



**RXSQL V6.3 and Above
Repatriation Medical Fees Schedule Update
(1st July 2014)**

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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Pre-requisites

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

- Your practice **MUST** be on a RXSQL version of RxMedical.
Note: This update does not apply to RXMW practices.
- **WARNING:** You must have **FIRST** run the the **RXSQL JULY 2014 MBS UPDATE** **PRIOR** to running this RMFS Update. Please ensure you have completed all steps of the **MBS UPDATE** as described under the "Installation" and "Update MBS Items" chapters in the MBS Update (July 2014) Release Notes
- Ensure the person(s) who will be performing the upgrade have **READ THROUGH** the associated fax notification and these 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.
- Ensure you have a **COMPLETE** backup of **ALL** databases.

Pre-requisites for Database Backup

Please review the pre-requisites below. Ensure they are met prior to backing up the database:

- ✓ Ensure **ALL** users (including remote users) have **LOGGED OUT** of RXSQL – including remote users and idle users in Terminal/Citrix sessions.
- ✓ Ensure all the Services that access the Rx Medical Database have been **STOPPED**:
 - ❖ Medtech Services (for ManageMyHealth SMS)
 - ❖ Medtech Data Transfer Service (for RxSQL Clinical Link)

Note: This includes any other Custom/Third-party Applications and Reporting Utilities not supplied by Medtech, etc.

- ✓ **ALL Scheduled Tasks** and/or **ALL Backup/Maintenance Tasks** have been **STOPPED** – e.g. Database File Backup, SQL Backup/Restore, SQL Database Maintenance tasks, etc.

Introduction

The RMFS Update (July 2014) updates any Repatriation Medical Fees Schedule (RMFS) items that have been changed since the last RMFS Update (November 2013):

- 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 DOES 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

IMPORTANT NOTE

For Rx Version 6.3 and above, the DVA Medical Alpha Numeric Items, CVC Items and Tele monitoring Items will be updated and imported automatically within the Rx Application.

WARNING: You must **FIRST** run the **RXSQL MBS Update (July 2014)** **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 IMPORTANT to FIRST run the MBS Update (July 2014) 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 July 2014.

When an account is generated, RXSQL compares the changeover date 01/07/2014 with the current date:

- If the date of service for an item is before the changeover date, e.g. 20/11/2013, RXSQL retrieves and applies the old item fees.
- If the date of service for an item is after the changeover date, e.g. 05/07/2014, RXSQL retrieves and applies the new item fees.

NOTE: Once both the MBS Update and the RMFS Update have been run, when adding or editing any items, it will no longer be possible to set their old fees prior to 1st July 2014 for back-dated billing:

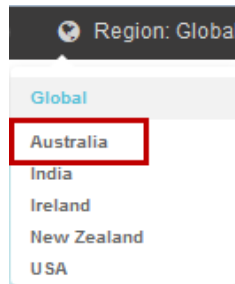
- For any new items added or imported manually from the MBS Database – after running both MBS Update and RMFS Update, if it is necessary to back-date any such items to before 1st July 2014, then this change must be done manually to enter their old fees in each invoice.
- For any existing items – after running both MBS Update and RMFS Update, it will no longer be possible to edit their old fees manually from Utilities ► Items ► General Tab. It will no longer be possible to import their old fees from the MBS Database.

Install and Update DVA Items

The RMFS Update (July 2014) must be run on the RXSQL Server machine, i.e. the machine where Microsoft SQL Server is installed. The following procedures ONLY need to be run ONCE for EACH practice (or once per database if your practice has multiple databases).

