

# Medtech32 Subsidy Adjustment Update Release Notes

Please note that this update may take considerably longer to install compared to other Medtech32 updates due to the large volume of SQL's being run on the database.

Those practices with a large number of financial transactions in the database will be most affected by this.

**IMPORTANT INFORMATION** – If running this update whilst users are logged into the database, you must ensure that no users are in the Invoicing/Accounts modules, and also be aware that running this update whilst users are logged into the application may cause system performance to slow down whilst the update is being run.



#### **IMPORTANT NOTE**

Medtech recommends that all Medtech upgrades and database back-up and restore processes are performed by a Medtech Certified Technician or your Practice Technician. For a list of Medtech Certified technicians please visit the Medtech Global Website: [www.medtechglobal.com](http://www.medtechglobal.com).

*These Release Notes contain important information for all Medtech Users. Please ensure that they are circulated amongst all your staff. We suggest that these notes are filed safely for future reference.*

## Table of Contents

<b>Installation Prerequisites .....</b>	<b>2</b>
<b>Subsidy Adjustment Update Installation .....</b>	<b>3</b>
<b>Subsidy Adjustment Update .....</b>	<b>4</b>
Flat Rate and Hourly Rate – Subsidy change.....	4
Checking Subsidies Rates.....	5
Manual Claims Adjustments may be Required .....	6

## Installation Prerequisites

Please review the following prerequisites and ensure they are met prior to installation;

**IMPORTANT:** This documentation contains valuable information that, if not read, could seriously affect the upgrade progress and/or possible down time of your network.

1. Your practice **MUST** be on **Medtech32 Version 10** or above. If you **ARE NOT** on Medtech32 Version 10 or above, please **DO NOT** continue.
2. Ensure the person(s) who will be performing the upgrade have read through all of the release documentation and installation instructions.

**IMPORTANT:** This documentation contains valuable information that, if not read, could seriously affect the upgrade progress and/or possible down time of your network.

3. Ensure you are logged onto Windows with Administrative rights when performing **ANY** installation, update, or maintenance tasks.
4. This update **MUST** be run on the Medtech32 Server and can be run whilst users are logged into Medtech32.
5. Users must log out of Medtech and back in again after running this update to view the changes.

**IMPORTANT INFORMATION** – If running this update whilst users are logged into the database, you must ensure that no users are in the Invoicing/Accounts modules, and also be aware that running this update whilst users are logged into the application may cause system performance to slow down whilst the update is being run.

## Subsidy Adjustment Update Installation

1. Ensure that you are running **Version 10.0** or above of Medtech32. This can be checked by logging into Medtech32 and selecting **Help ► About Medtech32** (see pre requisites above).
2. Visit our website at [www.medtechglobal.com](http://www.medtechglobal.com).
3. Select “New Zealand” in the region drop down (top right hand side of the window).
4. Select menu, **Medtech Online ► Medtech32 ► Downloads**. The New Zealand Medtech32 Updates page will be displayed.
5. Here you will find the **Subsidy Adjustment Update**.
6. In the **File Download Security Warning** dialogue box, select **Run**.
7. In the **Open File Security Warning Dialogue** box, select **Run** option.
8. The installation screen will appear.



9. The installation process will begin.
10. Once the update is completed, the following message will be displayed.



## Subsidy Adjustment Update

This will ensure the following:

1. All subsidy codes and rates are correct.
2. Change to ACC flat rates and hourly rates.
3. Change any claims both in the claims preview and finalised claims from the old GST rate to the new GST rate that were invoiced from 1<sup>st</sup> October 2010 (i.e. where invoices were entered from 1st October prior to the Medtech32 GST updates being applied). This will assist those practices who have yet to upgrade their systems with the new subsidy GST rates, and as part of this update, all finalised and un-finalised claims will have the new GST rate applied

**Configuration Requirement - Important Note:** A GMS Adjustment may be required to be completed on some ACC codes based on the change in the subsidies.

