



RXSQL
Repatriation Medical Fees Schedule Update
1st January 2013

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.

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For further information on this release, or any other queries regarding the RMFS Update (January 2013), please contact the Medtech Helpdesk on 1300 362 333 → Option 1, or email supportau@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 RSQL version of RX Medical.
NOTE: This update does not apply to RXMW practices.
- **WARNING:** You must FIRST run the **RSQL MBS UPDATE PRIOR TO** running this RMFS Update, please ensure you have completed all steps as described under the "Installation" and "Update MBS Items" chapters in the RSQL MBS Update (January 2013) Release Notes.
- 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 RMFS Update (January 2013) updates any Repatriation Medical Fees Schedule (RMFS) Items which have the following details changed:

- RMFS fees for LMO Base Fee, In Hospital, and Out of Hospital fee scales.

NOTE: The RMFS Update does not include Anaesthetic, Diagnostic Imaging, and Pathology fee scales, as these are already covered by the MBS Update.

IMPORTANT NOTE

The RMFS Update DO NOT update any other fees scales such as Private, Workcover, AMA, and Health Funds. You must change these non-RMFS fee scales MANUALLY via one of the following options:

Utilities → Items → General Tab

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

WARNING: You must **FIRST** run the **RXSQL MBS Update (January 2013)** **PRIOR TO** running this **RMFS Update**.

The RMFS Update WILL NOT backup your current item fees, and WILL NOT record the date of changeover, before applying any new RMFS fees. These CRITICAL steps are actually performed by the RXSQL MBS Update, and thus it is VERY IMPORATNT to FIRST run the MBS Update (January 2013) PRIOR TO running this RMFS Update.

HINT: As long as the MBS Update has been successfully run, the RMFS Update can also be run prior to 1st January 2013.

When an account is generated, RXSQL compares the changeover date 01/11/2012 with the current date:

- If the date of service for an item is before the changeover date, e.g. 20/12/2012, RXSQL retrieves and applies the old item fees.
- If the date of service for an item is after the changeover date, e.g. 10/01/2013, RXSQL retrieves and applies the new item fees.

NOTE: Once both MBS Update and RMFS Update have been run, when adding or editing any items, it is no longer possible to set their old fees prior to 1st January 2013 for back-dated billing:

- For any new items added or imported manually from the MBS Database – after running both MBS Update and RMFS Update, if it is necessary to back-date any such items to before 1st January 2013, users must change each item manually to their old fees in each invoice.
- For any existing items – after running both MBS Update and RMFS 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.

Install and Update DVA Items

The RMFS Update (January 2013) 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.
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.



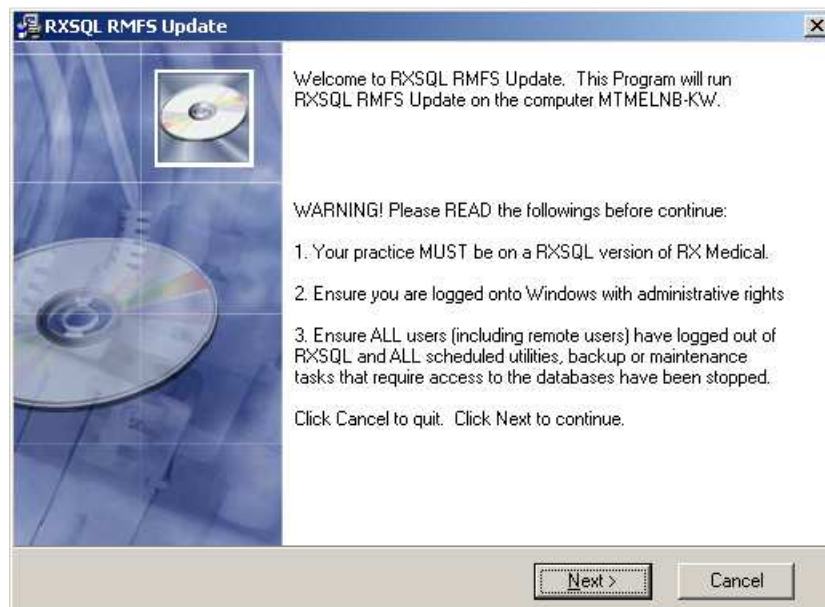
- Here you will find the **RMFS Update (January 2013)** under the **RXSQL** section.



