RXSQL V 4.5.x and V 5.x
Medicare Benefit Schedule Update
(01 April 2015)

Release Notes

This 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 (01 April 2015),** please contact the **Medtech Helpdesk** on **1300 362 333 ▶ Option 1**, or email support@medtechglobal.com.

Introduction

The MBS Update (01 April 2015) updates any Medicare Benefit Schedule (MBS) Items which have had the following details changed since the last MBS Update (January 2015):

Newly Included MBS Items

18353 18365 18369 18374

Deleted MBS Items

Nil

Description Amended MBS Items

Nil

Fee Amended MBS Items

Nil

SUMMARY OF CHANGES

At the time of writing, the April 2015 changes were summarized on the **Medicare Australia** web site:

http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/News-2015-04-01-latest-news-April

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

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

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 01/04/2015 with the current date:

- If the date of service for an item is before the changeover date, e.g. 31/03/2015, RXSQL retrieves and applies the old item fees

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- If the date of service for an item is after the changeover date, e.g. 05/04/2015, 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 01 April 2015 for back-dated billing:

- For any new items added or imported <u>manually</u> from the MBS Database – after running the MBS Update, if it is necessary to back-date any such items to before 01 April 2015, users must change each item <u>manually</u> 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 <u>manually</u> from Utilities ▶ Items ▶ General Tab, and it is no longer possible to import their old fees from the MBS Database.

Pre-requisites

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

- 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 <u>ALWAYS</u> logged onto Windows with **ADMINISTRATIVE RIGHTS** when performing <u>ANY</u> installation, update, or maintenance tasks

- Ensure you have a **COMPLETE** backup of <u>ALL</u> databases

Pre-requisites for Database Backup

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

- ✓ Ensure <u>ALL</u> 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 RxSQL Medical Database have been <u>STOPPED</u>:

  - ❖ 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 <u>STOPPED</u> – e.g. Database File Backup, SQL Backup/Restore, SQL Database Maintenance tasks, etc.

IMPORTANT NOTE

WARNING: It is HIGHLY recommended to employ ONLY <u>qualified system engineers</u> 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/au/support-au/channel-partners-au/

Installation

The **MBS Update (01 April 2015)** must be run on the RXSQL Server machine, i.e. the machine where Microsoft SQL Server 2000 (or MSDE 2000) 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 http://www.medtechglobal.com/global/.

2. Select **Region**: **Australia** from the Region dropdown list on the top right corner of the screen.
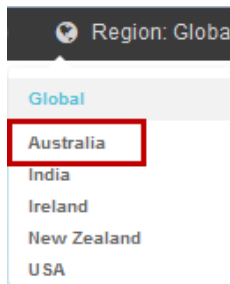
The Australia Home Page will be displayed.

3. Select from the top menu, **Support ► Rx Downloads ► Rx Third Party Database Updates**. The Rx Third Party Database Updates page will be displayed.
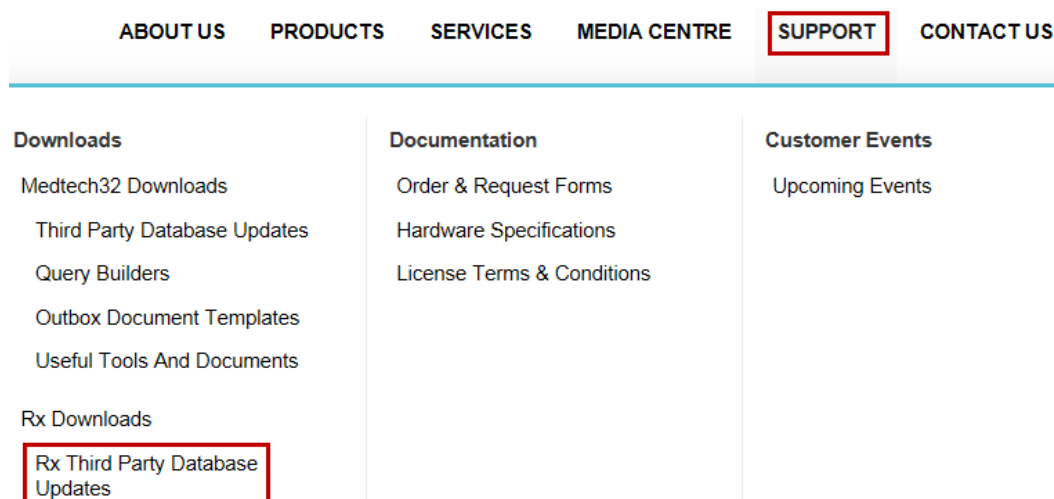
4. Here you will find four sections:

