



**Medtech32 Australia  
Medicare Benefit Schedule Update  
(1<sup>st</sup> January 2012)**

**Release Notes**



These Release Notes contain important information for all Medtech32 users.  
Please ensure the Release Notes 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 the MBS Update (January 2012), please contact the Medtech Helpdesk on 1800 148 165 → Option 1, 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 person(s) who will be performing the upgrade have **READ THROUGH** the release notes.

**IMPORTANT:** This document contains valuable information that, if not read, could seriously affect the upgrade progress 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.
- "**User Account Control**" (**UAC**) **MUST** be **DISABLED** as a policy across **ALL** Server and Client computers that are running on **Windows Vista or Windows 7 or Windows 2008**.
- To avoid unnecessary problems during installation, upgrade, or maintenance, preferably you should **ALWAYS** log onto Windows in "**Console Mode**" – i.e. not through Remote Desktop Connection, Terminal Services, or Citrix.
- 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** services (e.g. ManageMyHealth SMS Communicator), scheduled utilities (e.g. Message Transfer Utility, Auto Scan from Folder), backup or maintenance tasks (e.g. Interbase Backup Scripts) that require access to the databases have been **STOPPED**.
- Ensure the **LAST** Database you have logged in **LOCALLY** on the Medtech32 Server is the one you would like this update to run.  
**NOTE:** If unsure, simply login to the **CORRECT** Database from the Medtech32 Server, then log out and close Medtech32 before continuing.

## Introduction

The MBS Update (January 2012) updates any Medicare Benefit Schedule (MBS) Items which have had the following details changed since the last MBS Update:

- MBS fees for Schedule, 85% (Rebate), and 75% (Hospital) base fees.

### **IMPORTANT NOTE**

The MBS Update DOES NOT update any other base fees or payment levels such as AMA, Other, Private, Workcover, and Health Funds. You must change these non-MBS fee scales MANUALLY via one of the following options:  
 Setup → Accounting → Services → Main and/or Payment Levels Tab  
 Setup → Accounting → Payment Levels → Options Tab → Fee Calculation Options

**HINT:** The MBS Update can be run prior to 1<sup>st</sup> January 2012. You can Import the Service Items prior to 1<sup>st</sup> January 2012, but you **MUST NOT** Refresh the Service Items until on or after 1<sup>st</sup> January 2012. Please refer to the Refresh Service Items sections below for more information.

### **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**

Changes from this Update will NOT be applied to the Briefcasing laptops UNTIL a **COMPLETE CHECK-OUT** has been run.

**IMPORTANT:** ALL Briefcasing laptops with OUTSTANDING Briefcased data MUST be checked-in PRIOR TO running a complete check-out.

Alternatively, if it is not feasible to run a complete check-out soon, you MUST install this Update separately on EACH Briefcasing laptop by following the same instructions in the "Installation" section below.

## Installation

The MBS Update (January 2012) must be run on the Medtech32 Server machine. The following procedures ONLY need to be run ONCE for EACH practice (or once per database if your practice has multiple databases).

**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.

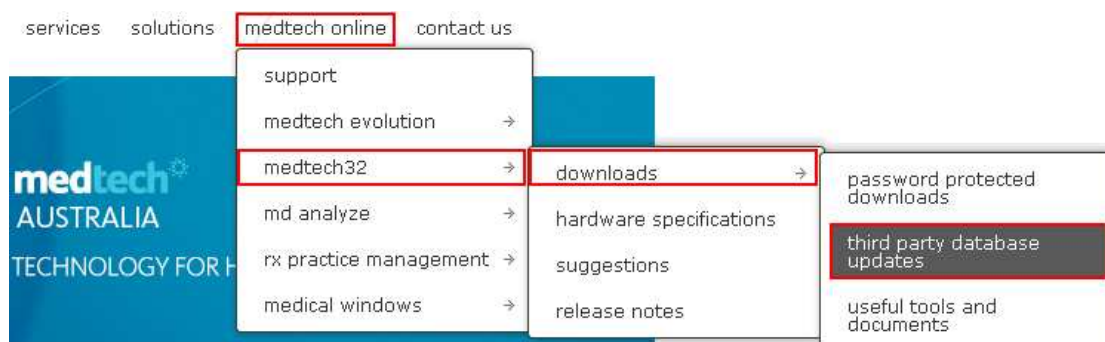
1. Please visit our website at [www.medtechglobal.com](http://www.medtechglobal.com).
2. Select **Region: Australia** from the Region dropdown list on the top right corner of the screen.



The Australia Home Page will be displayed.



3. Select from the Top Menu, **medtech online ► medtech32 ► downloads ► third party database updates**. The Medtech32's Third Party Database Updates page will be displayed.



4. Here you will find the **MBS Update (January 2012)** and the **Release Notes**.
5. Click on the Link **MBS Update (January 2012)**.
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.