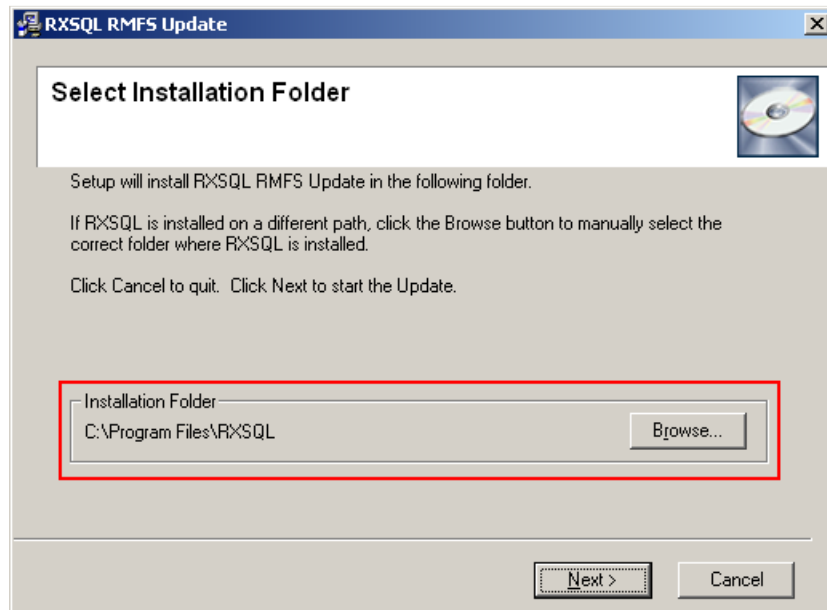
- If the File Download Security Warning dialogue box appears, select the **Run** option.
- If the Open File Security Warning dialogue box appears, select the **Run** option.
- The Update will then begin to run.



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



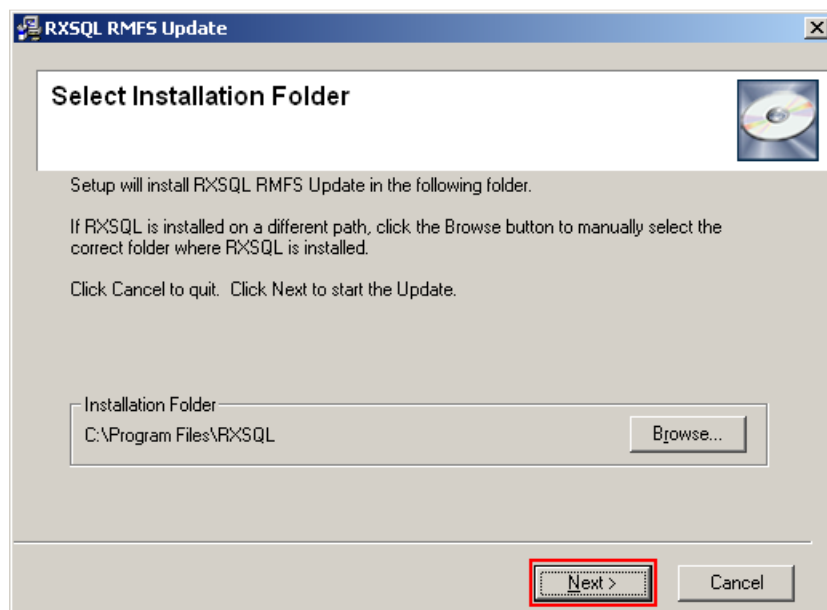
9. The Select Installation Folder screen will be displayed. By default, the **Installation Folder** is set to **C:\Program Files\RSQL**.



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.

10. 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.



