



## **Medtech32 Australia**

### **Version 7.2.0 Build 2667 Update**

### **Release Notes**



These Release Notes contain important information for all Medtech32 users. Please ensure that they are circulated amongst all your staff. We suggest these should be filed safely for future reference.

## Table of Contents

For further information on this release, or any other queries regarding Medtech32 Version 7.2.0 Build 2667 Update, please contact the Medtech Helpdesk on 1800 148 165, or email [ausupport@Medtechglobal.com](mailto:ausupport@Medtechglobal.com).

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## Pre-requisites

Please review the following pre-requisites and ensure they are met prior to running the Update:

- Ensure the minimum version and build requirements are met.

### **IMPORTANT NOTE**


**Your practice MUST be on Medtech32 VERSION 7.1.0 (ANY BUILD) OR ABOVE to install this Update. If you ARE NOT currently on this version or higher, please DO NOT continue.**

This can be checked by logging into Medtech32 and selecting *Help ► About Medtech32*.

- Ensure the person(s) who will be performing the upgrade have **READ THROUGH** these Release Notes.

**IMPORTANT:** This document contains 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 ALL Briefcasing laptops with **OUTSTANDING** Briefcased data are **CHECKED-IN** prior to running the update.
- Ensure a **SUCCESSFUL** Database Maintenance has been performed on ALL databases.
- Ensure you have a **COMPLETE** backup of ALL databases located in the MT32\Data directory.
- Ensure ALL users (including remote users) have **LOGGED OUT** of Medtech32 and ALL scheduled utilities, backup or maintenance tasks that require access to the databases have been **STOPPED**.

**NOTE:** This also applies to the Clinical Auditing Tool. The CAT Action Monitor MUST be stopped on ALL computers by right clicking on the CAT Action Monitor icon  in the Windows System Tray, then left clicking on the **Exit** option.

## Introduction

These Release Notes provide an overview on how to install the Medtech32 Version 7.2.0 Build 2667 Update, and what changes and enhancements are included in the Upgrade.

**NOTE:** Please ONLY run the Upgrade when your site is not required to be up and running in a short amount of time. It is recommended to run the Upgrade afterhours or on the weekend where you would have ADEQUATE TIME to complete the Upgrade.

**NOTE:** The amount of time required to run the Upgrade is dependent on the specification of your server and the size of ALL databases.

### **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>

### **IMPORTANT NOTE FOR BRIECASING**

**ALL Briefcasing laptops MUST ALWAYS be on the SAME VERSION AND BUILD as the "main" Medtech32 Server. **Otherwise data corruptions and thus data loss might occur during check-ins and check-outs.****

You MUST install this Update separately on EACH Briefcasing laptop by following the same instructions in the "Installation" section below.

**IMPORTANT:** Once you have SUCCESSFULLY updated the Briefcasing laptops to the SAME version and build as the Medtech32 Server, you MUST then perform a **COMPLETE CHECK-OUT** on EACH Briefcasing laptop.

## Installation

The Medtech32 Version 7.2.0 Build 2667 Update must be run on the Medtech32 Server machine. The following procedures ONLY need to be run ONCE for EACH practice (or once per server if your practice has multiple servers).

**NOTE:** If you are uncertain which computer is the Medtech32 Server, please contact your IT technician or service provider who has performed the Medtech32 installation and/or upgrade.

