



RXMW
Medicare Benefit Schedule Update
(1st November 2011)

Release Notes



These Release Notes contain important information for all RXMW 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 362 333 → 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 a RXMW version of RX Medical.
NOTE: This update does not apply to RXSQL practices.
- 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 RXMW 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 Schedule, 85% (Rebate), and 75% (Hospital) 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:

Utilities → Medical Items → General Tab

Utilities → Medical Items → Update Items Tab → Update Item Fee Levels

HINT: The MBS Update can be run prior to 1st November 2011.

The MBS Update will always backup your current item fees, and record the date of changeover, before applying any new MBS fees. As a result, when an account is generated, RXMW compares the changeover date 01/11/2011 with the current date:

- If the date of service for an item is before the changeover date, e.g. 20/10/2011, RXMW retrieves and applies the old item fees.
- If the date of service for an item is after the changeover date, e.g. 10/11/2011, RXMW retrieves and applies the new item fees.

NOTE: Once the MBS Update has been run, when adding or editing any items, it is no longer possible to set their old fees prior to 1st November 2011 for back-dated billing:

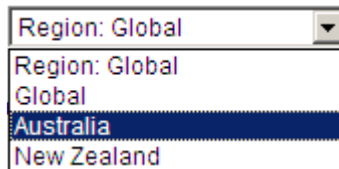
- For any new items added or imported manually from the MBS Database – after running the MBS Update, if it is necessary to back-date any such items to before 1st November 2011, users must change each item manually to their old fees in each invoice.
- For any existing items – after running the MBS Update, it is no longer possible to edit their old fees manually from Utilities → Items → General Tab, and it is no longer possible to import their old fees from the MBS Database.

Installation

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

NOTE: If you are uncertain which computer is the RXMW Server, please contact your IT technician or service provider who has performed the RXMW 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 ► rx practice management ► downloads**. The Australia RX Practice Management Downloads page will be displayed.



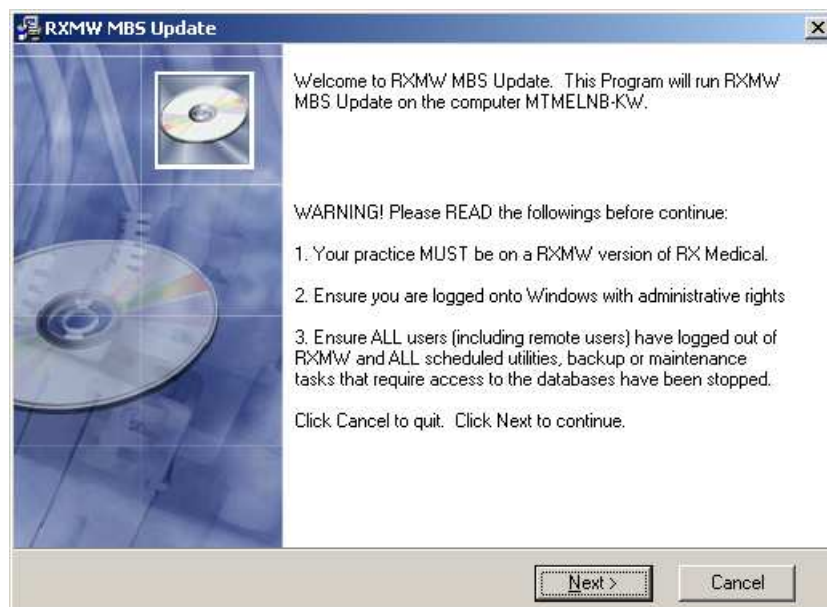
- Here you will find the **MBS Update (November 2011)** under the **RXMW** section.



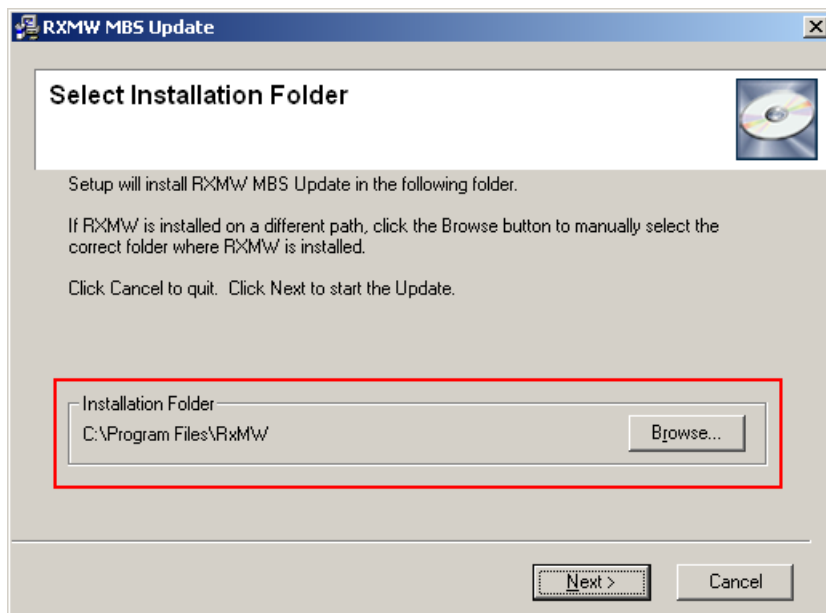
- If the File Download Security Warning dialogue box appears, select the **Run** option.
- If the Open File Security Warning dialogue box appears, select the **Run** option.
- The Update will then begin to run.