- **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 Version 4.5x to 5.x Updates** section, click on the link **01 April 2015 MBS Update** and download the MBS 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, then click on the **Next** button.
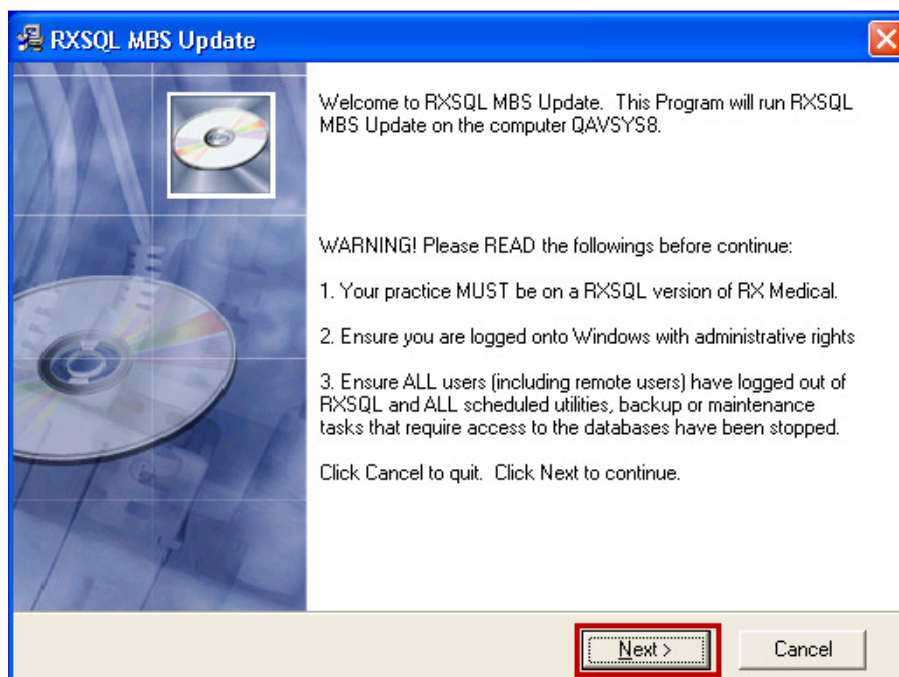
10. The Select Installation Folder screen will be displayed. By default, the **Installation Folder** is set to **C:\Program Files\RXSQL**. If RXSQL is installed on a different path, you MUST click on the **Browse** Button to manually select the correct **Installation Folder** where RXSQL is installed. Click on the **Next** button to continue.
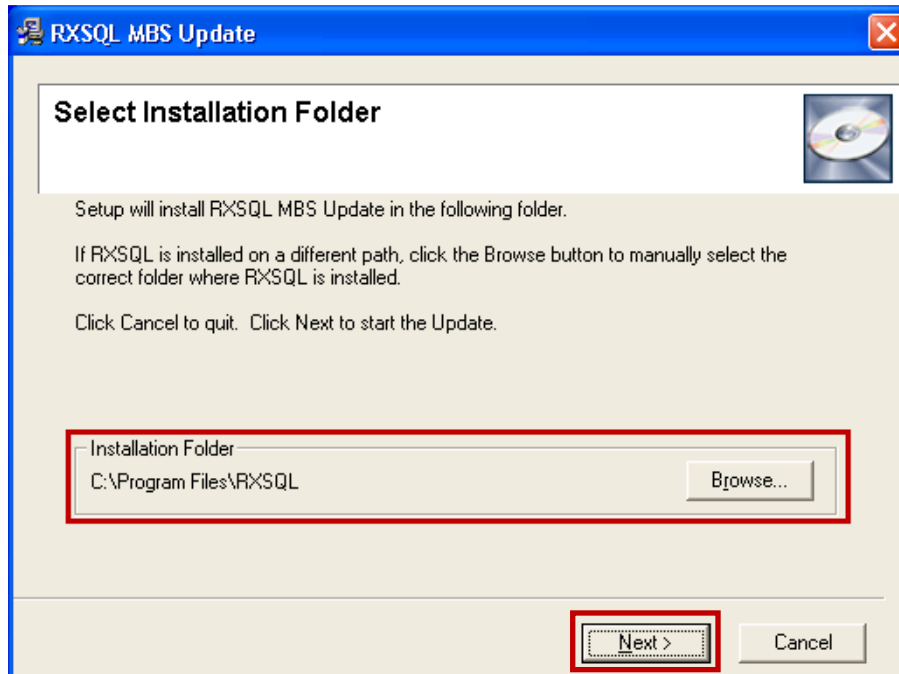
> **NOTE:** If you are uncertain where RXSQL is installed, please contact your IT technician or service provider who has performed the RXSQL installation and/or upgrade.