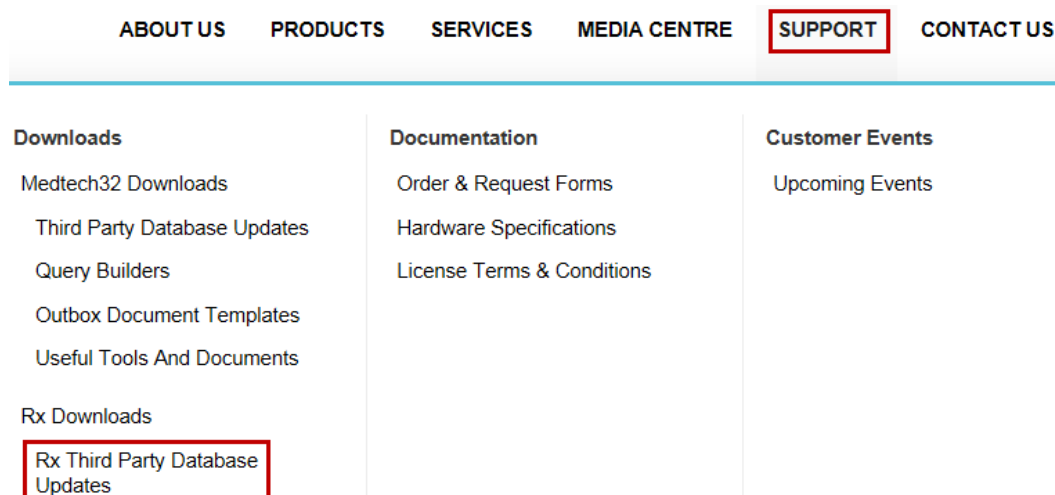
NOTE: If you are uncertain which computer is the RXSQL Server, please contact your IT technician or service provider who has performed the RXSQL and Microsoft SQL Server installation and/or upgrade.

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



The Australia Home Page will be displayed.

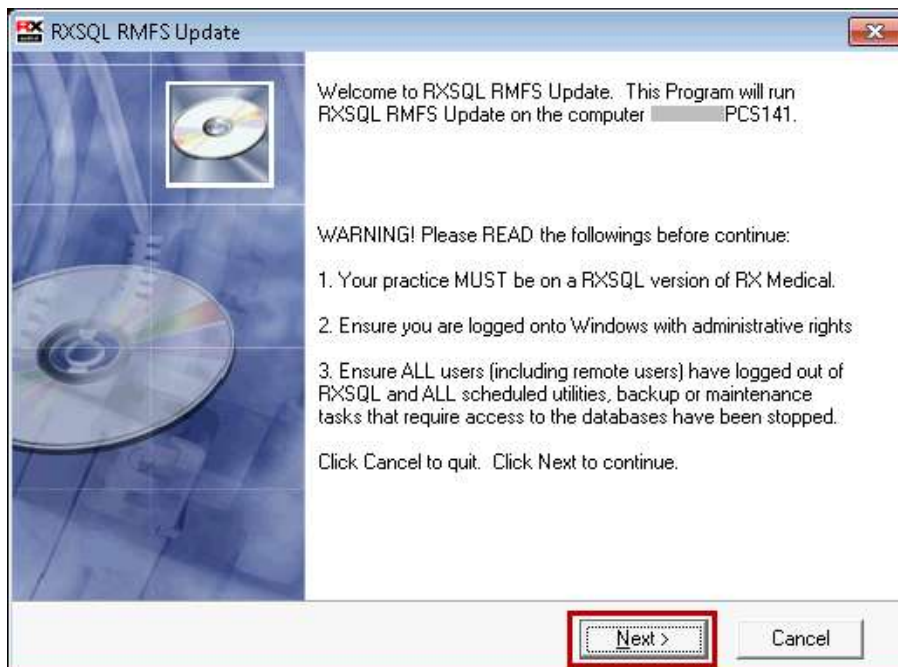
3. Select from the top menu, **Support ► Rx Downloads ► Rx Third Party Database Updates**. The **Rx Third Party Database Updates** page will be displayed.