The GMS Adjustment can be performed in the usual manner after the update has been run.

ACC codes that may possibly require GMS adjustment could include GP ACC Consultation (CACC), ACC Follow Up Consultation, and GP/Nurse (AGPN).

Should you require assistance to make changes to your GMS Adjustment please contact the Medtech Support Desk.

### Flat Rate and Hourly Rate – Subsidy change

Following discussions with ACC, there are some subsidy codes where the provider determines if they invoice ACC at the Flat rate versus the Hourly rate. This update will alter all of the Flat Fee and Hourly Rate subsidies for ACC to their correct values.

If you invoice ACC for a flat fee or hourly rate you will need to manually check each of the below codes to ensure they are now set to the correct \$ value after the upgrade.

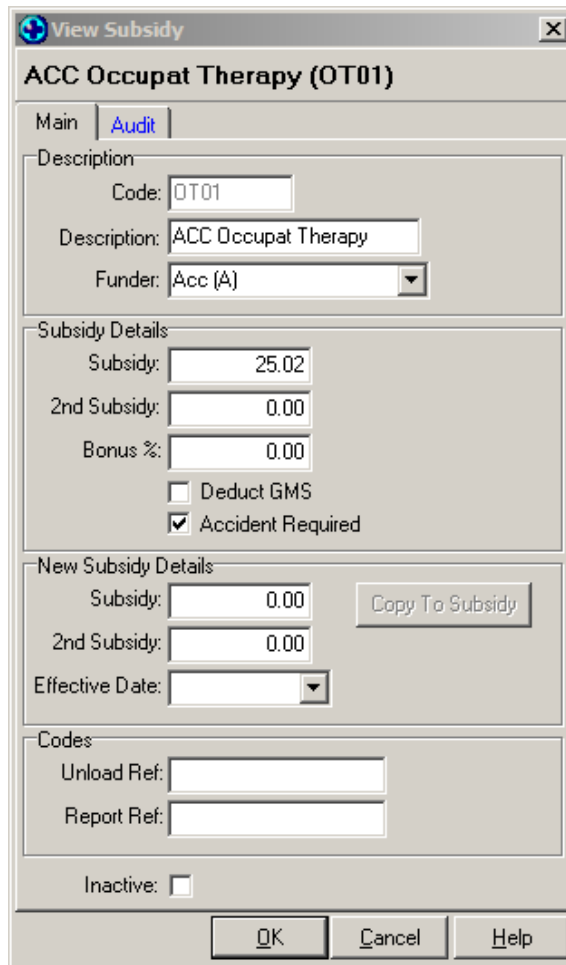
The below list are the codes that have both hourly rate or flat rate.

Contract Type	Contract Class	Item Code	Item Description	Flat Rate (GST Inc.)	Hourly Rate (GST Inc.)
Contract	Podiatry	PD10	Podiatry-Clinical Assessmt & Treatmt : Conds of Lower Limb/Foot	\$25.02	\$1.05
Regulation	Specified Treatment Provider	OT01	Occupational Therapy	\$25.02	\$1.05
Regulation	Specified Treatment Provider	OST1	Osteopathy	\$25.02	\$1.05
Regulation	Specified Treatment Provider	ACU1	Acupuncture	\$25.02	\$1.05
Regulation	Specified Treatment Provider	PHY3	Physiotherapy	\$25.02	\$1.05
Regulation	Specified Treatment Provider	POD1	Podiatry	\$25.02	\$1.05
Regulation	Specified Treatment Provider	CH01	Chiropractic	\$25.02	\$1.05
Regulation	Specified Treatment Provider	ST01	Speech Therapy	\$25.02	\$1.05

If you invoiced patients from 1<sup>st</sup> October with ACC subsidies and the flat rate appeared and you usually invoice at the hourly rate, please contact our support service via email on [support@medtechglobal.com](mailto:support@medtechglobal.com). By return email, you will be provided with an SQL that once run will provide you with the list of these patients. As the SQL is extensive we are unable to provide this information to you by fax.

