



**RXSQL**  
**Medicare Benefit Schedule Update**  
**(1<sup>st</sup> January 2010)**

**Release Notes**



These Release Notes contain important information for all RXSQL 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 2010), please contact the Medtech Helpdesk on 1300 362 333, or email [ausupport@medtechglobal.com](mailto:ausupport@medtechglobal.com).

<b>Pre-requisites .....</b>	<b>3</b>
<b>Introduction .....</b>	<b>4</b>
<b>Installation .....</b>	<b>5</b>
<b>Update MBS Items .....</b>	<b>12</b>

## Pre-requisites

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

- Your practice MUST be on a RSQL version of RX Medical.  
**NOTE:** This update does not apply to RXMW practices.
- Ensure the person(s) who will be performing the upgrade have **READ THROUGH** the fax notification and this 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 RSQL 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 (January 2010) 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.
- Anaesthetic item base units, as well as time units (if applicable).

### **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 → Items → General Tab

Utilities → Items → Update Tab → Update / Create Item Fee Levels

**HINT:** The MBS Update can be run prior to 1<sup>st</sup> January 2010.

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, RXSQL compares the changeover date 01/01/2010 with the current date:

- If the date of service for an item is before the changeover date, e.g. 20/01/2010, RXSQL retrieves and applies the old item fees.
- If the date of service for an item is after the changeover date, e.g. 10/12/2009, RXSQL 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 January 2010 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 January 2010, 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 (January 2010) must be run on the RXSQL Server machine, i.e. the machine where Microsoft SQL Server (or MSDE) is installed. 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 RXSQL Server, please contact your IT technician or service provider who has performed the RXSQL and Microsoft SQL Server (or MSDE) 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.



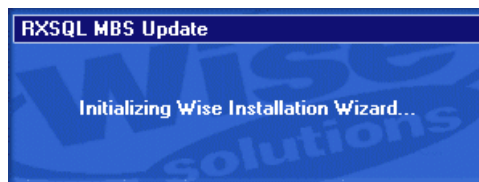
3. Select from the Top Menu, **medtech online ► rx practice management ► downloads**. The Australia RX Practice Management Downloads page will be displayed.



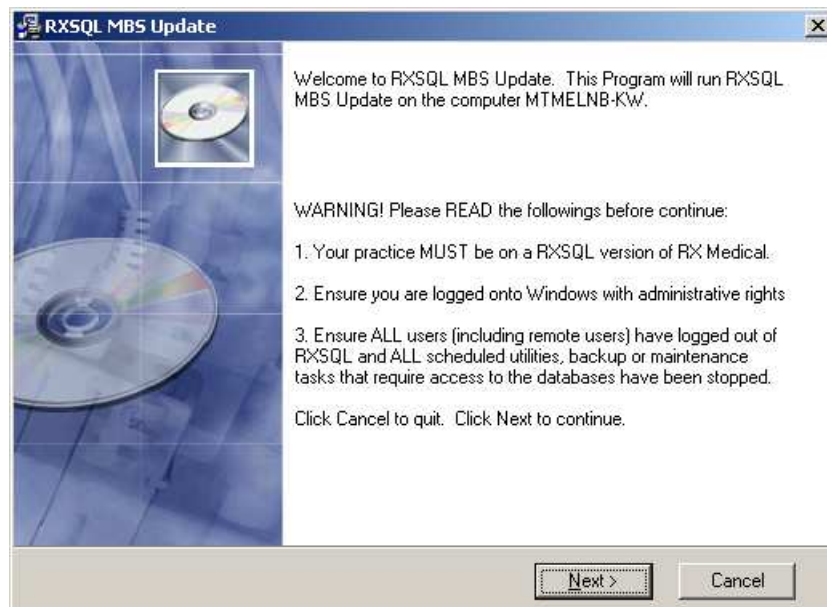
- Here you will find the **MBS Update (January 2010)** under the **RXSQL** section.