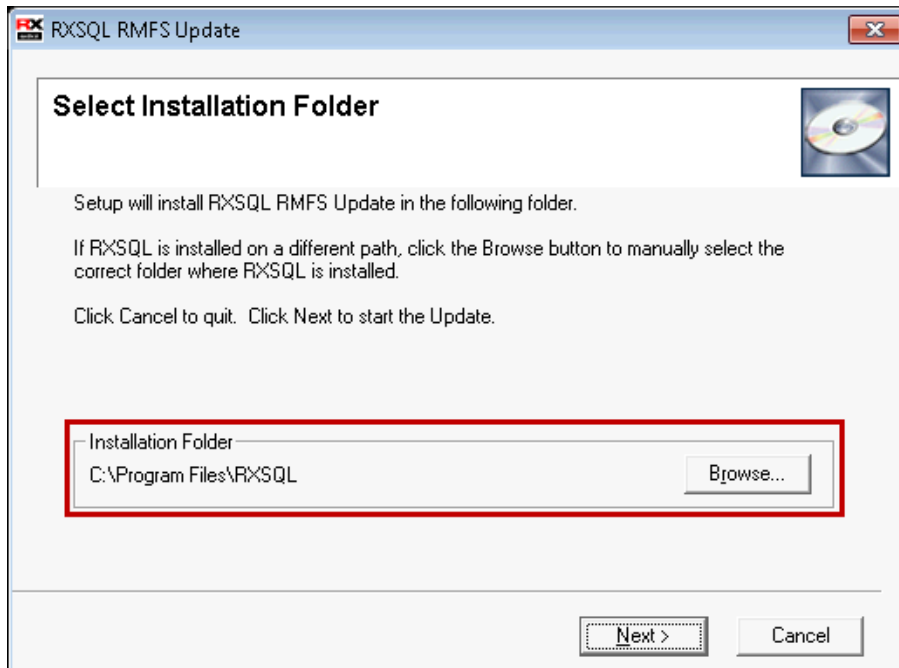
4. Here you will find four sections:
 - **RxSQL V6.3 or above Updates**
 - **RxSQL V6.0 to V6.2 Updates**
 - **RxSQL Version 4.5x to 5.x Updates**
 - **RxMW Updates**
5. From the **RxSQL V6.3 or above Updates** section, click on the link **01 July 2014 RMFS Update** and download the RMFS installer from the File Attachment section.
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 Welcome screen will be displayed. Please **READ THROUGH** the onscreen instructions **CAREFULLY**, and then click on the **Next** button.



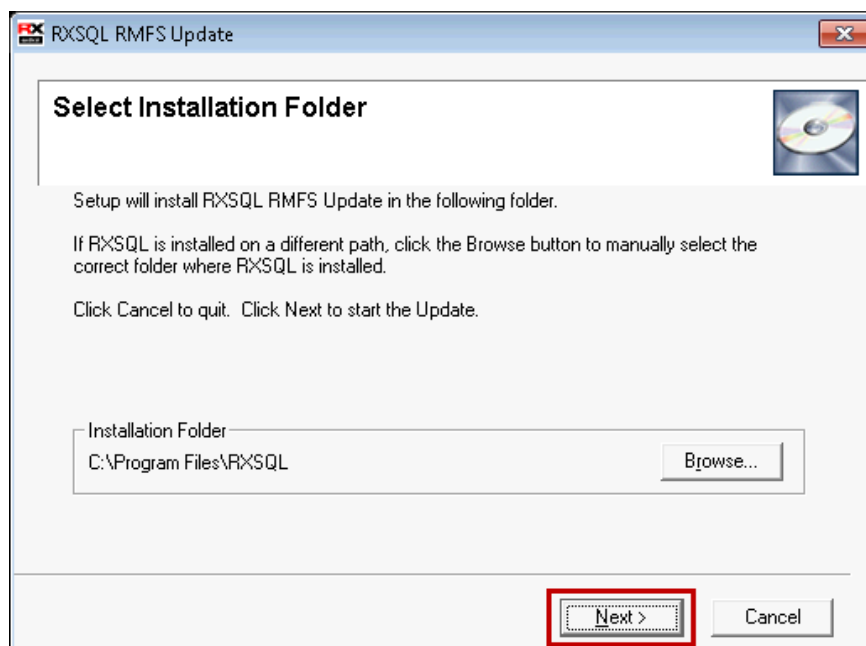
10. The Select Installation Folder screen will be displayed. By default, the **Installation Folder** is set to **C:\Program Files\RXSQL**.