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

> **NOTE:** This password **is not** case sensitive. 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**, and then click on the **OK** button to start the Update. The MBS Update utility will begin to run.
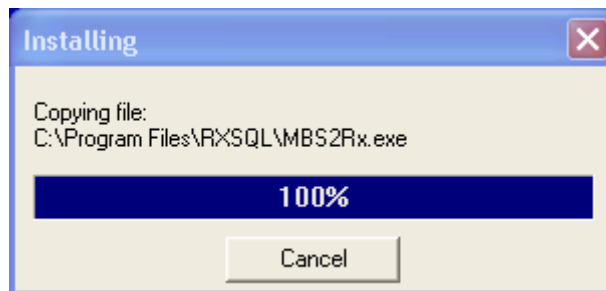
13. The **RXSQL MBS Update** screen will be displayed. By default, the correct Import Directory has already been selected automatically on the left hand side on the screen.
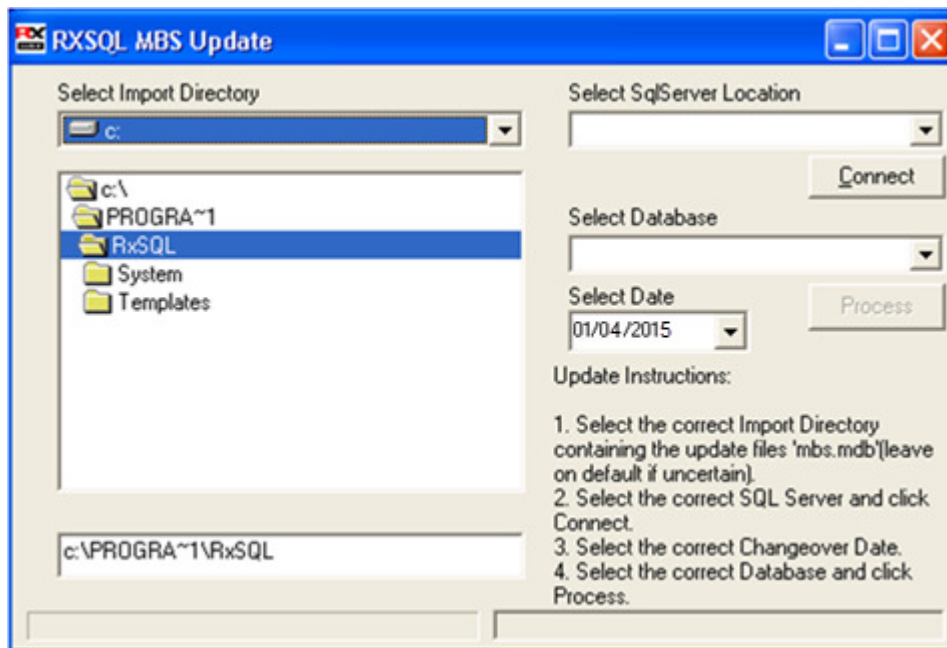
14. From the Select SQL Server Location dropdown list, select the correct SQL Server instance. By default, this should be (local) if SQL Server 2000 or MSDE 2000 is installed.
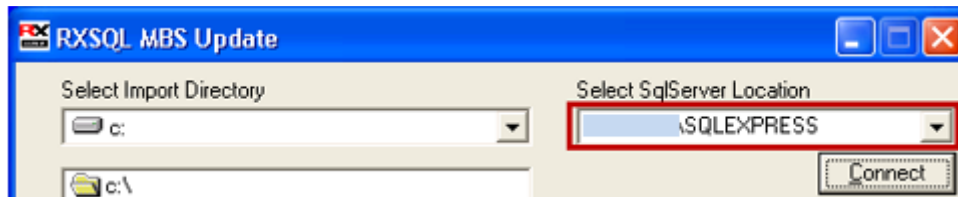
If **(local)** is not in the dropdown list, you can manually type in **(local)**.

