



**Medtech32 Australia
Repatriation Medical Fees Schedule Update
(November 2011)**

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.

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For further information on this release, or any other queries regarding the RMFS Update (November 2011), please contact the Medtech Helpdesk on 1800 148 165 → Option 1, or email 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 RMFS Update (November 2011) updates any Repatriation Medical Fees Schedule (RMFS) Items which have had the following details changed since the last RMFS Update:

- RMFS fees for Out of Hospital, i.e. the "DVA" base fee and "DVA Detailed Derived Description" in Medtech32.

NOTE: The RMFS Update does not include LMO fees, as they are calculated automatically on top of the Schedule fees, which are already covered by the MBS Update.

NOTE: The RMFS Update does not include non-MBS items, i.e. DVA-only items in which the item number is alphanumeric, e.g. "UR372" and "UP01".

IMPORTANT NOTE

The RMFS Update DOES NOT update any other base fees or payment levels such as RMFS fees for In Hospital, AMA, Other, Private, Workcover, and Health Funds. You must change these 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 RMFS Update can be run prior to 1st November 2011. You can Import the Service Items prior to 1st November 2011, but you **MUST NOT** Refresh the Service Items until on or after 1st November 2011. 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 RMFS Update (November 2011) 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.

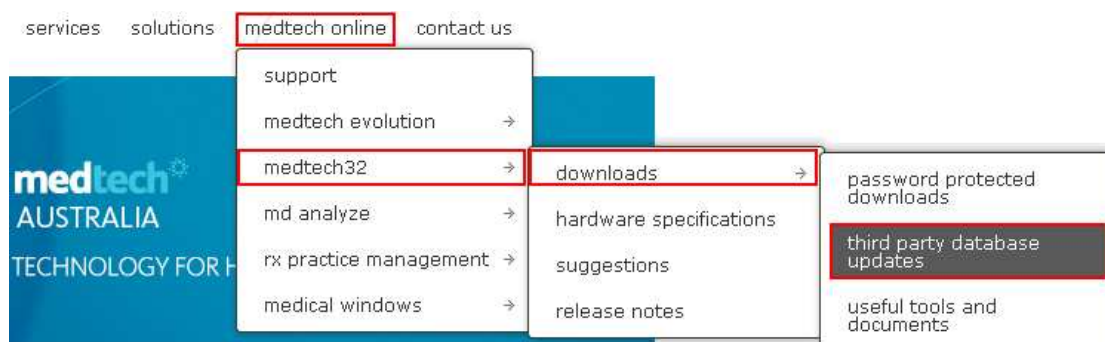
1. Please visit our website at www.medtechglobal.com.
2. Select **Region: Australia** from the Region dropdown list on the top right corner of the screen.



The Australia Home Page will be displayed.



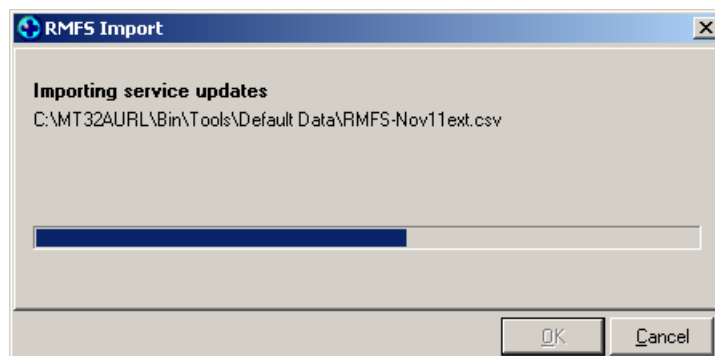
3. Select from the Top Menu, **medtech online ► medtech32 ► downloads ► third party database updates**. The Medtech32's Third Party Database Updates page will be displayed.



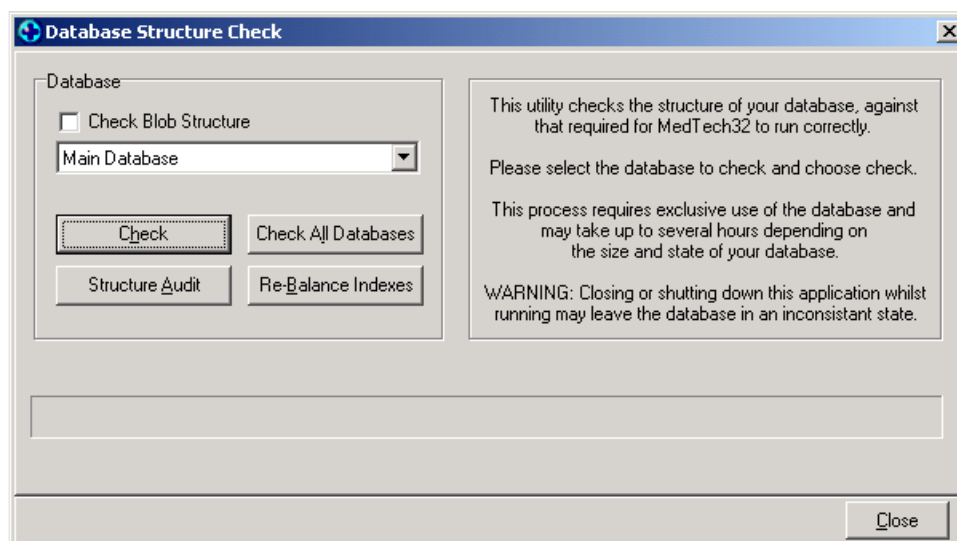
4. Here you will find the **RMFS Update (November 2011)** and the **Release Notes**.
5. Click on the Link **RMFS Update (November 2011)**.
6. If the File Download Security Warning dialogue box appears, select the **Run** option.
7. If the Open File Security Warning dialogue box appears, select the **Run** option.
8. The Update will then begin to run.