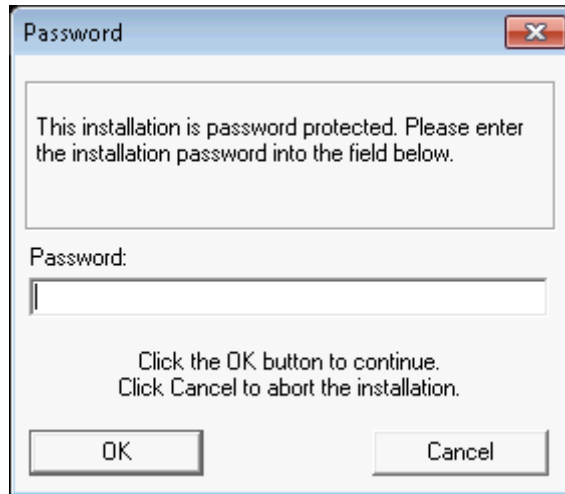
If RXSQL is installed in a different location, you **MUST** click on the **Browse** button to manually select the correct **Installation Folder** where RXSQL is installed.

NOTE: If you are uncertain where RXSQL is installed, please contact your IT technician or service provider who has performed the RXSQL installation and/or upgrade.

11. Click on the **Next** button to continue.



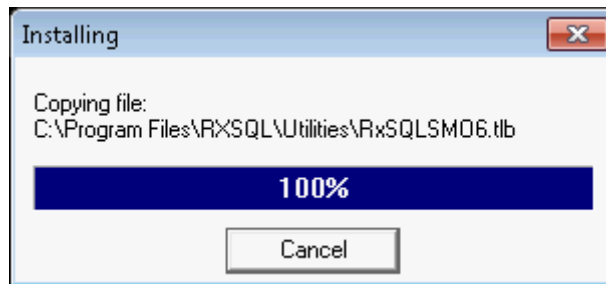
12. You will then be prompted to enter the Password. This Password has been supplied to you separately via fax.



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

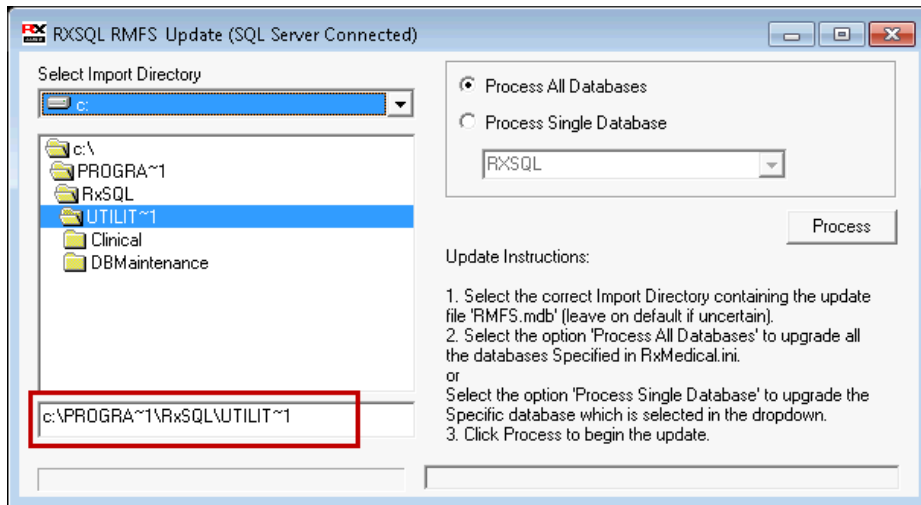
If you have not received the Password by fax, or you are not currently paying for maintenance support fees but would like to re-subscribe in order to obtain this Update, please contact the Medtech Helpdesk on 1300 362 333 ► Option 2.