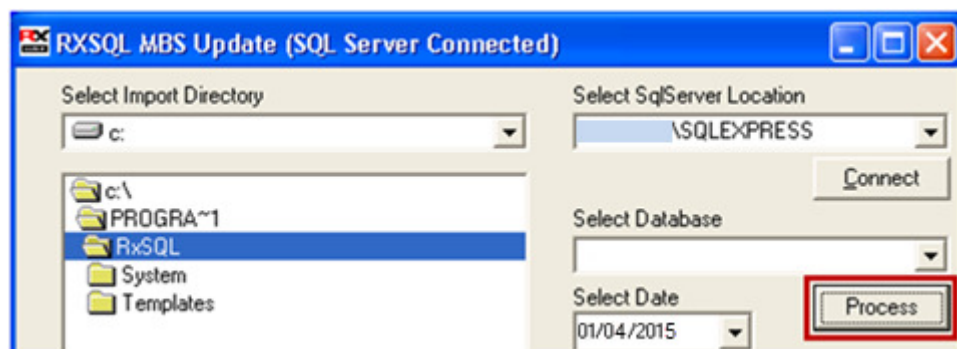**IMPORTANT:** You must include the brackets when typing.

15. Click on the Connect button to connect to the selected SQL Server.
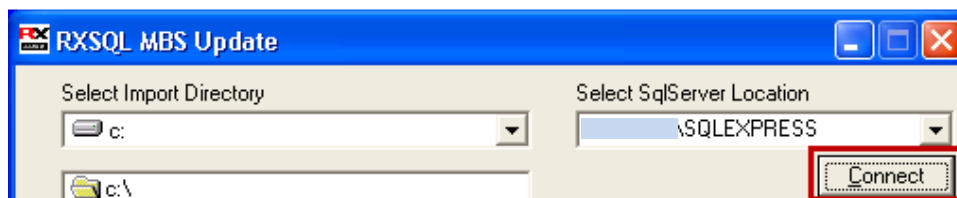
The status bar at the bottom will show the **Loading Databases** progress:

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

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.