### Checking Subsidies Rates

1. Go to Setup ▶ Accounting ▶ Subsidy
2. Double Click on the relevant Subsidy code and open the View Subsidy Screen



The screenshot shows a software window titled "View Subsidy" with a sub-header "ACC Occupat Therapy (OT01)". The window has two tabs: "Main" and "Audit". The "Main" tab is active. The form is divided into several sections:

- Description:** Code: OT01, Description: ACC Occupat Therapy, Funder: Acc (A) (dropdown).
- Subsidy Details:** Subsidy: 25.02, 2nd Subsidy: 0.00, Bonus %: 0.00. There are checkboxes for "Deduct GMS" (unchecked) and "Accident Required" (checked).
- New Subsidy Details:** Subsidy: 0.00, 2nd Subsidy: 0.00, Effective Date: (dropdown). A "Copy To Subsidy" button is present.
- Codes:** Unload Ref: (text box), Report Ref: (text box).
- Inactive:** (checkbox, unchecked).

At the bottom of the window are three buttons: "OK", "Cancel", and "Help".

3. Check the Subsidy amount to ensure that it is correct based on your ACC invoicing method.

## Manual Claims Adjustments may be Required

This update will automatically make changes to invoices/claims in both the claims preview and finalised claims that were invoiced at the old GST rate and increase these to the new GST rate. This will have occurred where invoices were entered from 1<sup>st</sup> October prior to the Medtech32 GST updates being applied.

**It is best practice to review your claims in the claims preview prior to finalising your claims**

**Q. What should I do to ensure my claims are correct from 1<sup>st</sup> October 2010.**

**A.** As this update will ensure all subsidies and any claims will have the correct GST rate, we recommend you review **ALL** your **claims** to a) ensure the subsidy codes are correct in the claim and b) the \$ value is correct.

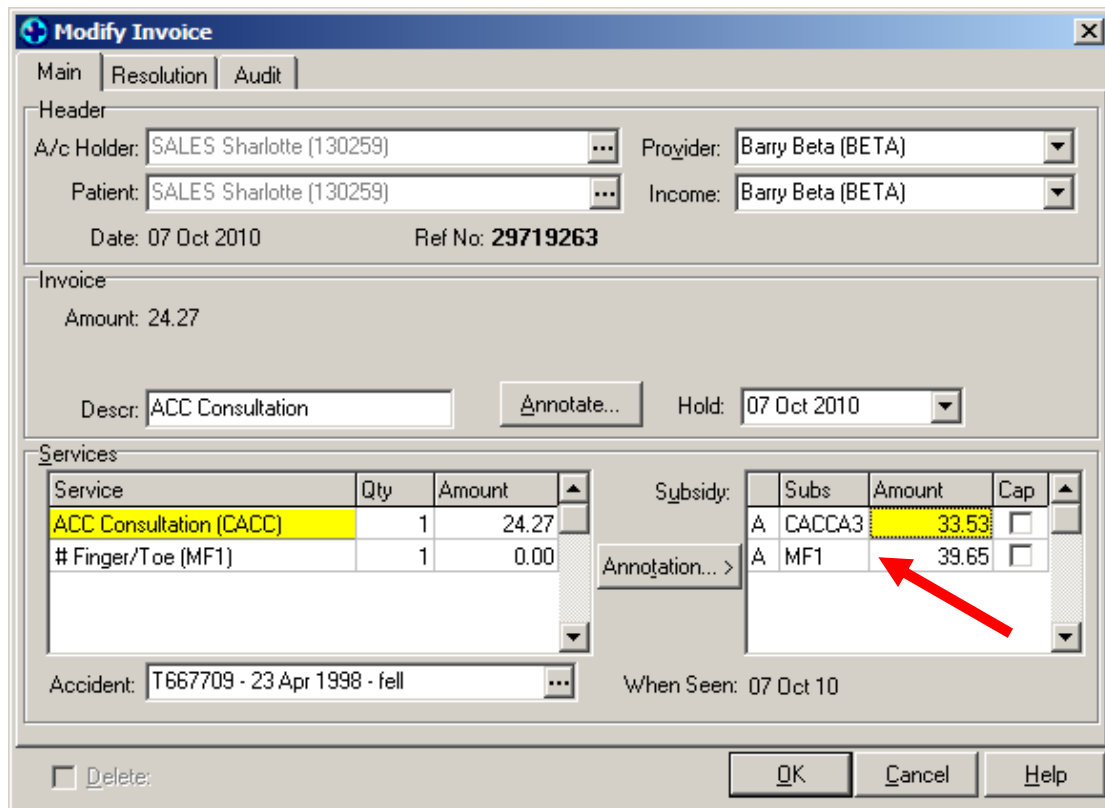
To do this and also make any manual adjustments to un-finalised claims please follow the instructions below

