



MedWin
Medicare Benefit Schedule Update
(1st November 2011)

Release Notes



These Release Notes contain important information for all MedWin users.
Please ensure the Release Notes are circulated amongst all your staff.
We suggest these should be filed safely for future reference.

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For further information on this release, or any other queries regarding the MBS Update (November 2011), please contact the Medtech Helpdesk on 1300 657 603 → Option 1, or email ausupport@medtechglobal.com.

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Pre-requisites

Please review the following prerequisites and ensure they are met prior to installation:

- Your practice MUST be on Medical Windows (MedWin).
- Ensure the person(s) who will be performing the upgrade have **READ THROUGH** the fax notification and the release notes.

IMPORTANT: These documents contain valuable information that, if not read, could seriously affect the upgrade process and/or possible down time of your network.

- Ensure you are ALWAYS logged onto Windows with **ADMINISTRATIVE RIGHTS** when performing ANY installation, update, or maintenance tasks.
- Ensure you have a **COMPLETE** backup of ALL databases.
- Ensure ALL users (including remote users) have **LOGGED OUT** of MedWin and ALL scheduled utilities, backup or maintenance tasks that require access to the databases have been **STOPPED**.

IMPORTANT NOTE

WARNING: It is HIGHLY recommended to employ ONLY qualified system engineers when performing ANY installation and upgrade. The consequences of ruining a database during upgrade could possibly lead to data corruptions, and as a result – data loss and systems downtime.

If in doubt, please consult with your IT technician/service provider, or contact one of the Medtech Channel Partners listed on our web site:

<http://www.medtechglobal.com/aus/medtech-online-au/support-3.html>

Introduction

The MBS Update (November 2011) updates any Medicare Benefit Schedule (MBS) Items which have had the following details changed since the last MBS Update:

- MBS fees for 100% (Schedule), 85% (Rebate), and 75% (In-Patient) fee scales.

IMPORTANT NOTE

The MBS Update DOES NOT update any other fee scales such as Private, Workcover, AMA, and Health Funds. You must change these non-MBS fee scales MANUALLY via one of the following options:

Registration → System Administration → Items → Edit Existing Item
Registration → System Administration → Items → Update Item Values

NOTE: Although the MBS Update can be installed prior to 1st November 2011, once you have run the procedure **Convert To New HIC Data**, it is no longer possible to bill any items on their old MBS fees.

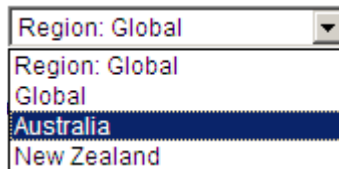
You can safely install the Update and run the procedure **Import New HIC Data** any time prior to the changeover date, but it is not recommended to run the procedure **Convert To New HIC Data** until the closure of your last business day before 1st November 2011 or until the beginning of the changeover date.

Installation

The MBS Update (November 2011) must be run on the MedWin Server machine, i.e. the machine where the MedWin database is installed.

NOTE: If you are uncertain which computer is the MedWin Server, please contact your IT technician or service provider who has performed the MedWin installation and/or upgrade.

1. Please visit our website at www.medtechglobal.com.
2. Select **Region: Australia** from the Region dropdown list on the top right corner of the screen.



The Australia Home Page will be displayed.



3. Select from the Top Menu, **medtech online** ► **medical windows** ► **downloads**. The Australia Medical Windows Downloads page will be displayed.