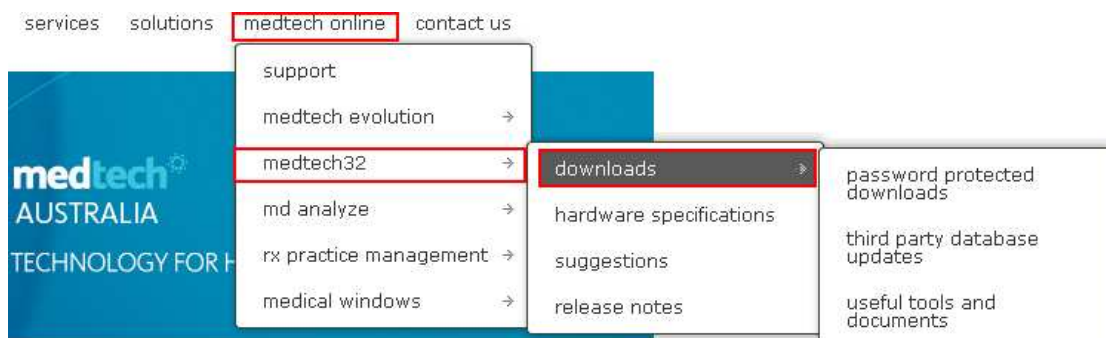
1. Please visit our website at [www.medtechglobal.com](http://www.medtechglobal.com).
2. Select **Region: Australia** from the Region dropdown list on the top right corner of the screen.



The Australia Home Page will be displayed.



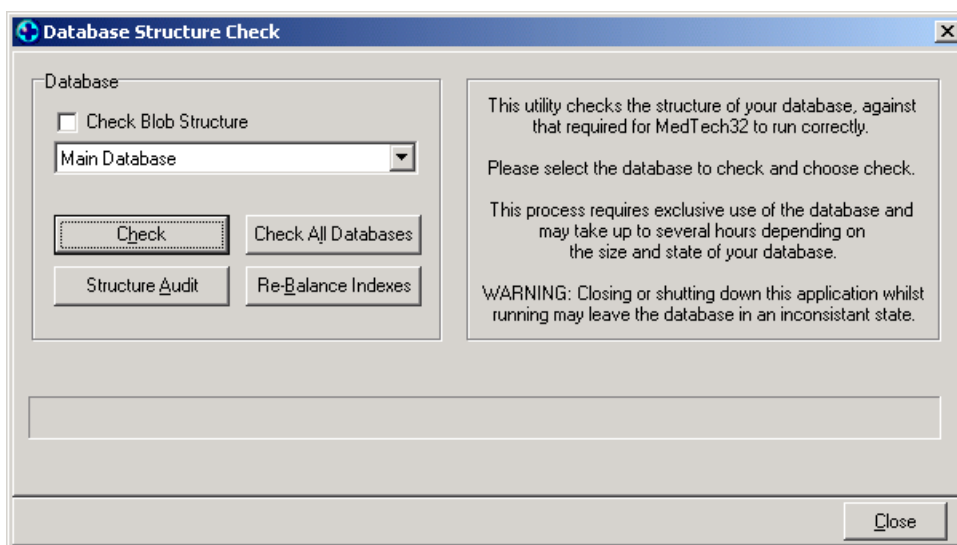
3. Select from the Top Menu, **medtech online** ► **medtech32** ► **downloads**. The Australia Medtech32 Downloads page will be displayed.



4. Here you will find the **Version 7.2.0 Build 2667 Update**.
5. Click on the Link **Version 7.2.0 Build 2667 Update**.
6. If the File Download Security Warning dialogue box appears, select the **Run** option.
7. If the Open File Security Warning dialogue box appears, select the **Run** option.
8. The Update will then begin to run.



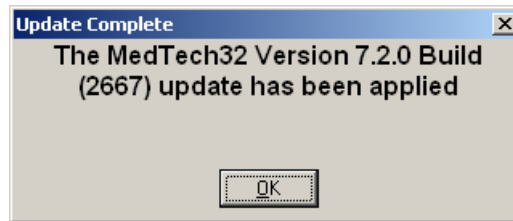
9. During the upgrade process, the **Database Structure Check** utility will appear few times to upgrade the databases:



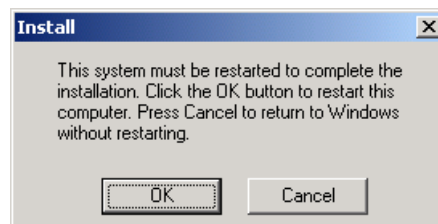
**WARNING:** DO NOT close the **Database Structure Check** utility when it is half-way upgrading the databases – doing so could damage your databases.