13. Enter the Password, and then click on the **OK** button to start the Update. The RMFS utility will begin to run.

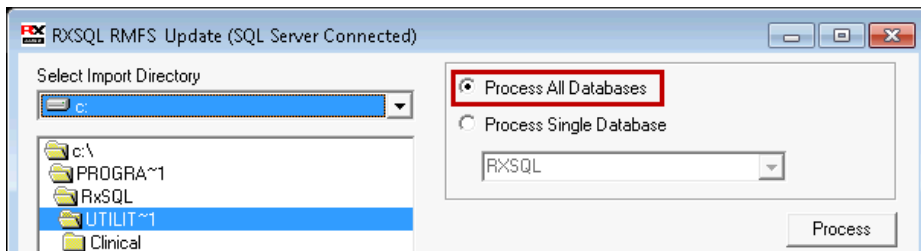


Note: This password is **not case sensitive**.

14. 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.

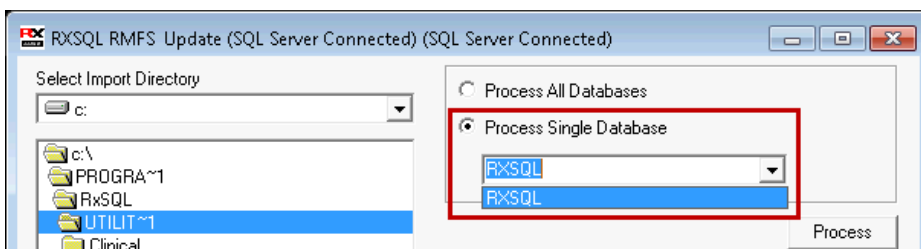


15. By default the option “**Process All Databases**” will be selected to update (i.e. RMFS Update) all databases.

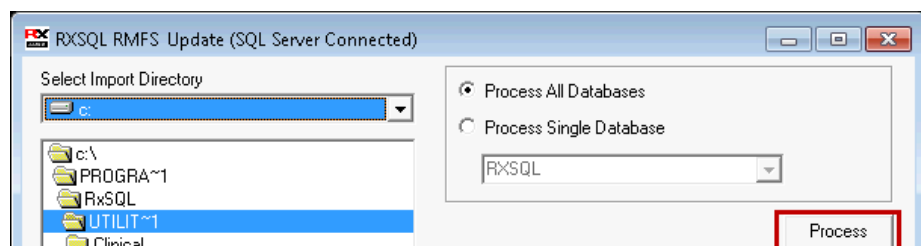


OR

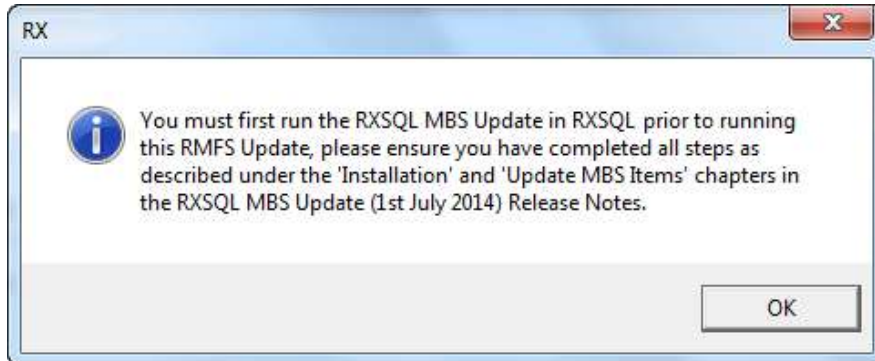
To update a specific database, click on the option “**Process Single Database**” and then select the appropriate database from the drop down list e.g. RXSQL as shown below:



16. Click on the **Process** button to apply the Update to **All databases** or just the **selected database**. The status bar at the bottom of the screen will display the **Upgrading RMFS Database** progress.