4. Here you will find the **MBS Update (November 2011)**.

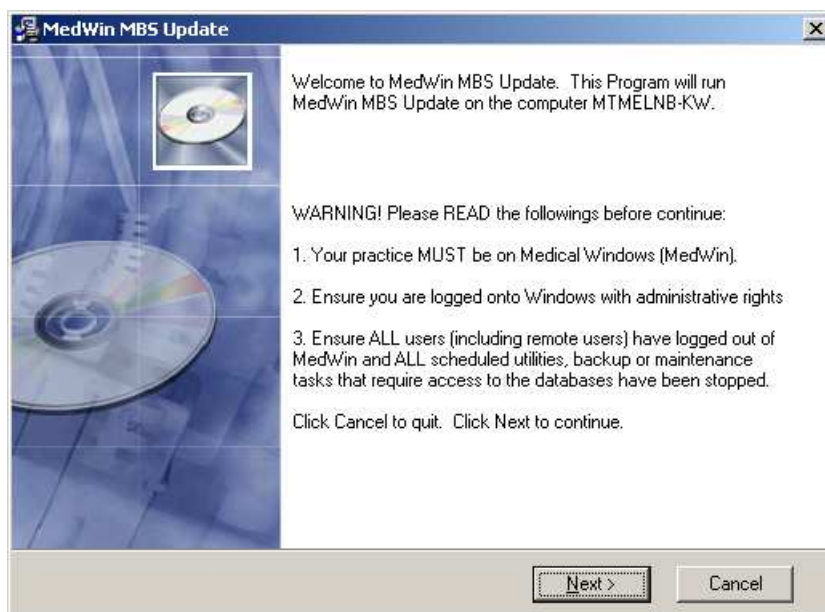
MEDICAL WINDOWS

This section contains the Medical Windows updates for your immediate download.

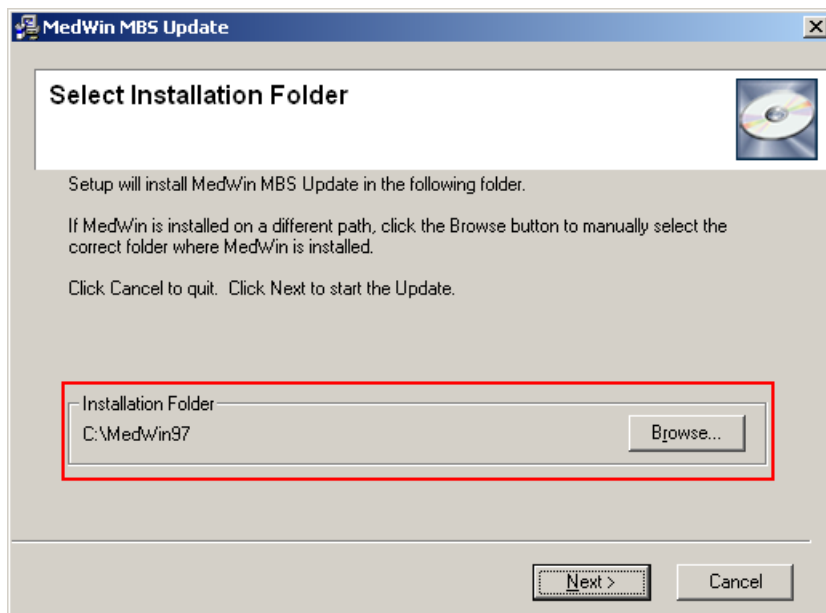
5. If the File Download Security Warning dialogue box appears, select the **Run** option.
6. If the Open File Security Warning dialogue box appears, select the **Run** option.
7. The Update will then begin to run.



8. The Welcome screen will be displayed. Please READ THROUGH the onscreen instructions CAREFULLY, then click on the Button **Next**.



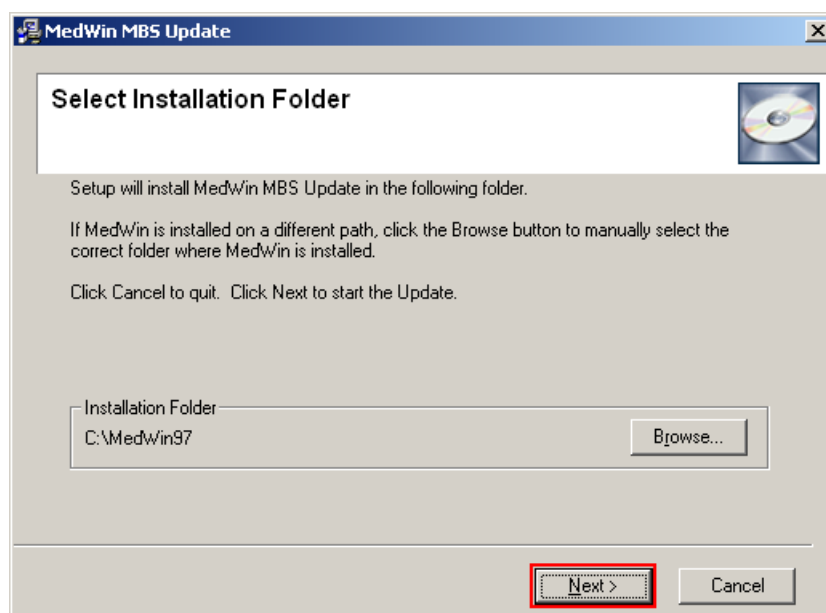
- The Select Installation Folder screen will be displayed. By default, the **Installation Folder** will default to C:\MedWin97.