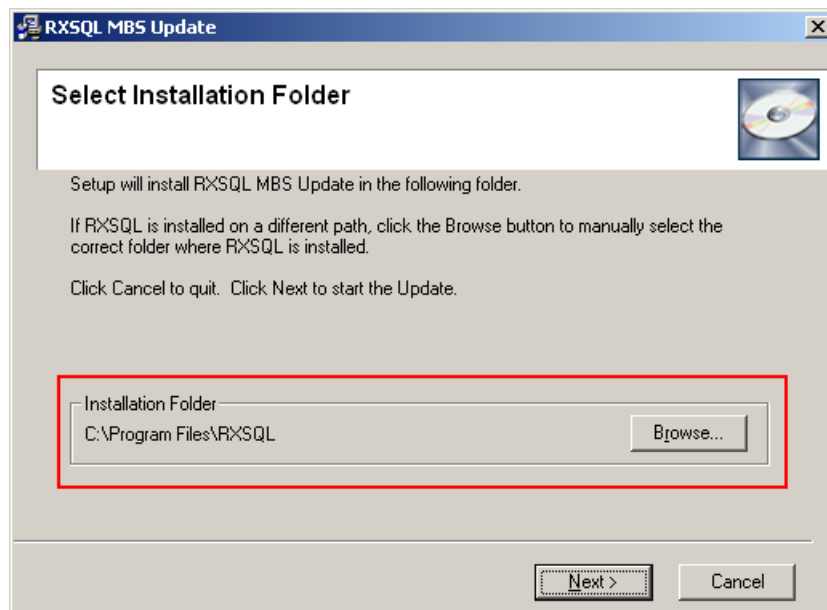
- If the File Download Security Warning dialogue box appears, select the **Run** option.
- If the Open File Security Warning dialogue box appears, select the **Run** option.
- The Update will then begin to run.



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



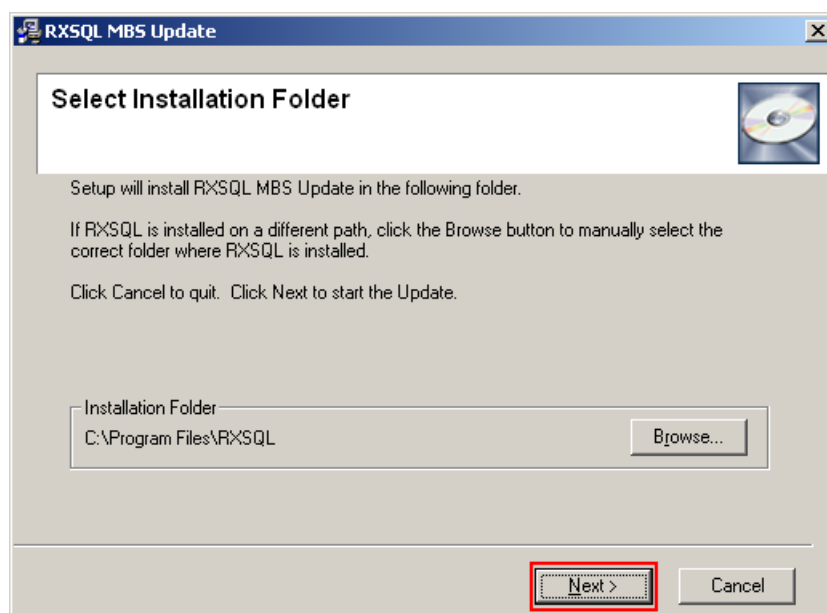
- The Select Installation Folder screen will be displayed. By default, the **Installation Folder** is set to **C:\Program Files\RSQL**.



If RSQL is installed on a different path, you **MUST** click on the Button **Browse** to manually select the correct **Installation Folder** where RSQL is installed.

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



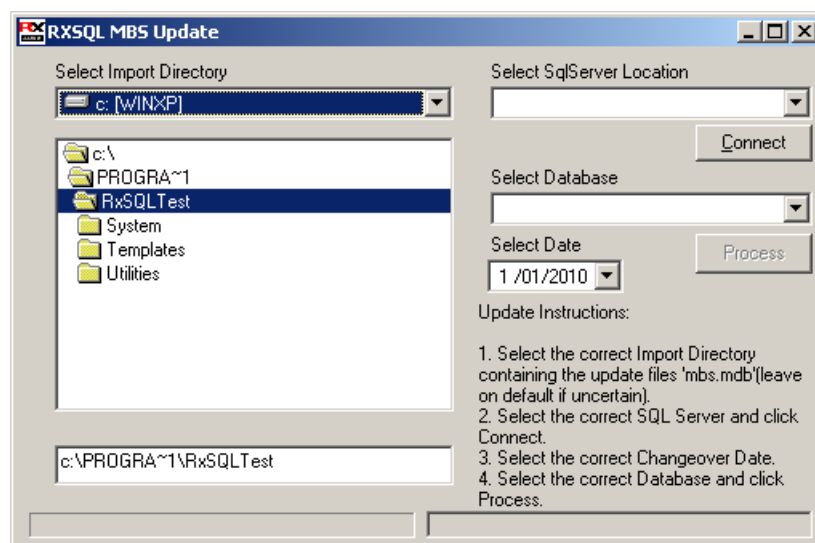
**NOTE:** You are only eligible to receive the Password if you are currently paying for maintenance support fees.