16. From the **Select Database** dropdown list, select the correct database. By default, this should be RXSQL.
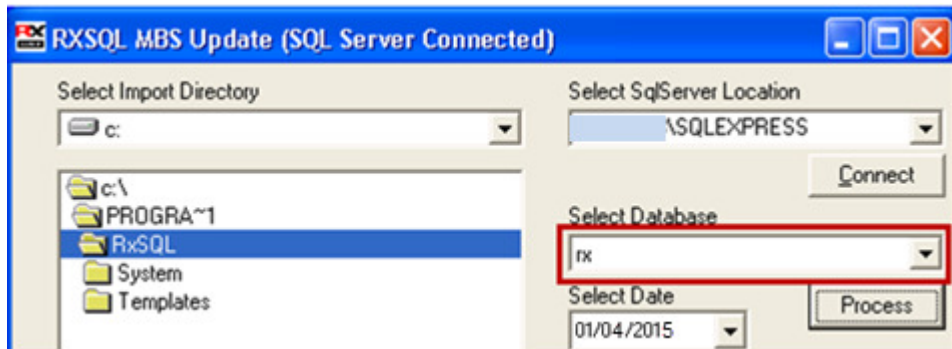
17. By default, the correct changeover date **01/04/2015** has already been selected in the **Select Date** dropdown box. If this is incorrect, you can manually select the correct date from the dropdown calendar to ensure that the date entered is **01/04/2015**.
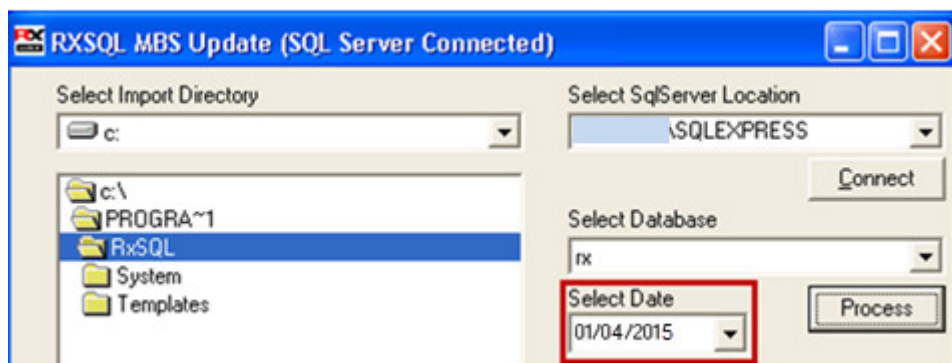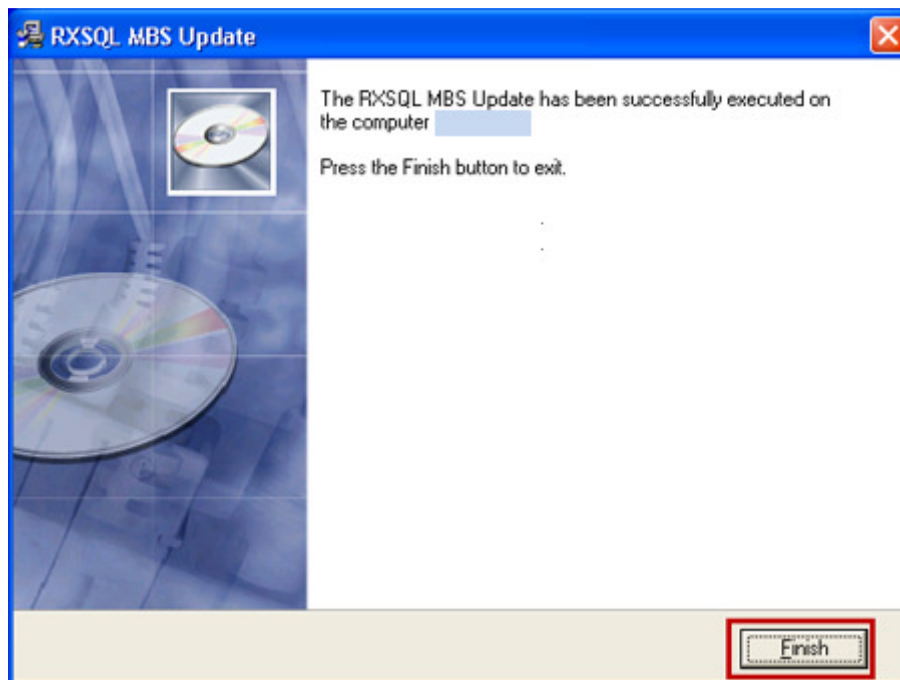

18. Click on the **Process** button to start the MBS Update process.
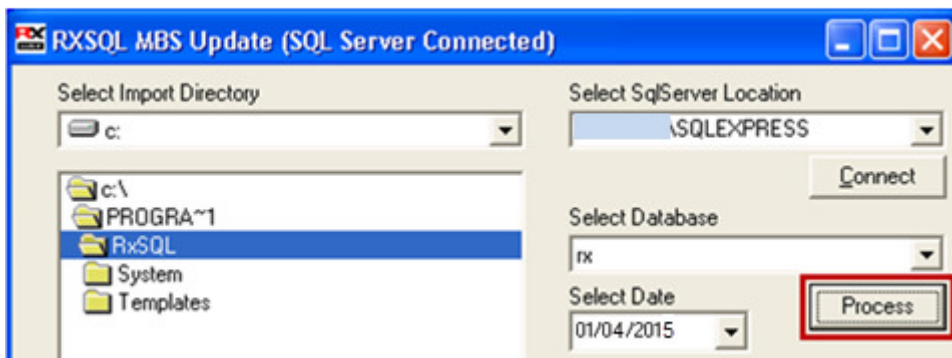
The status bar at the bottom will show the **Upgrading MBS Database** progress:

19. Once the Update has completed, the **Update Complete** dialogue box will be displayed. Click on the **Finish** button to exit the Update.


IMPORTANT NOTE

If the **Upgrading MBS Database** process finishes immediately, the **MBS Update** may not have completed successfully**.** If this happens, please contact the **Medtech Helpdesk** on **1300 362 333 ▶ Option 1** for assistance.