If MedWin is not installed on the default path C:\MedWin97, you **MUST** click on the Button **Browse** to manually select the correct **Installation Folder** where MedWin is installed.

NOTE: If you are uncertain where MedWin is installed, please contact your IT technician or service provider who has performed the MedWin installation and/or upgrade.

- Click on the Button **Next** to continue.



11. You will then be prompted to enter the Password. This Password has been supplied to you separately via fax.



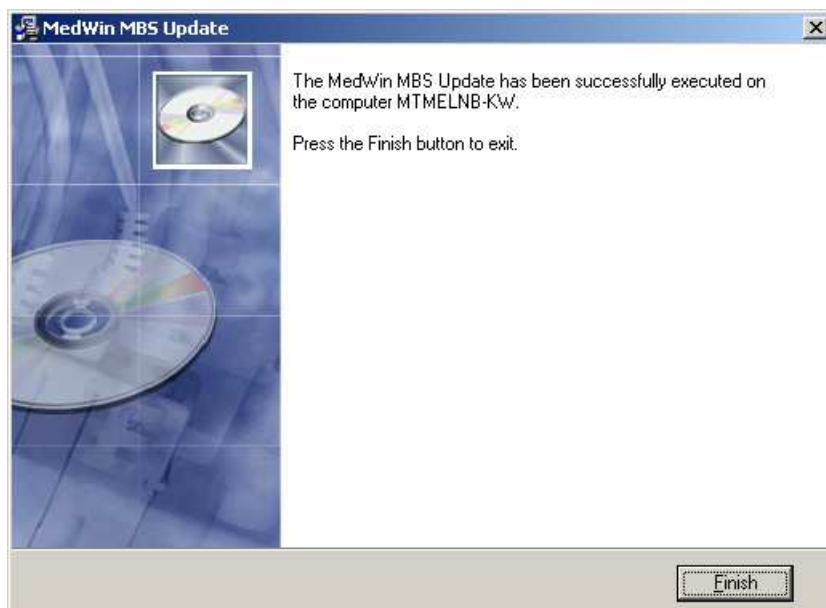
NOTE: You are only eligible to receive the Password if you are currently paying for maintenance support fees.

If you have not received the Password by fax, or you are not currently paying for maintenance support fees but would like to re-subscribe in order to obtain this Update, please contact the Medtech Helpdesk on 1300 657 603.

12. Enter the Password, then Click on the **OK** button to start the Update.

NOTE: This password is not case sensitive.

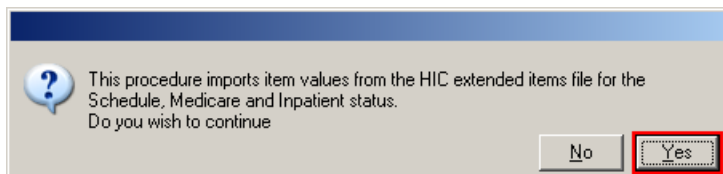
13. Once the Update is successful, the Update Complete dialogue box will be displayed. Click on the Button **Finish** to exit the Update.



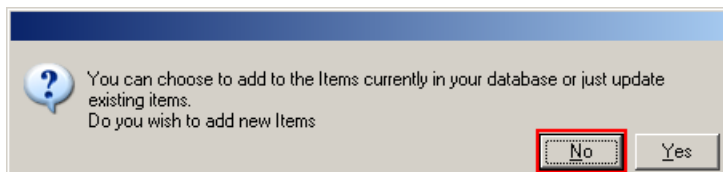
Update MBS Items

The following **Update MBS Items** procedures can be run from any MedWin Server or Client machines, i.e. any machine where MedWin application is installed. These procedures **ONLY** need to be run **ONCE** for **EACH** practice.