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.

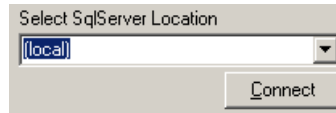
12. Enter the Password, then Click on the **OK** button to start the Update.

**NOTE:** This password is not case sensitive.

13. The RSQL MBS Update screen will be displayed. By default, the correct **Import Directory** has already been selected automatically on the left hand side on the screen.

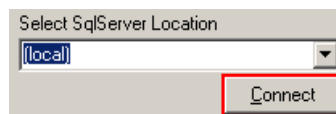


- From the **Select SQL Server Location** dropdown list, select the correct SQL Server instance. By default, this should be **(local)** if SQL Server 2000 or MSDE 2000 is installed.



If **(local)** is not in the dropdown list, you can manually type in **(local)**. **IMPORTANT:** You must include the brackets when typing.

- Click on the **Connect** button to connect to the selected SQL Server.

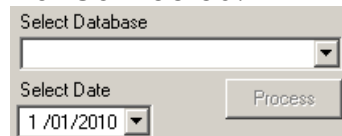


The status bar at the bottom will show the **Loading Databases** progress:

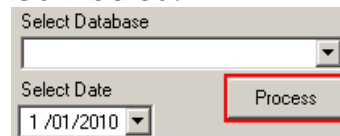


Once the connection is successful, the **Process** button will become available:

Not Connected:

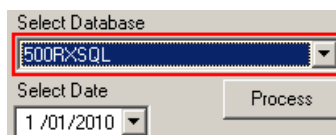


Connected:



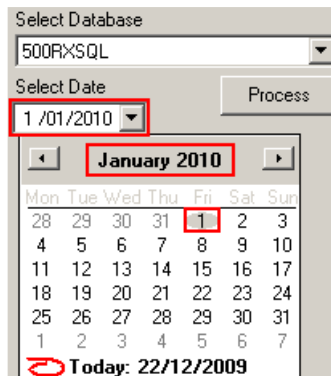
**NOTE:** If the default SQL Server (local) does not seem to connect, and you are uncertain which SQL Server instance should be selected instead, please contact your IT technician or service provider who has performed the Microsoft SQL Server installation and/or upgrade.

- From the **Select Database** dropdown list, select the correct database. By default, this should be **RXSQL**.

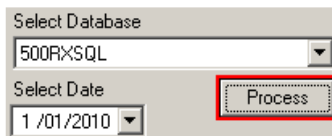


**NOTE:** If you are uncertain which database should be selected, please contact your IT technician or service provider who has performed the database installation and/or upgrade.

- By default, the correct changeover date **1<sup>st</sup> January 2010** has already been selected in the **Select Date** dropdown box. If this is incorrect, you can manually select the correct date **1<sup>st</sup> January 2010** from the dropdown calendar.



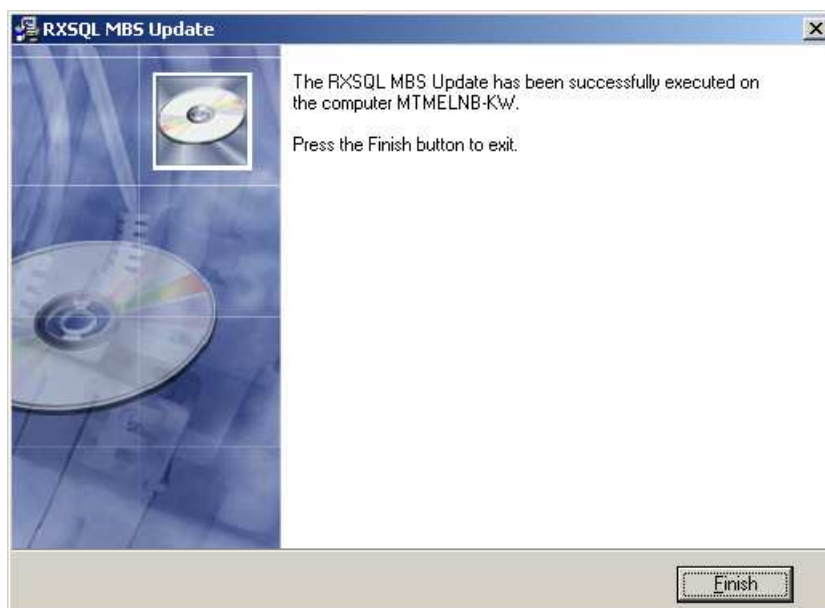
- Click on the **Process** button to apply the Update to the selected database.