Update MBS Items

The following **Update MBS 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 to apply the **Update of the MBS** Items, i.e. select the correct **ODBC Name** from the RX Medical Logon Screen. By default, this should be **RXSQL**.

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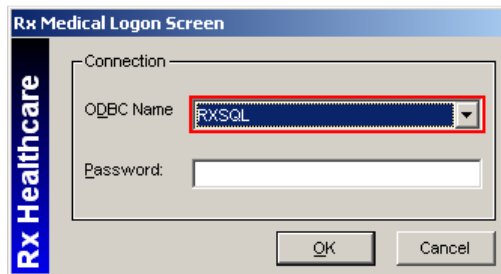
2. Select from the Menu, **Utilities ► Items**, the Item Details screen will be displayed. Then click on the tab **Update**.

3. Tick the checkbox **Update Items from MBS Database** and then click on the **Apply** button.

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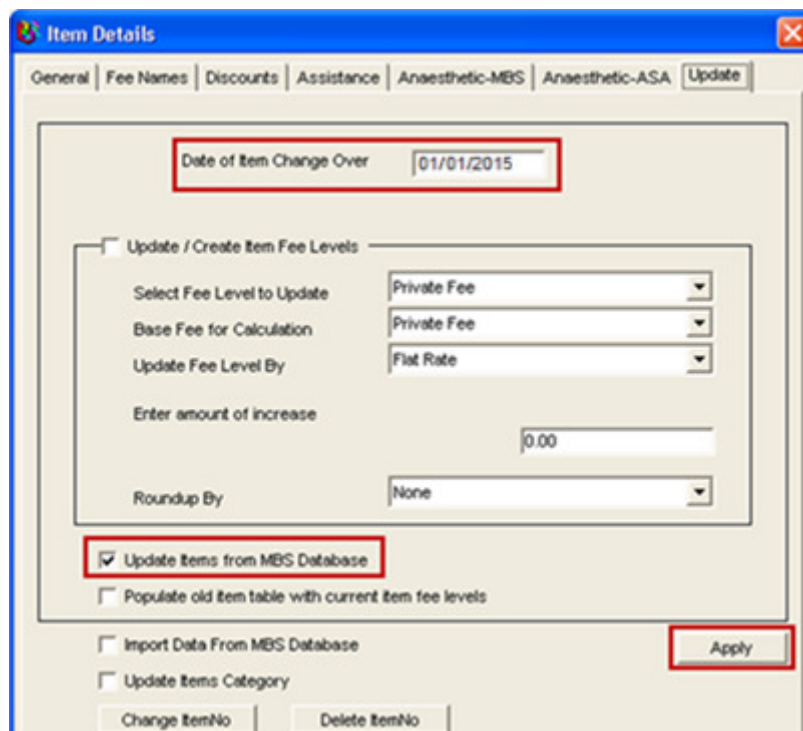
4. The Update Items from MBS Database dialogue box will be displayed. Click on the **Yes** button to start the Update.
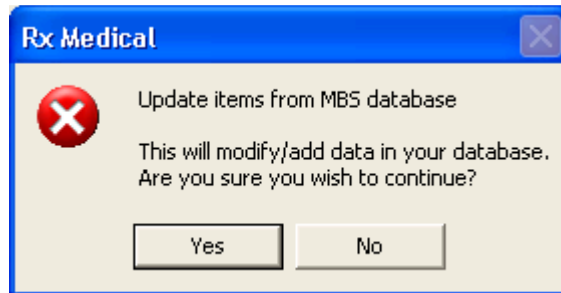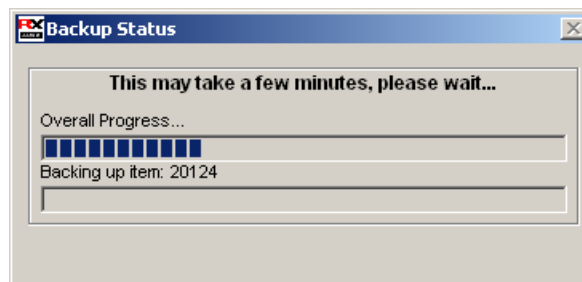
5. The **Enter Changeover Date** dialogue box will be displayed. Enter the date **01/04/2015** in the bottom field, then click on the **OK** button.
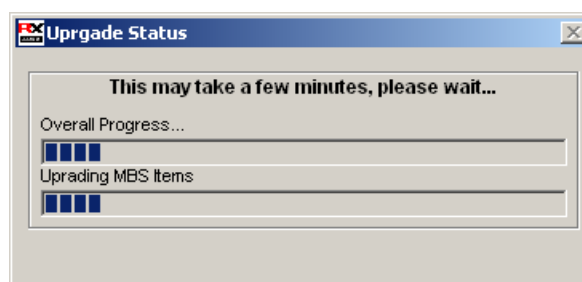
   **NOTE:** The date MUST be typed in the format dd/mm/yyyy.
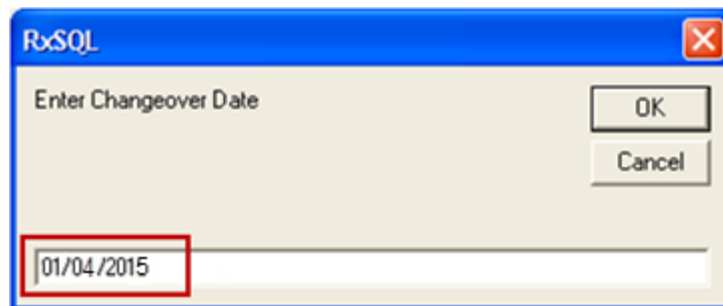
6. The **Backup Status** screen will be displayed showing the backup progress. This will populate old items with current item fee levels.