**WARNING:** If you encounter ANY errors during **Database Structure Check**, please LOG the exact errors you have encountered, and contact MedTech Helpdesk for assistance.

10. Once the Update is completed, the following screen will be displayed. Click on the Button **OK** to exit the Update.



11. The following screen might appear after the installation is completed:



Click on the Button **OK** to restart Windows to ensure the any files being locked by Windows during the installation will be updated after the reboot.

## Items Addressed in this Update

The following items have been addressed in this update.

### Patient Claims

#### Set Default "Send Patient Claim" Option

A new option is now available under *Setup ► Accounting ► Payment Levels ► Main Tab*. By ticking the new option "Send Patient Claim" under the View Payment Level screen:

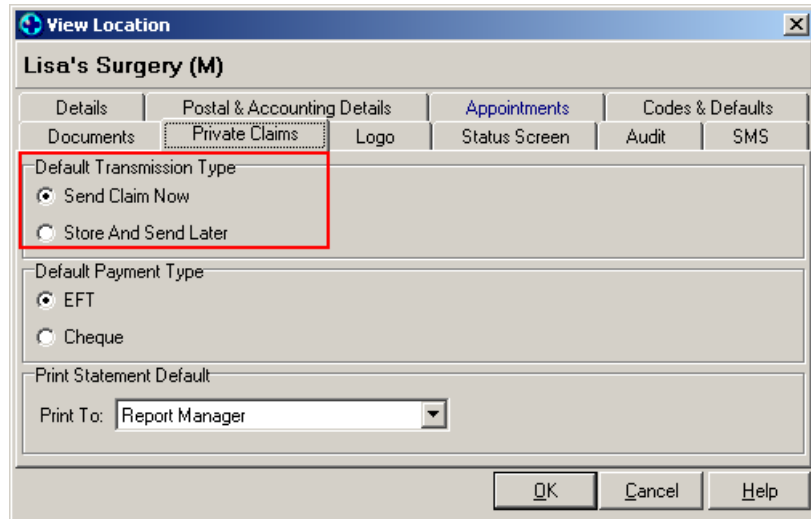
The screenshot shows a window titled "View Payment Level" with a sub-header "Private (P)". It contains several input fields: Code (P), Name (Private), Description (Private), Invoice Type (Private), and Provider (All (\*)). A checkbox labeled "Send Patient Claim" is checked and highlighted with a red box. At the bottom, there is an "Inactive" checkbox and buttons for "OK", "Cancel", and "Help".

When creating or modifying a private invoice under the corresponding Payment Level, the checkbox "Send Patient Claim" on the invoice will be automatically ticked by default:

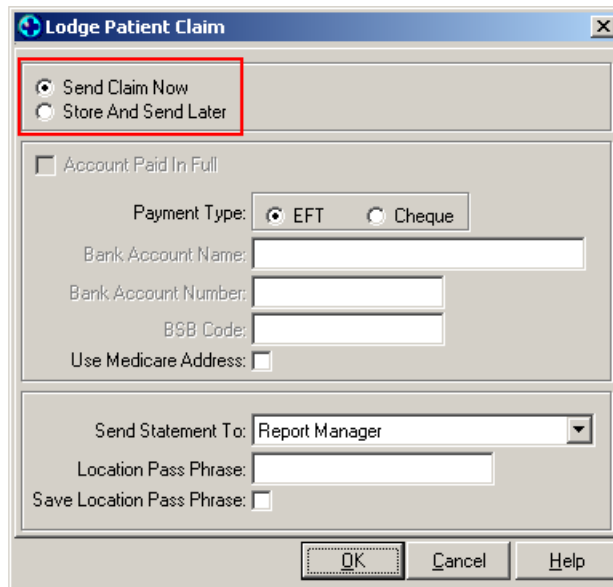
The screenshot shows an invoice header with the following fields: Payment Level (Private (P)), Provider (System Administrator (ADM)), Service Type (General (G)), Patient (UMSKY Jeffrey (79)), Income (System Administrator (ADM)), Medicare Australia Claim (No Claim), A/c Holder (UMSKY Jeffrey (79)), Invoice Date (10 Mar 2008), and a checkbox labeled "Send Patient Claim" which is checked and highlighted with a red box.