The status bar at the bottom will show the **Upgrading MBS Database** progress:



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



**IMPORTANT NOTE**

**If the Upgrading MBS Database process Finished instantaneously (i.e. without progressing through the MBS Item Numbers one by one in the status bar) – the MBS Update has not been loaded successfully.**

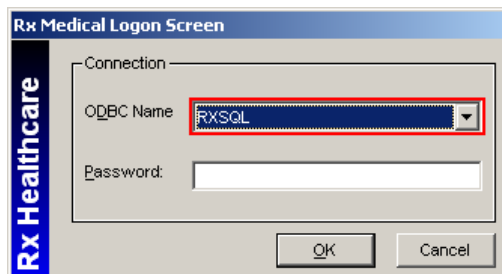
If this happens on your RSQL Server, please contact the Medtech Helpdesk on 1300 362 333 for assistance.

## Update MBS Items

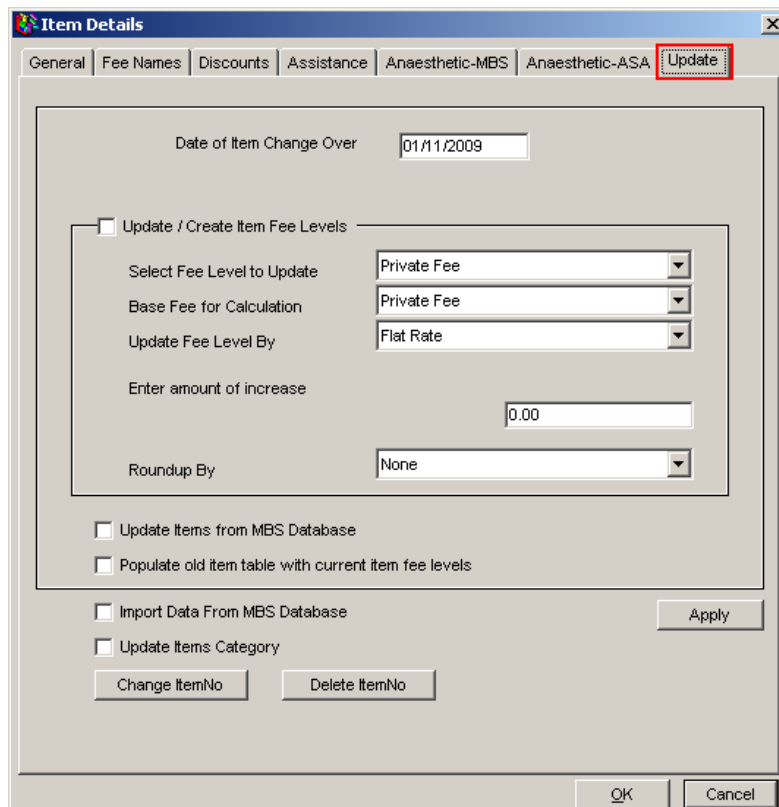
The following **Update MBS Items** procedures can be run from any RSQL Server or Client machines, i.e. any machine where RX Medical application is installed. These procedures **ONLY** need to be run **ONCE** for **EACH** practice (or once per database if your practice has multiple databases).

1. Ensure you are logged onto the correct database in RX Medical in which you would like to update the MBS Items.  
i.e. Select the correct ODBC Name from the RX Medical Logon Screen. By default, this should be **RSQL**.

**NOTE:** If your practice has Security Permissions setup within RSQL, ensure you are logged onto Windows as a user with permissions for "Add/Modify Items".



2. Select from the Menu, **Utilities ► Items**, the Item Details screen will be displayed. Then click on the Tab **Update**.