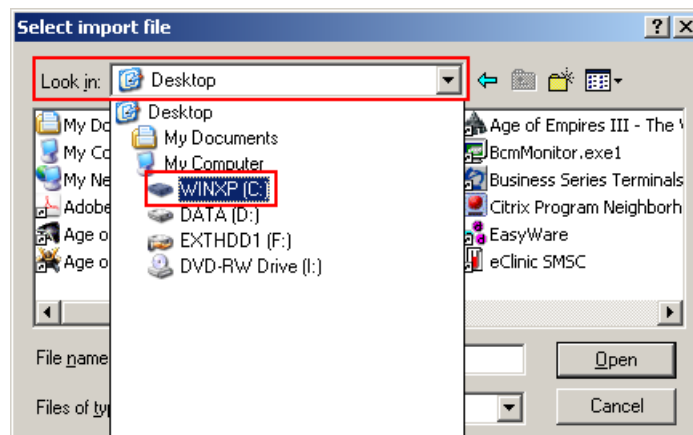
1. Run Medical Windows (MedWin).
2. Select from the Menu, **Registration** → **System Administration** → **Items** → **Import New HIC Data**.
3. The Imports Item Values dialogue box will be displayed. Click on the Button **Yes** to continue.



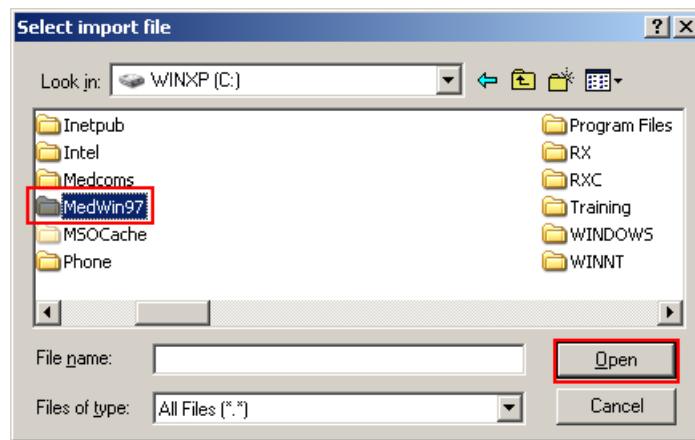
4. The Do You Wish To Add New Items dialogue box will be displayed. Click on the Button **No** to start the Import.



5. The Select Import File dialogue box will be displayed. Select the **Drive** where MedWin is installed from the **Look In** Dropdown List. By default this should be the C: Drive.



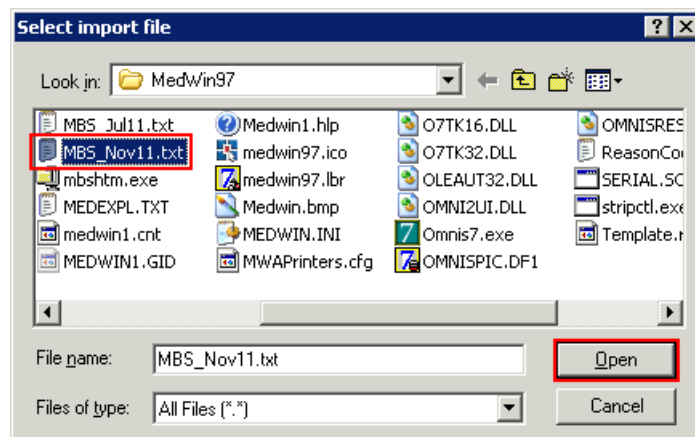
6. Select the **Folder** where MedWin is installed, then click on the Button **Open**. By default this should be the MedWin97 Folder.



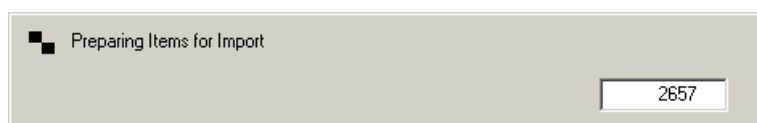
If MedWin is not installed on the default path C:\MedWin97, you MUST select the correct **Drive** and **Folder** where MedWin is installed.