### Set Default Transmission Type

A new option is now available under *Setup* ► *Location* ► *Location Settings* ► *Private Claims Tab*. By selecting a default option under the section "Default Transmission Type":



When lodging a new Patient Claim from the Invoice screen or Modify Invoice screen, the "Transmission Type" on the Lodge Patient Claim screen will automatically default to the selected option:



## Set Default Payment Type

A new option is now available under *Setup* ► *Location* ► *Location Settings* ► *Private Claims Tab*. By selecting a default option under the section "Default Payment Type":

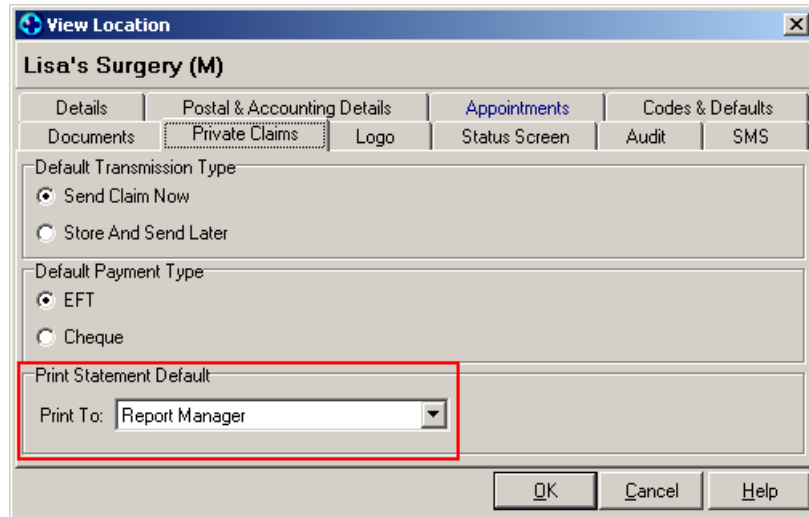
The screenshot shows the 'View Location' dialog box for 'Lisa's Surgery (M)'. The 'Private Claims' tab is selected. Under the 'Default Payment Type' section, the 'EFT' radio button is selected and highlighted with a red box. The 'Cheque' radio button is also visible. Below this, the 'Print Statement Default' is set to 'Report Manager'.

When lodging a new Patient Claim from the *Invoice* or *Modify Invoice* screen, the "Payment Type" on the *Lodge Patient Claim* screen will automatically default to the selected option:

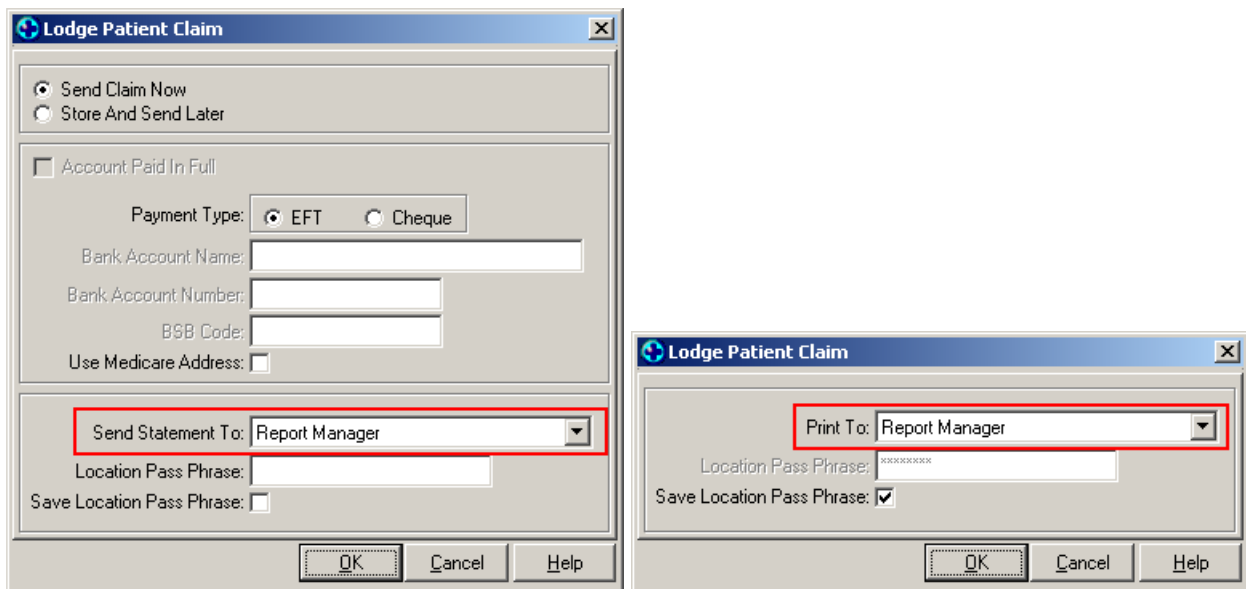
The screenshot shows the 'Lodge Patient Claim' dialog box. The 'Payment Type' section shows 'EFT' selected and highlighted with a red box. The 'Cheque' radio button is also visible. Below this, there are fields for 'Bank Account Name', 'Bank Account Number', and 'BSB Code'. There is also a checkbox for 'Use Medicare Address'. At the bottom, there is a dropdown for 'Send Statement To' (set to 'Report Manager'), a text field for 'Location Pass Phrase', and a checkbox for 'Save Location Pass Phrase'.

## Set Default Printer for Patient Claim Forms

A new option is now available under *Setup* ► *Location* ► *Location Settings* ► *Private Claims Tab*. By selecting a default printer under the section "Print Statement Default":



When lodging a new Patient Claim from the Invoice screen or Modify Invoice screen or Patient Claims screen, the "Printer" on the Lodge Patient Claim screen will automatically default to the selected printer:



**NOTE:** This option can be used to set the default printer for both the Lodge Patient Claim screen initiated when creating or modifying a private invoice, or when processing stored claims from the Patient Claims screen.

## Send Multiple Stored Patient Claims

A new feature is now available under *Module ► Accounts ► Patient Claims*. It is now possible to select and transmit multiple Stored Patient Claims to Medicare by ticking the checkbox on the left hand side of the grid, then go to the menu *Patient Claims ► Process Claims*:

Tick	Invoice Id	Invoice Date	Patient	Invoice Amount	Amount Paid	Status	Errors
<input checked="" type="checkbox"/>	447	8 Oct 2009	UMSKY Jeffrey (79)	45.00	0.00	Stored	
<input type="checkbox"/>	445	29 Sep 2009	ABBOT Daisy (100)	215.00	0.00	Stored	
<input type="checkbox"/>	405	26 Feb 2008	ABBOT Bill (3)	49.50	0.00	Stored	
<input type="checkbox"/>	400	5 Feb 2008	UNWIN Heather (26)	45.00	0.00	Stored	

The number of claims ticked and their associated total amount will be displayed in the middle top of the Patient Claims screen:


Tick	Invoice Id	Invoice Date	Patient	Invoice Amount	Amount Paid	Status	Errors
<input checked="" type="checkbox"/>	447	8 Oct 2009	UMSKY Jeffrey (79)	45.00	0.00	Stored	
<input checked="" type="checkbox"/>	445	29 Sep 2009	ABBOT Daisy (100)	215.00	0.00	Stored	
<input checked="" type="checkbox"/>	405	26 Feb 2008	ABBOT Bill (3)	49.50	0.00	Stored	
<input checked="" type="checkbox"/>	400	5 Feb 2008	UNWIN Heather (26)	45.00	0.00	Stored	

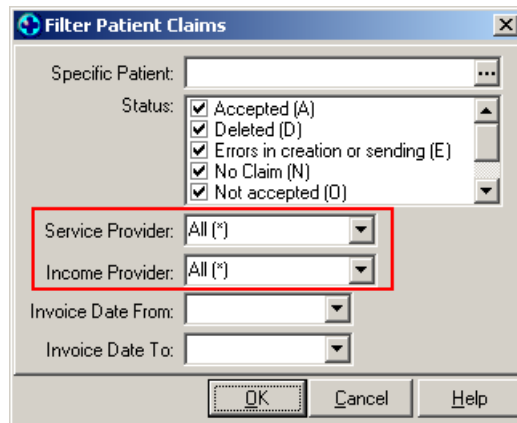
**HINT:** You can quickly "Select All" claims or "Un-select All" claims or "Invert" the currently selected claims by either right clicking anywhere on the grid, or by going to the menu *Patient Claims*:

The screenshot shows the 'Patient Claims' menu with the following options: Open... (Ctrl+O), Filter... (Ctrl+F), **Select All**, **Un-select All**, **Invert**, Print (Ctrl+P), Patient Statement, Process Claims..., Cancel Claims, Medicare Australia Transmission Log, and Active Patient (Ctrl+A). A context menu is also shown over the grid with options: Print To..., **Select All**, **Un-select All**, and **Invert**.

**NOTE:** This option can ONLY be used to "Process Claims". If you need to use the "Cancel Claims" feature to perform a "Same Day Delete" for claims that had been transmitted via the "Send Claim Now" option, you will still need to HIGHLIGHT each claim individually then click on "Cancel Claims" one by one (i.e. ensure the claim to be cancelled is the one highlighted in yellow on the grid and do not use the new checkboxes).

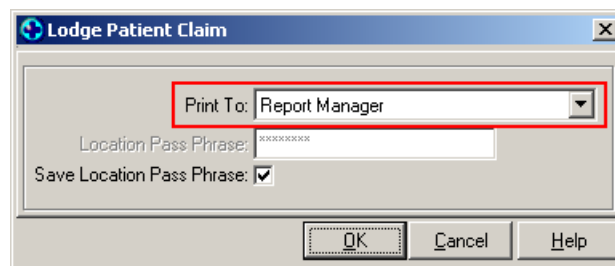
### Filter Patient Claims List by Provider

2 new filters are now available under *Module* ► *Accounts* ► *Patient Claims*. It is now possible to filter the Patient Claims List by the "Service Provider" and/or the "Income Provider" via the Filter icon  or via the menu *Patient Claims* ► *Filter* or via the hotkey **Ctrl + F**:



### Transmitted Patient Claims Summary

A new report is now available when processing Stored Patient Claims from the Patient Claims screen:



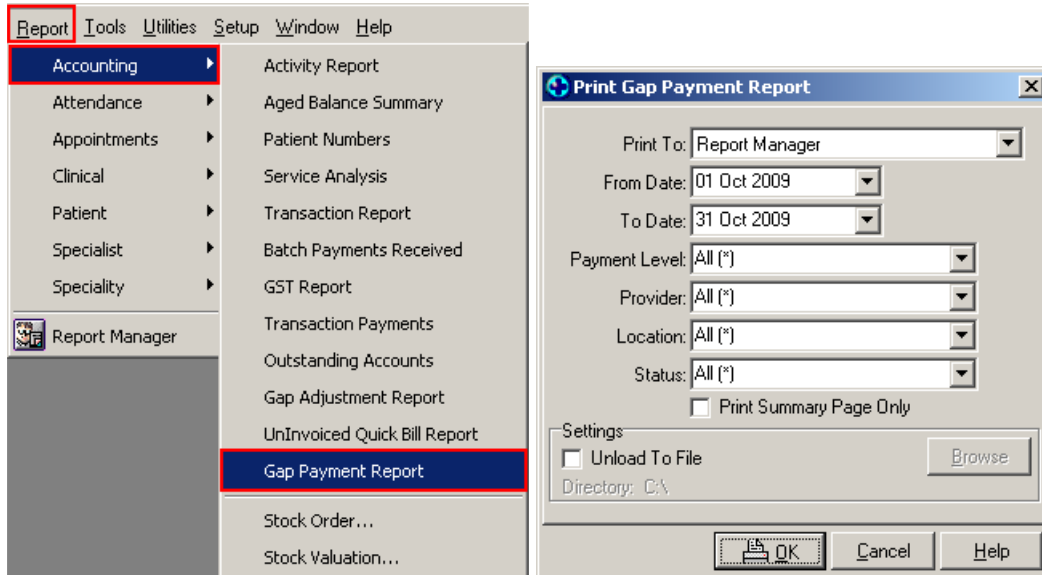
This new report provides detailed information regarding the transmitted Patient Claims, including the patient demographics details, benefit assigned amount, and referral details of each claim:

Transmitted Patient Claims Summary

PATIENT DETAILS	DATE OF BIRTH	MEDICARE NO	REF	DATE OF SERVICE	ITEM CODE	ITEM DESCRIPTION	NUM PAT	BENEFIT ASSIGNED	REFERRING PROVIDER	REFERRAL DATE	REFERRING PROVIDER DETAILS
1. AYERS, EDWIN 123 Point Road BOX HILL VIC 3128	04/12/1984	2298 05503 1	1	21/07/2008	23	Level B Surgery Consultation		\$30.85			

## Gap Payment Report

A new report is now available under *Report* ► *Accounting* ► *Gap Payment Report*:



This new report provides detailed information regarding the Patient Claims as defined by the selected report filters, including the invoiced amount, gap amount, outstanding amount, and status of each claim:

### Gap Payment Report

For the Period: 1 Aug 2008 to 31 Aug 2009  
 All Payment Levels  
 All Providers  
 All Locations

Payment Level	Provider	Inv Date	Patient Name	Inv Ref	Inv Amount	Gap Amount	Out Amount	Status
Private	Dr Jennifer Wilson (JW)	28-Aug-08	HINKLE Roger (10)	141	45	40	5	Accepted
		20-Oct-08	KNIGHT Pauline (20)	151	100	100	0	Stored
	Total				145	140	5	
Total					145	140	5	
IMC	Dr Jennifer Wilson (JW)	15-Jul-09	ABBOT Anastasia (91)	181	100	67.2	32.8	Deleted
		06-Jul-09	MORRISON Marg (18)	161	100	67.2	32.8	Accepted
	Total				200	134.4	65.6	
Total					200	134.4	65.6	
Total					345	274.4	70.6	

**NOTE:** "Out Amount" = "Inv Amount" – "Gap Amount".

## Medications

### Authority Drug Number Format

After upgrading to Medtech32 Version 7.1, the Authority Number for authority drugs is no longer displayed and printed in the correct format:

Authority Details

Patient Name: <b>Miss Anastasia Abbot</b>	PBS Authority Phone No: <b>1800 888 333</b>
Age: <b>22 Years</b>	Authority Number: <b>00002136</b>
Postcode: <b>6530</b>	Prescriber Number:
Medicare Number: <b>4545 45454 5</b>	Repat Number:
Drug: <b>Amisulpride Winthrop (Tablets) 100 mg</b>	
Mitte: <input type="text" value="30"/> <b>Tablets</b>	Repeats: <input type="text" value="5"/> <b>PBS : 5</b>
Directions: <b>1 Tablets, As Required Before Meal for 4 days</b>	Repeat Interval: <input type="text"/>

This has been resolved. The Authority Number will now be displayed and printed in the correct format.