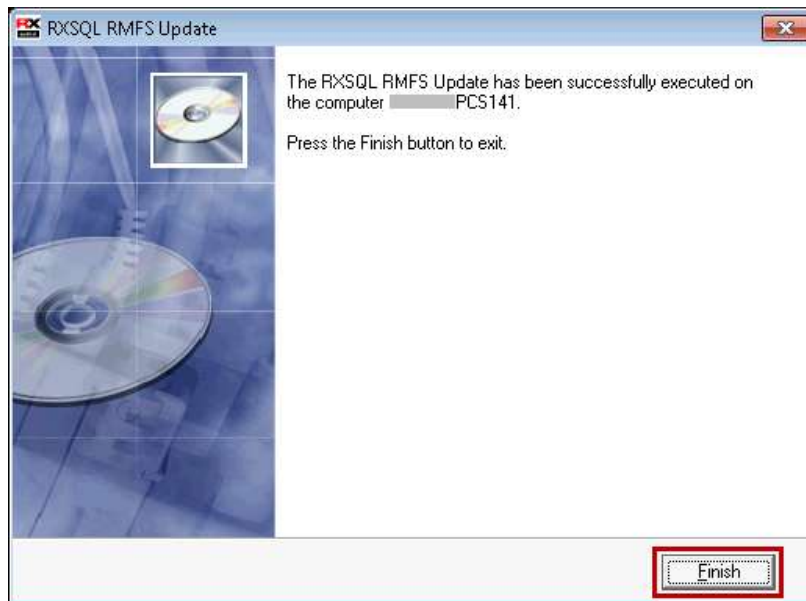


NOTE: If you have selected an invalid database (i.e. not a RXSQL database), or you have selected a RXSQL database which HAS NOT HAD the MBS Update (July 2014) completed successfully, the following error message will display.



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

Once the Update has completed, the **Update Complete** dialogue box will be displayed.



17. Click on the **Finish** button to exit the Update.

IMPORTANT NOTE

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

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

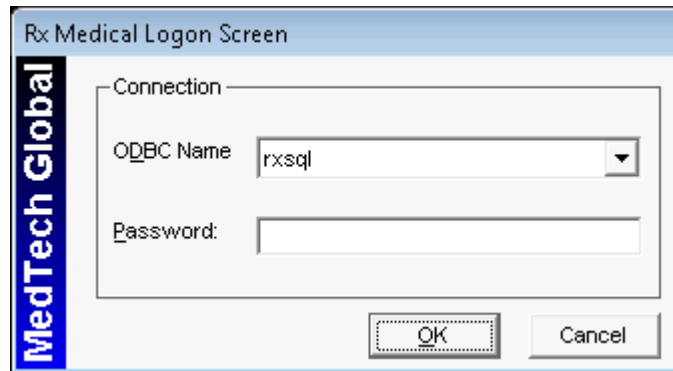
Update RMFS Items

The following **Update RMFS Items** procedures can be run from any RXSQL 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).

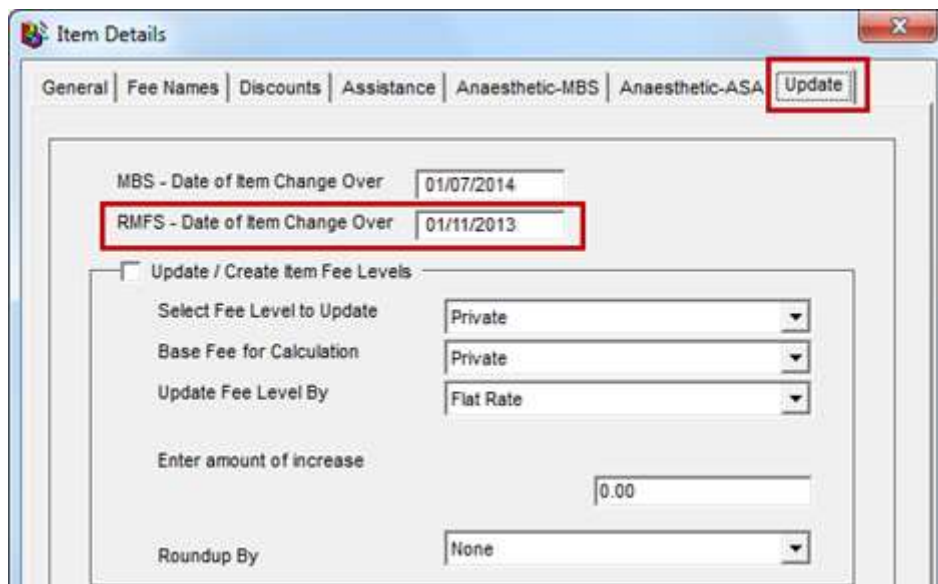
1. Ensure you are logged onto the correct database in **RX Medical** in which you would like to update the RMFS Items.