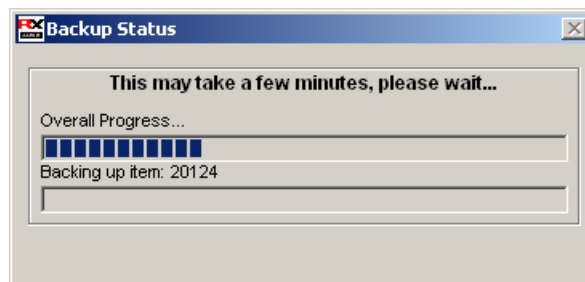


3. Tick the Checkbox **Update Items From MBS Database**, then click on the Button **Apply**.

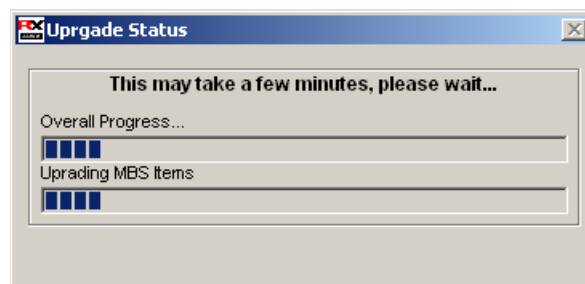
4. The Update Items From MBS Database dialogue box will be displayed. Click on the Button **Yes** to start the Update.

5. The Enter Changeover Date dialogue box will be displayed. Enter the date **01/01/2010** in the bottom field, then click on the Button **OK**.  
**NOTE:** The date MUST be typed in the format **01/01/2010**.

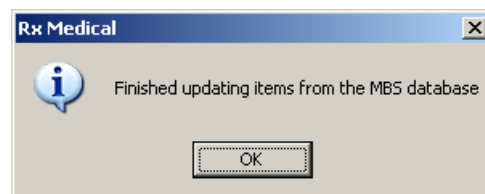
- The **Backup Status** screen will be displayed showing the backup progress. This will populate old items with current item fee levels.



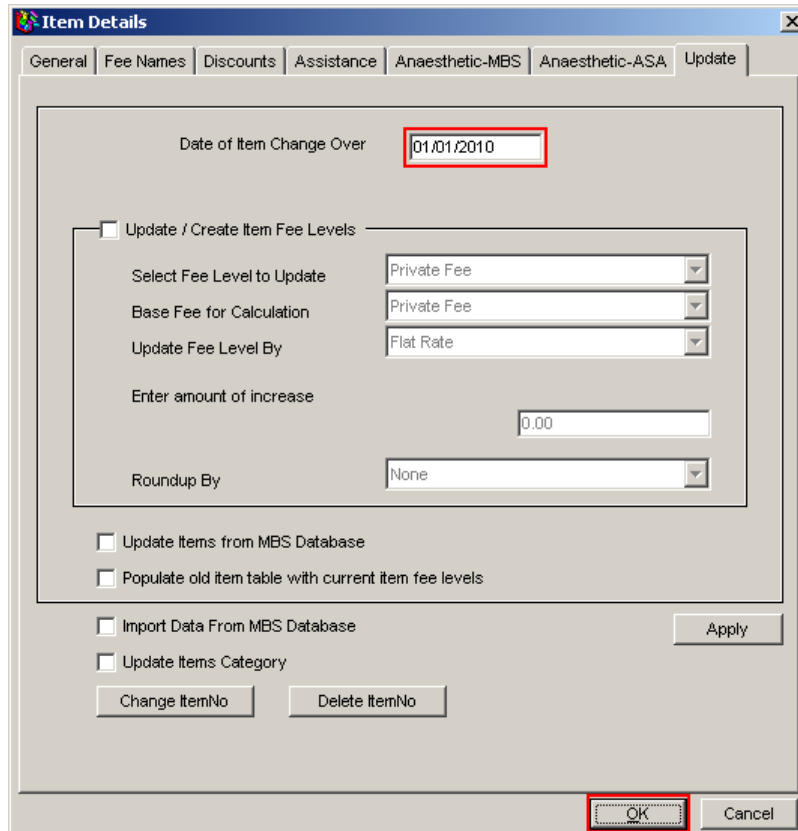
- The **Upgrade Status** screen will be displayed showing the upgrade progress. This will populate current items with new item fee levels.



- 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 **01/01/2010** at the top of the Item Details → Update screen. Click on the Button **OK** at the bottom right of the screen to close the window.



**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:  
 List → Items → Sorted By Description → Short or Long Desc  
 List → Items → Sorted By Item → Short or Long Desc

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

Should you require any assistance, please do not hesitate to contact the Medtech Helpdesk on 1300 362 333, or email [ausupport@medtechglobal.com](mailto:ausupport@medtechglobal.com).