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



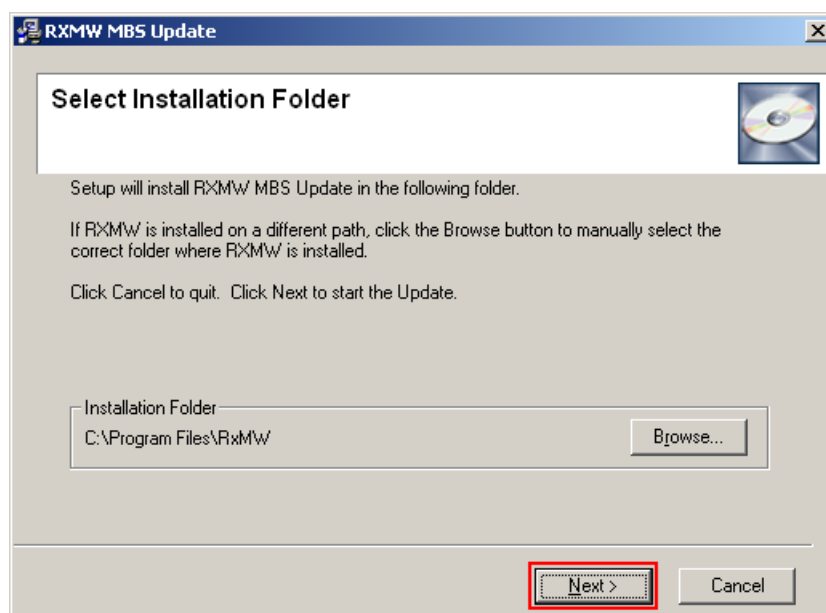
- The Select Installation Folder screen will be displayed. By default, the correct **Installation Folder** is already selected automatically.



If RXMW is not installed on the default path automatically selected by the Update, you **MUST** click on the Button **Browse** to manually select the correct **Installation Folder** where RXMW is installed.

NOTE: If you are uncertain where RXMW is installed, please contact your IT technician or service provider who has performed the RXMW 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.



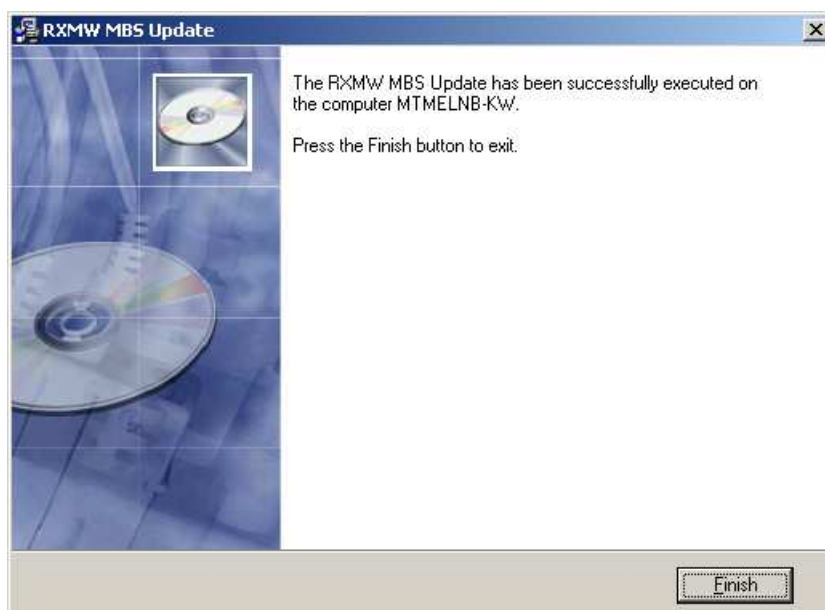
NOTE: You are only eligible to receive the Password if you are currently paying for maintenance support fees.

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 362 333.

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 RXMW Server or Client machines, i.e. any machine where RX Medical application is installed. These procedures **ONLY** need to be run **ONCE** for **EACH** practice.

1. Run RX Medical (RXMW).
NOTE: If your practice has Security Permissions setup within RXMW, ensure you are logged onto Windows as a user with permissions for "Edit Medical Items".
2. Select from the Menu, **Utilities ► Medical Items**, the Item Details screen will be displayed. Then click on the Tab **Update Items**.