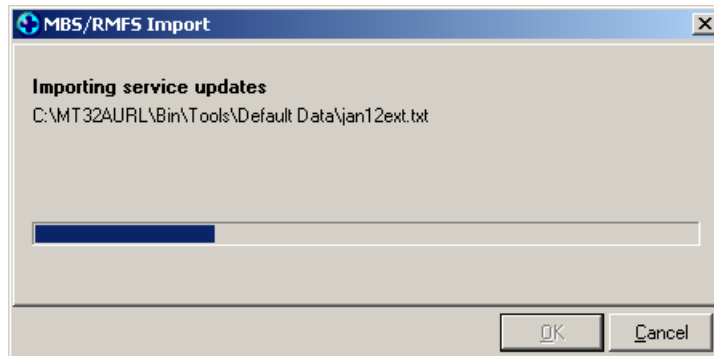


## Import Service Items

- The **Import Services** screen will be displayed. Click on the Button **Yes** to continue.



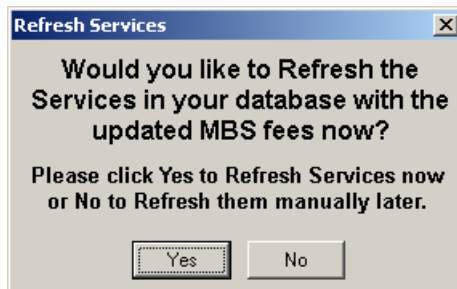
- The **MBS/RFMS Import** utility will begin to run.



## Refresh Service Items

### Refresh Service Items During Installation

11. The **Refresh Services** screen will be displayed.



Click on the Button **No** if:

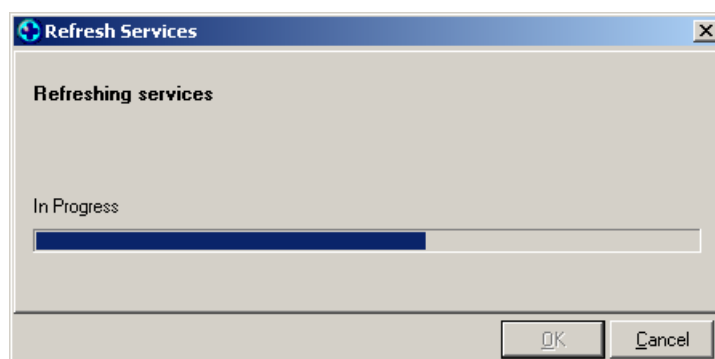
- You are installing the MBS Update **PRIOR TO 1<sup>st</sup> January 2012**, as this will **OVERWRITE** the current MBS base fees for ALL service items.

**NOTE:** Instead, please follow the instructions in the *Refresh Service Items After Installation (Manual Refresh)* section below.

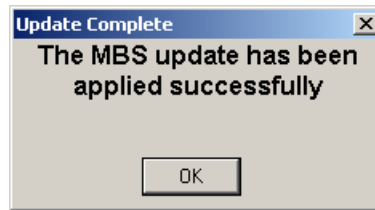
Click on the Button **Yes** if:

- You are installing the MBS Update **ON OR AFTER 1<sup>st</sup> January 2012**, which will **UPDATE** ALL service items to the new MBS base fees.

12. If you have clicked on **Yes** in the Step 11 above, the **Refresh Services** utility will begin to run.



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



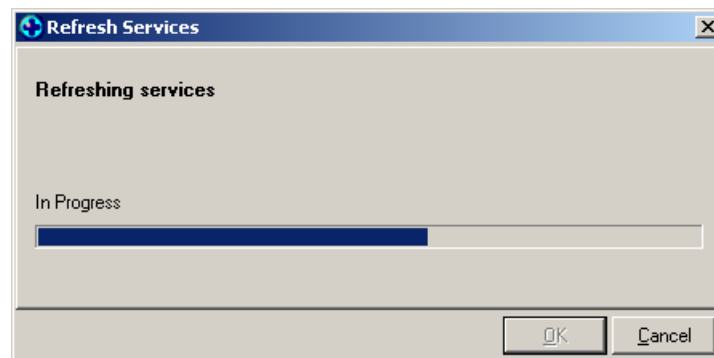
**HINT:** You can print out the updated Item List which will show the new MBS fees for Schedule, 85% (Rebate), and 75% (Hospital) fee scales:  
Setup (Main Menu) → Accounting → Services  
→ Service (Main Menu) → Print → Print MBS Information

Likewise you can check the updated MBS fees for each individual item:  
Setup → Accounting → Services → Open Item → Main Tab

## **Refresh Service Items After Installation (Manual Refresh)**

If you have clicked **No** in Step 11 above during the installation, you **MUST** manually Refresh the Service Items **ON OR AFTER 1<sup>st</sup> January 2012**, in order to UPDATE ALL service items to the new MBS base fees.

1. Ensure you are logged into Medtech32 as a user with Medtech32 **System Administrator** access rights.  
i.e. The user **MUST** have the System Administrator option ticked under **Setup ► Staff ► Members ► Security Tab**
2. Select from the Main Menu, **Setup ► Accounting ► Services**. The **Service** setup screen will be displayed.
3. Select from the Main Menu, **Services ► Refresh Service Items**, the **Refresh Services** utility will begin to run.



**HINT:** You can print out the updated Item List which will show the new MBS fees for Schedule, 85% (Rebate), and 75% (Hospital) fee scales:  
 Setup (Main Menu) → Accounting → Services  
 → Service (Main Menu) → Print → Print MBS Information

Likewise you can check the updated MBS fees for each individual item:  
 Setup → Accounting → Services → Open Item → Main Tab

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