NOTE: If you are uncertain where MedWin is installed, please contact your IT technician or service provider who has performed the MedWin installation and/or upgrade.

7. Select the File **MBS_Nov11.txt**, then click on the Button **Open**.



8. The **Preparing Items For Import** screen will be displayed showing the progress.



- The **Importing Data From HIC** screen will be displayed showing the progress.



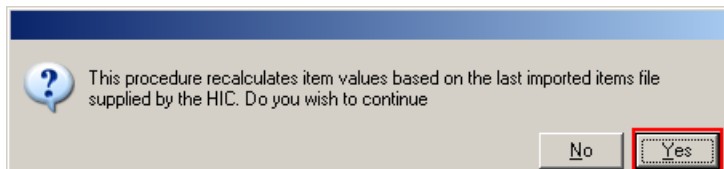
- Once the **Importing Data From HIC** screen has disappeared without any errors, the Import is completed.

IMPORTANT NOTE

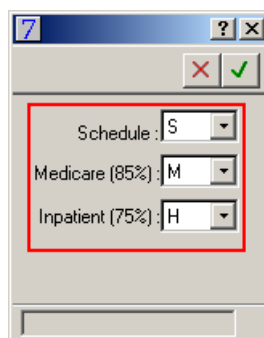
It is not recommended to run the procedure **Convert To New HIC Data** (Step 11 to Step 17 below) until the closure of your last business day before 1st November 2011 or until the beginning of the changeover date.

NOTE: Once you have run Step 11 to Step 17, it is no longer possible to bill any items on their old MBS fees.

- Select from the Menu, **Registration → System Administration → Items → Convert To New HIC Data**.
- The Recalculates Item Values dialogue box will be displayed. Click on the Button **Yes** to continue.



- The following screen will be displayed. Select the correct Payment Status Code for the Schedule (100% Schedule), Medicare (85% Rebate), and In-Patient (75% In-Patient) fee scales respectively.



NOTE: Each Practice November have DIFFERENT Payment Status Codes setup. If you are uncertain which code should be used for each fee scale, please consult with your Practice Manager.

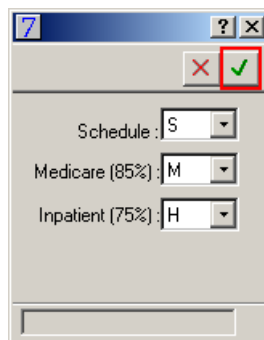
Example (as shown above):

Schedule = **S** – Schedule

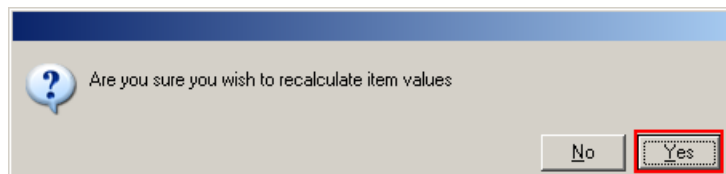
Medicare = **M** – Medicare

In-Patient = **H** – Hospital

- Once you have selected ALL Payment Status Code CORRECTLY, then click on the Green Tick Icon to continue.



- The Recalculate Item Values dialogue box will be displayed. Click on the Button **Yes** to start the Update.




- The **Converting To New HIC Charges** screen will be displayed showing the progress.



- Once the **Converting To New HIC Charges** screen has disappeared without any errors, the Update is completed.

HINT: You can print out the updated Item List which will show the new MBS fees for 100% (Schedule), 85% (Rebate), and 75% (In-Patient) fee scales:

1. Select from the Menu, **Registration → System Administration → Items → Edit Existing Item.**
2. Press **F12** WITHOUT entering an Item Number.
3. Select the Button **Yes** to generate a Full list.
4. Select the **1st Item** on the list, then press **Shift+End.**
5. Click on the Printer Icon  to print the Item List.

Likewise you can check the updated MBS fees for each individual item by entering a Specific Item Number, then press F12.

Should you require any assistance, please do not hesitate to contact the Medtech Helpdesk on 1300 657 603 → Option 1, or email ausupport@medtechglobal.com.