1. Go to Module ► Claims ► Preview
2. Select the relevant Funder in the Funder drop down

3. Your Claims preview window will open

Seen	NHI	Patient	Age	Service	Subsidy	Qty	Amount	Ser	Inc	F	Cap
2 Mar 2007	BAB2345	SALES Charlotte (130259)	50y	Initial Consult A (FT01)	FT01	1	47.26	SFE	SFE	A	
6 Oct 2010	BAB2349	SMITH Arnie (3263)	33y	Consultation (C)	SF4	1	254.17	BETA	BETA	A	
7 Oct 2010	BAB2349	SMITH Arnie (3263)	33y	ACC Consultation (CACC)	CACCA3	1	33.53	BETA	BETA	A	
7 Oct 2010	BAB2349	SMITH Arnie (3263)	33y	Nail Wedge (MM4)	MM4	1	102.91	BETA	BETA	A	
7 Oct 2010	BAB2345	SALES Charlotte (130259)	50y	ACC Consultation (CACC)	CACCA3	1	33.53	BETA	BETA	A	
7 Oct 2010	BAB2345	SALES Charlotte (130259)	50y	# Finger/Toe (MF1)	MF1	1	39.65	BETA	BETA	A	

4. Select the claim you wish to alter
5. Alter either the Subsidy code or the amount as required by clicking into the area and make the adjustment



**Modify Invoice**

Main | Resolution | Audit

Header

A/c Holder: SALES Charlotte (130259) ... Provider: Barry Beta (BETA) ▾

Patient: SALES Charlotte (130259) ... Income: Barry Beta (BETA) ▾

Date: 07 Oct 2010 Ref No: 29719263

Invoice

Amount: 24.27

Descr: ACC Consultation Annotate... Hold: 07 Oct 2010 ▾

Services

Service	Qty	Amount
ACC Consultation (CACC)	1	24.27
# Finger/Toe (MF1)	1	0.00

Subsidy:

Subs	Amount	Cap
A CACCA3	33.53	<input type="checkbox"/>
A MF1	39.65	<input type="checkbox"/>

Annotation... >

Accident: T667709 - 23 Apr 1998 - fell ... When Seen: 07 Oct 10

Delete:

**Q. Do I need to resend my finalised claims to either ACC or Ministry of Health?**

**A.** Ministry of Health have advised claims with the incorrect GST rate do not need to be resubmitted.

**B.** ACC has advised claims with the incorrect GST rate will need to be resubmitted.

For further information on these new features, or any other queries regarding the Subsidy Adjustment Update, please contact Medtech Support on 0800 2 MEDTECH (633 832) - Option 1 or send us a fax, toll free on 0800 MEDTECH (633 832) or email: [nzsupport@medtechglobal.com](mailto:nzsupport@medtechglobal.com).