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

8. Once the Upgrade process has completed, the following dialogue box will be displayed. Click on the **OK** button to complete the Update.
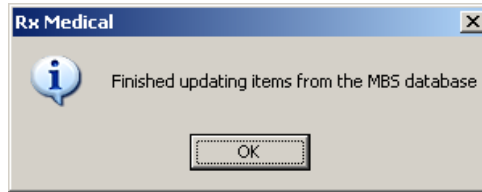
9. The Date of Item Change Over will now show **01/04/2015** at the top of the **Item Details ➔ Update** tab. Click on the **OK** button at the bottom right of the screen to close the window. You have successfully applied the MBS Update to your RXSQL database.
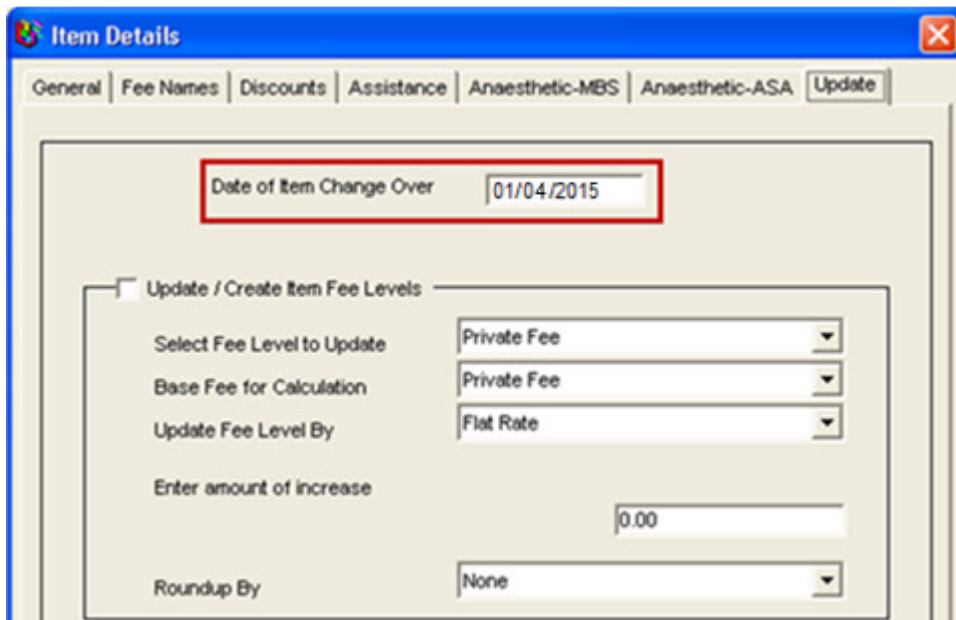
HINT: You can print out the updated Item List which will show the new MBS fees for Schedule, 85% (Rebate), and 75% (In-Hospital) fee scales:

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 ➔ Option 1,** or email support@medtechglobal.com.