I.e. select the correct **ODBC** Name from the **RX Medical** Logon Screen.

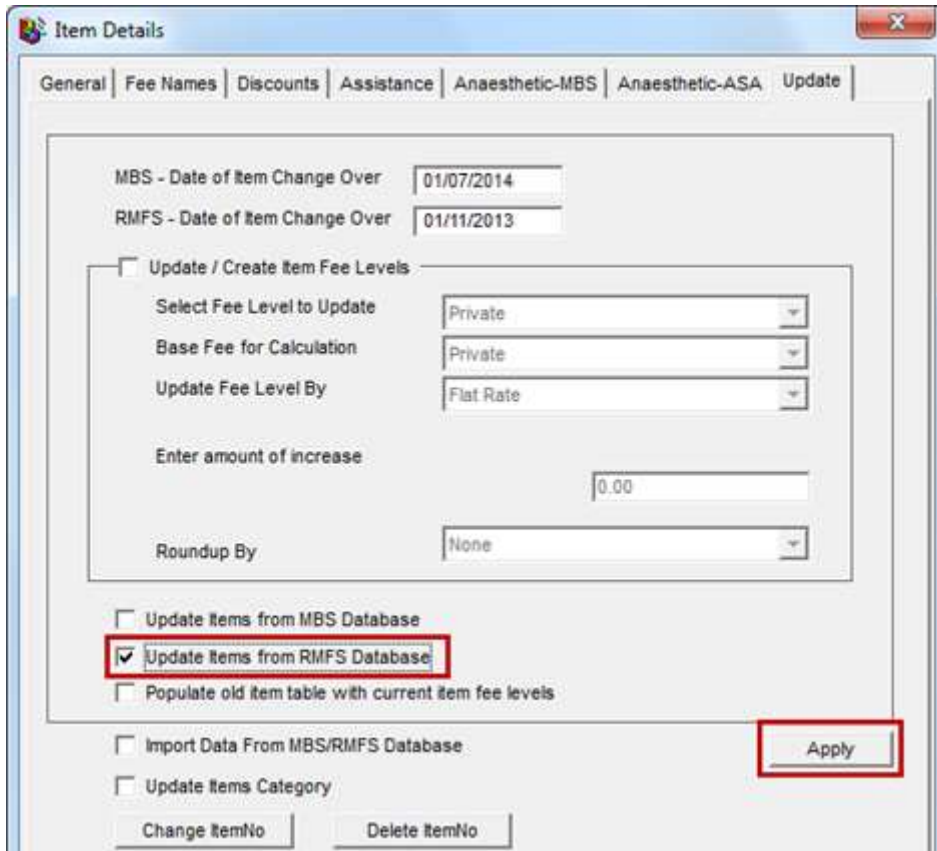
NOTE: If your practice has Security Permissions setup within RXSQL, ensure you are logged onto Windows as a user with permissions for "**Add/Modify Items**".



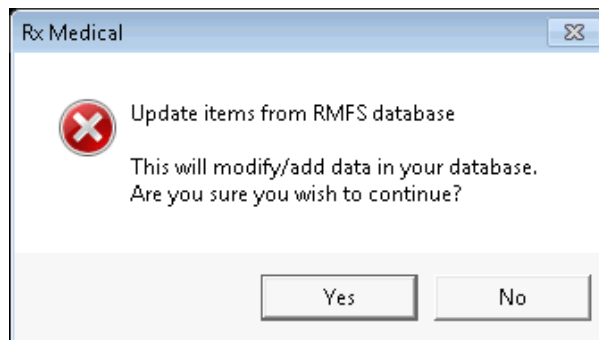
2. Select from the menu, **Utilities** ► **Items**, the **Item Details** screen will be displayed. Then click on the **Update** Tab to display the screen below.