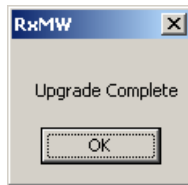
The screenshot shows the 'Medical Item Details' dialog box with the 'Update Items' tab selected. The 'Date of Item Change Over' is set to 01/07/2011. The 'Update Item Fee Levels' checkbox is unchecked. The 'Select Fee Level to Update' dropdown is set to 'Private Fee', 'Base Fee for Calculation' is also 'Private Fee', and 'Update Fee Level By' is 'Flat Rate'. The 'Enter amount of increase' field contains 0.00. The 'Roundup By' dropdown is set to '5 Cents'. There are three unchecked checkboxes at the bottom: 'Update Items From MBS Database', 'Populate old item table with current item fee levels', and 'Import Data From MBS Database'. The 'Apply' button is visible, along with 'OK' and 'Cancel' buttons at the bottom.

3. Tick the Checkbox **Update Items From MBS Database**, then click on the Button **Apply**.

4. The Update Items From MBS Database dialogue box will be displayed. Click on the Button **Yes** to start the Update.

5. The Enter Changeover Date dialogue box will be displayed. Enter the date **01/11/2011** in the bottom field, then click on the Button **OK**.
NOTE: The date MUST be typed in the format **01/11/2011**.

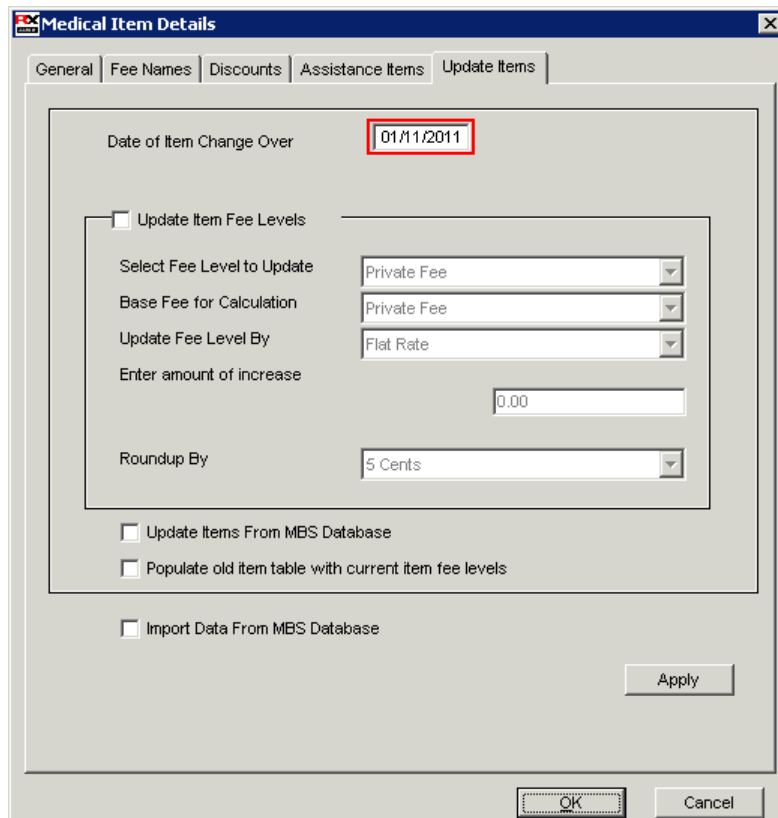
- Once the Upgrade is completed, the following dialogue box will be displayed. Click on the Button **OK** to complete the Update.



- The **Date of Item Change Over** will now show **01/11/2011** at the top of the Medical Item Details → Update Items screen.

If the Date of Item Change Over is NOT correct, you MUST manually change the date to **01/11/2011**.

NOTE: The date MUST be typed in the format **01/11/2011**.



- Click on the Button **OK** at the bottom right of the screen to close the window.

The screenshot shows the 'Medical Item Details' dialog box with the 'Update Items' tab selected. The 'Date of Item Change Over' is set to 01/11/2011. The 'Update Item Fee Levels' section is expanded, showing options for 'Select Fee Level to Update' (Private Fee), 'Base Fee for Calculation' (Private Fee), 'Update Fee Level By' (Flat Rate), 'Enter amount of increase' (0.00), and 'Roundup By' (5 Cents). There are also checkboxes for 'Update Items From MBS Database', 'Populate old item table with current item fee levels', and 'Import Data From MBS Database'. The 'OK' button is highlighted with a red box.

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:
 Reporting → Practice → Item List → Sorted By Description → Detail
 Reporting → Practice → Item List → Sorted By Item → Detail

Likewise you can check the updated MBS fees for each individual item:
 Utilities → Medical Items → General Tab

Should you require any assistance, please do not hesitate to contact the Medtech Helpdesk on 1300 362 333 → Option 1, or email ausupport@medtechglobal.com.