCSA" for in-depth training on the program.

Step 5: Familiarise yourself with the Terms and Conditions of your licence

Definitions

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"CCSA" means the Complete CPT® for South Africa and the Electronic Complete CPT® for South Africa (eCCSA) as published from time to time by the South African Medical Association and includes, without limitation, any information contained in the Complete CPT® for South Africa and Electronic Complete CPT® for South Africa including codes, modifiers, descriptors, interpretations, Relative Value Units (RVU), data, text, graphics, images, designs, software, and any other material contained in the CCSA and eCCSA.

"SAMA" means the South African Medical Association, an association incorporated under Section 21 of the Companies Act , Registration Number: 1927/000136/08);

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2.2   No Purchaser may copy, duplicate, distribute, adapt, modify, store (in any form) or in any way reproduce the CCSA or any part thereof or knowingly permit the same without the prior written consent of SAMA as the holder of the intellectual property rights.

2.3   The Purchaser shall not be permitted to incorporate the CCSA or any extracts of the CCSA in any other work or publication, whether in hard copy or electronic or any other form.

2.4   The Purchaser shall, at no stage, acquire any right, title or interest in Third Party Material contained within the CCSA.

3. General

3.1   These Terms and Conditions constitute the entire agreement between the parties in relation to the use of the CCSA and supersedes any previous agreement or understanding between the parties.

3.2   Any notice required or permitted to be given by the Purchaser to SAMA under these Terms and Conditions shall be in writing addressed to SAMA at its registered office. Any notice required or permitted to be given by SAMA to the Purchaser under these Terms and Conditions shall be in writing addressed to the Purchaser at the address supplied in the purchase order.

3.3   No failure or delay by either party in exercising any of its rights under the Terms and Conditions shall be deemed to be a waiver of that right, and no waiver by either party of any breach of the Terms and Conditions by the other shall be considered as a waiver of any subsequent breach of the same or any other provision.

3.4   If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions, or the remainder of the provision in question, shall not be affected.

3.5   These Terms and Conditions shall be construed and governed in accordance with South African law and the law of the countries of third parties if applicable

3.6   Neither party may assign their rights under these Terms and Conditions, in whole or in part, without the prior written permission of the other party.

4. Disclaimer

SAMA shall not be liable to any party else for any loss or injury, caused in whole or in part by its negligence or contingencies beyond its control in procuring, compiling, interpreting, reporting or delivering information in the CCSA. In no event will SAMA be liable for any decision made or action taken in reliance on such information. SAMA shall not be liable for any damages (including without limitation consequential, special, incidental, indirect or similar damages) even if advised of the possibility of such damages

SUPPORT

Type of support	Solution
Register a Profile on SAMA's website	Contact Precious Qwabe on 012 481 2164
Buy a SAMA product online	Contact SAMA's coding unit on 012 481 2073 or email coding@samedical.org
Technical support	Contact the program developer SOSiT on 087 550 1715 or email support@sosit.co.za
Coding support	Contact SAMA's coding unit on 012 481 2073 or email coding@samedical.org

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