3. Tick the Checkbox **Update Items from RMFS Database**, and then click on the **Apply** button.



4. The **Update Items from RMFS Database** dialogue box will be displayed.



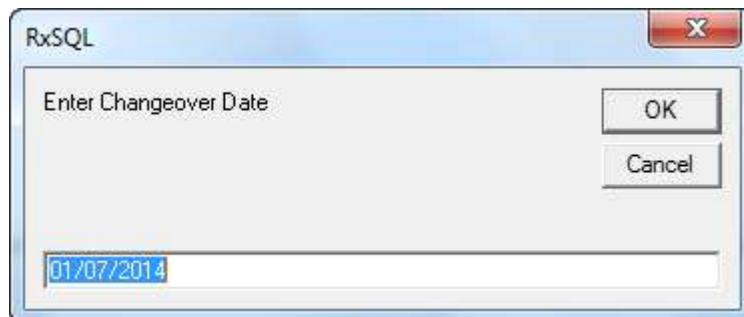
5. Click on the **Yes** button to start the Update.

The Enter Changeover Date dialog box will be displayed, as displayed in the screenshot on the next page.

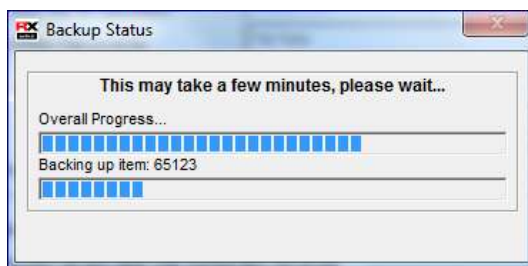
By default the current date will be displayed. This date field can be modified but only to a future date after **01/07/2014**.

- Enter the date field as shown in the screenshot below, then click on the **OK** button.

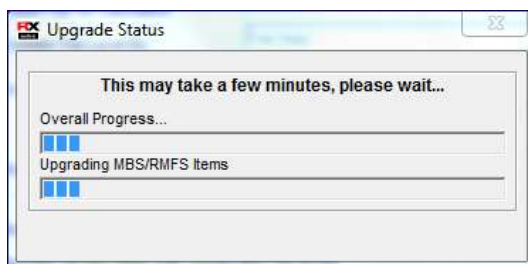
NOTE: The date **MUST** be typed in the format **dd/mm/yyyy**.



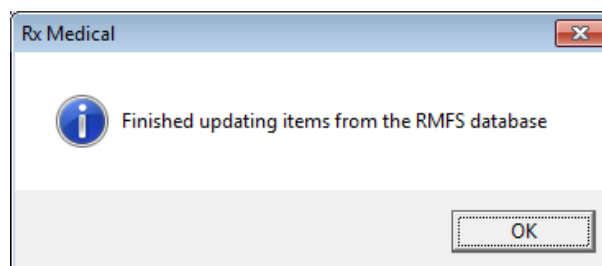
- The **Backup Status** screen will be displayed showing the backup progress. This will copy the old items to backup, with their current item fee levels.



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



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



10. The RMFS - Date of Item Change Over will now display the RMFS Updated date e.g. **01/07/2014**, in the **Item Details ► Update** tab.



The screenshot shows the 'Item Details' window with the 'Update' tab selected. The 'RMFS - Date of Item Change Over' field is highlighted with a red box and contains the date '01/07/2014'. Other fields include 'MBS - Date of Item Change Over' (01/07/2014), 'Update / Create Item Fee Levels' (unchecked), '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' (None).

11. Click on the **OK** button at the bottom right of the screen to close and exit the Update screen.

You have successfully applied the RMFS July 2014 Update to your Rx Medical application.

If you have any queries on the process or would like further clarification on any of the instructions in this document, please contact the Medtech Helpdesk on 1300 362 333 – Option 2, or email support@medtechglobal.com