## Third Party Claims

### Third Party Claim Details not Printing

After upgrading to Medtech32 Version 7.0, although a Third Party Claim will be saved properly in a third party invoice, the details of the claim might not be printed correctly.

This has been resolved. The Third Party Claim details will now be printed correctly on a third party invoice.

## WorkCover SA ePMC

### ePMC Claims not Generated by a New WorkCover Form

After upgrading to Medtech32 Version 7.1, even though the options "E-mail a copy to WorkCover SA" and "The worker has consented to this PMC being submitted via secure e-mail?" are both set to **Yes**, the first option "E-mail a copy to WorkCover SA" is not saved properly. As a result, the ePMC claim is not generated for transmission under *Module ► Accounts ► Work Cover Electronic Claims*:

Before proceeding you must review and agree to the terms and conditions and complete the other choices.

Click OK when ready. This will print copies to be given to the worker, save a copy of the PMC into the Outbox section of MedTech32, and if selected, email a secure Agent's copy to the Corporation.

I agree to the Terms and Conditions  Yes  No

E-mail a copy to WorkCover SA  Yes  No

The worker has consented to this PMC being submitted via secure e-mail?  Yes  No

I wish to charge GST on this fee:  Yes  No

Before proceeding you must review and agree to the terms and conditions and complete the other choices.

Click OK when ready. This will print copies to be given to the worker, save a copy of the PMC into the Outbox section of MedTech32, and if selected, email a secure Agent's copy to the Corporation.

I agree to the Terms and Conditions  Yes  No

E-mail a copy to WorkCover SA  Yes  No

The worker has consented to this PMC being submitted via secure e-mail?  Yes  No

I wish to charge GST on this fee:  Yes  No

This has been resolved. The option "E-mail a copy to WorkCover SA" will now be saved properly, and the ePMC claim will be generated for transmission.

## Bulk Bill Vouchers

### Bulk Bill Incentive for Diagnostic Imaging Services

As a result of the 2009 – 2010 Budget, Medicare has implemented a new Bulk Billing Incentive for Diagnostic Imaging Services. This incentive will be in effect starting from 1<sup>st</sup> November 2009.

The new incentive is applicable when Bulk Billing for an Out of Hospital Diagnostic Service Item within Group I1 to I5, where the Schedule Fee is reduced by 5% and the Rebate fee is then paid at 100% of the revised Scheduled Fee, i.e. the Rebate Fee equals 95% of the Scheduled Fee.

Medtech32 has been updated to automatically apply the new 95% Rebate Fee for Diagnostic Imaging Services when creating or modifying a Bulk Bill Voucher. The following requirements must be met in order for the new incentive to be calculated automatically:

1. The "Payment Level" selected on the Invoice screen must have its "Invoice Type" set to "Bulk Bill".  
NOTE: The Invoice Type for each "Payment level" can be configured under *Setup ► Accounting ► Payment Levels ► Main Tab*.
2. The "Service Type" selected on the Invoice screen must be set to "Specialist".
3. The Service Item entered on the Invoice screen must be within Group I1 to I5:
  - Group I1 – Ultrasound
  - Group I2 – Computed Tomography
  - Group I3 – Diagnostic Radiology
  - Group I4 – Nuclear Medicine Imaging
  - Group I5 – Magnetic Resonance ImagingNOTE: Excludes Service Item 61369 (standard Rebate Fee applies).
4. The Service Item entered on the Invoice screen must not have the "In Hospital Service" checkbox ticked.

Should you require any assistance, please do not hesitate to contact the Medtech Helpdesk on 1800 148 165, or email [ausupport@Medtechglobal.com](mailto:ausupport@Medtechglobal.com).