9. The **RMFS Import** utility will begin to run.



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



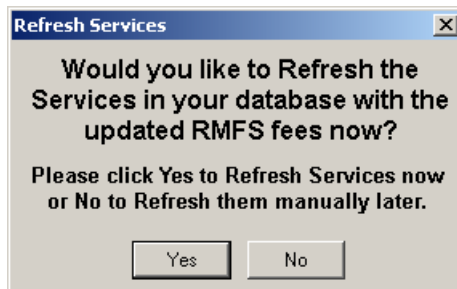
WARNING: DO NOT close the **Database Structure Check** utility when it is half-way upgrading the databases – doing so could damage your databases.

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

Refresh Service Items

Refresh Service Items During Installation

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



Click on the Button **No** if:

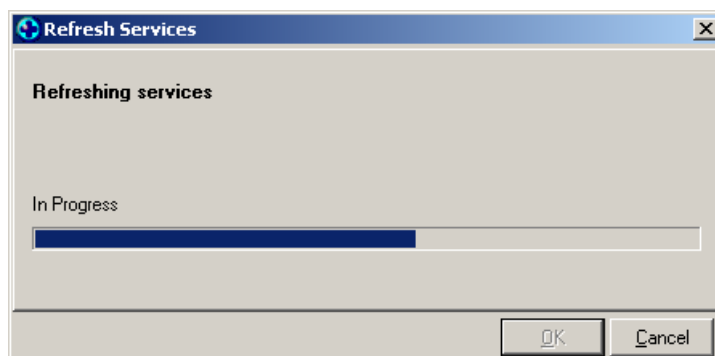
- You are installing the RMFS Update **PRIOR TO 1st November 2011**, as this will **OVERWRITE** the current RMFS base fees for ALL service items.

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 RMFS Update **ON OR AFTER 1st November 2011**, which will **UPDATE** ALL service items to the new RMFS 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 RMFS fees for Out of Hospital, i.e. the "DVA" base fee and "DVA Detailed Derived Description" in Medtech32:

Setup (Main Menu) → Accounting → Services
→ Service (Main Menu) → Print → Print MBS Information

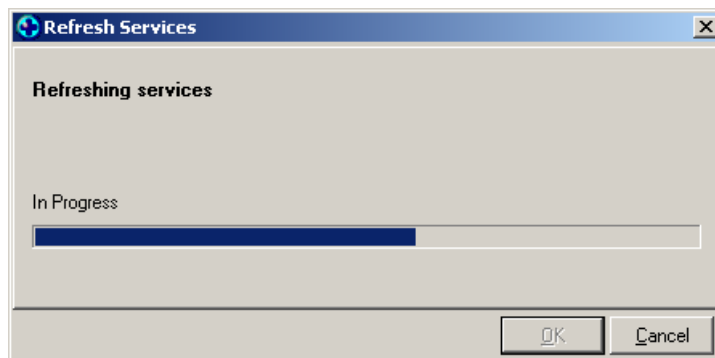
Likewise you can check the updated RMFS fees for each individual item:

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 1st November 2011**, in order to UPDATE ALL service items to the new RMFS 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 RMFS fees for Out of Hospital, i.e. the "DVA" base fee and "DVA Detailed Derived Description" in Medtech32:

Setup (Main Menu) → Accounting → Services
→ Service (Main Menu) → Print → Print MBS Information

Likewise you can check the updated RMFS fees for each individual item:

Setup → Accounting → Services → Open Item → Main Tab

Known Issues

There is a known issue with some of the LMO and RMFS Out of Hospital Derived fee calculations on the new MBS items introduced in the RMFS November 2011 Update, due to some changes and inconsistencies in the RMFS source data provided by DVA being incompatible with the current version of Medtech32. This issue is currently being investigated.

Should you require any assistance, please do not hesitate to contact the Medtech Helpdesk on 1800 148 165 → Option 1, or email ausupport@medtechglobal.com.