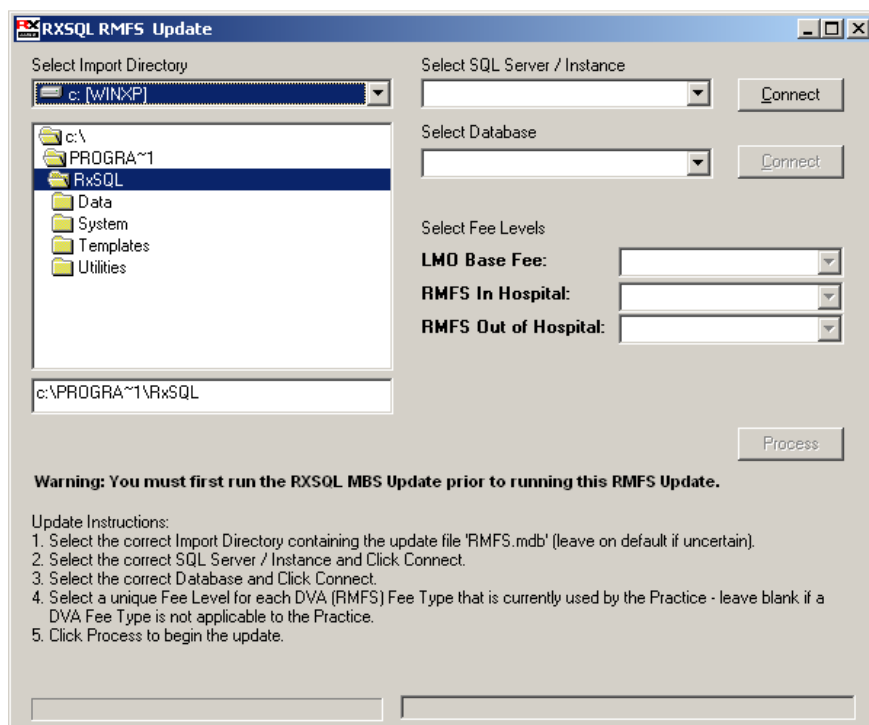
NOTE: You are only eligible to receive the Password if you are currently paying for maintenance support fees.

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 → Option 1.

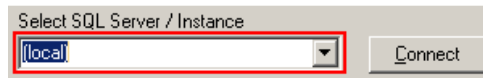
12. Enter the Password, then Click on the **OK** button to start the Update.

NOTE: This password is not case sensitive.

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

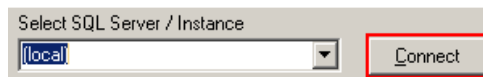


- From the **Select SQL Server / Instance** dropdown list, select the correct SQL Server instance. By default, this should be **(local)** if SQL Server 2000 or MSDE 2000 is installed.



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:



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**.

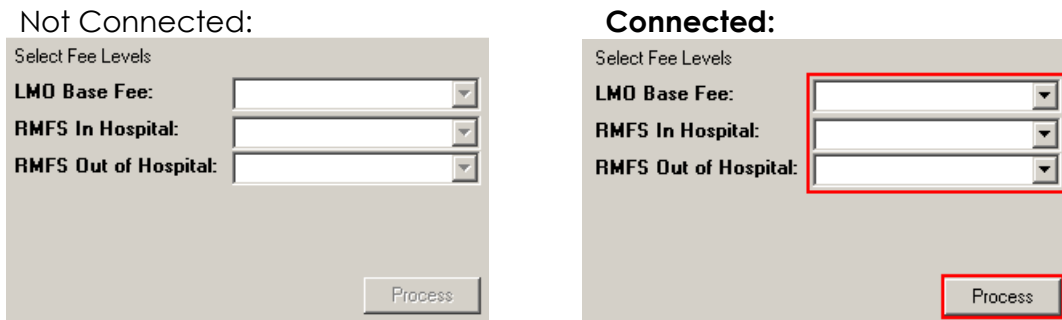


NOTE: If you are uncertain which database should be selected, please contact your IT technician or service provider who has performed the database installation and/or upgrade.

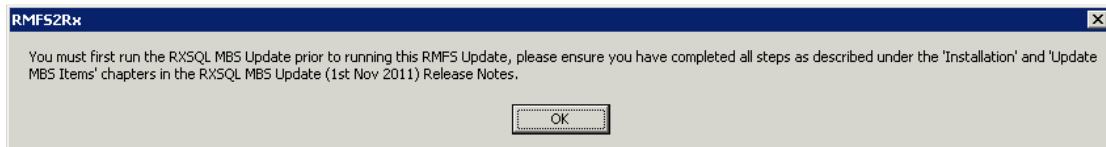
- Click on the **Connect** button to connect to the selected Database.



Once the connection is successful, the **Select Fee Levels** dropdown lists and the **Process** button will become available:



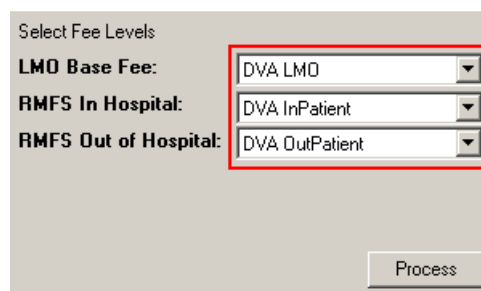
NOTE: If you have selected an invalid database (i.e. not a RXSQL database), or you have selected a RXSQL database which does not have the MBS Update (January 2013) completed successfully, the following error will occur:



If the above error occurs, the RXSQL RMFS Update will shut down automatically. You MUST then rerun the RXSQL RMFS Update AFTER you have successfully completed the MBS Update.

18. From the **Select Fee Levels** dropdown lists, select a UNIQUE Fee Level for each DVA (RMFS) Fee Type that is currently used by the Practice.

NOTE: Leave blank if a DVA Fee Type is not applicable to the Practice.



NOTE: The following rules apply when selecting the Fee Levels:

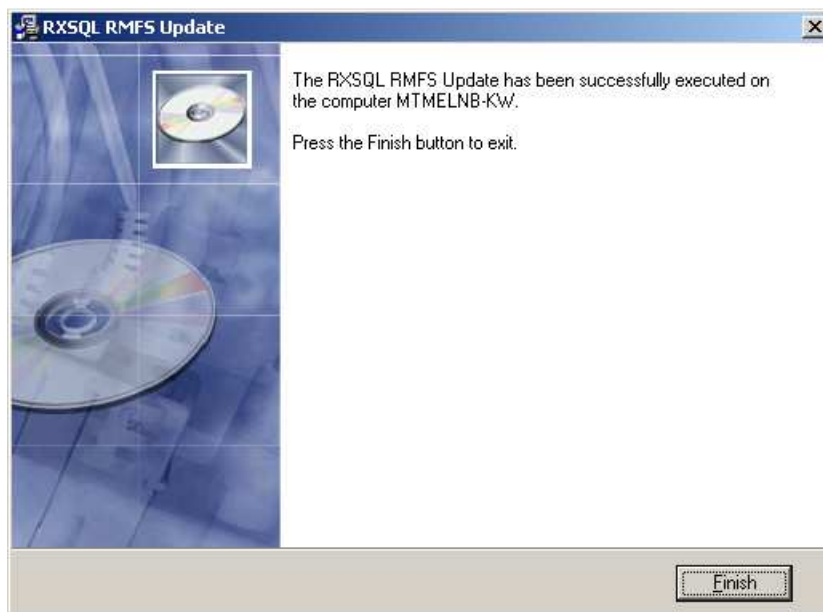
- You must select at least 1 Fee Level.
- You must not select the same Fee Level more than once.
- You must not select a Fee Level that has a Fee Type of "Schedule" or "75 Percent" or "85 Percent". These Fee Types are already covered by the MBS Update.

- Click on the **Process** button to apply the RMFS Update to the selected Fee Levels.

The status bar at the bottom will show the **Updating RMFS Database** progress:



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



HINT: You can print out the updated Item List which will show the new RMFS fees for LMO Base Fee, In Hospital, and Out of 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 RMFS 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 → Option 1, or email supportau@medtechglobal.com.