



Rx Medical
Version 6.12 Build 99 Release

Installation Checklist



IMPORTANT NOTE

WARNING: This checklist contains **MANDATORY** pre-requisites which **MUST BE COMPLIED WITH** prior to installing Rx Medical Version 6.12 Build 99. The consequences of not meeting these pre-requisite requirements could possibly lead to application malfunction and data corruption, and as a result – data loss and system downtime.






Please ensure this checklist is circulated amongst all your internal IT staff or external IT service provider, and ensure the IT technician(s) responsible for the installation submit the completed checklist to the practice manager.


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For further information on this release, or any other queries regarding the **Rx Medical Version 6.12 Build 99 Release**, please contact the **Medtech Helpdesk** on **1300 362 333**, or email support@medtechglobal.com.

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Server Installation Checklist

Server Pre-requisite Checklist	Tick	Date / Time	Action By	Time Spent
 <p>Has the minimum version and build (Version 6.0.54 or Version 6.10.92 or Version 6.11.94) requirements been met?</p> <p>This can be checked by logging onto Rx Medical and selecting <i>Help ► About Rx Medical</i>.</p>				
 <p>Have you <u>READ THROUGH</u> the document "<i>Rx Medical Technical Release Notes – Version 6.12 Build 99?</i>"</p> <p>See: http://www.medtechglobal.com/au/support-au/rx-practice-management-downloads-au/</p> <p>This document contains valuable information that, if not read, could seriously affect the upgrade process and possible downtime of your network.</p>				
 <p>Have you logged on to with Windows <u>ADMINISTRATIVE RIGHTS?</u></p>				
 <p>Have you <u>DISABLED</u> "User Account Control" (UAC) policy across <u>ALL</u> Server and Client computers that are running on <u>Windows Vista or Windows 7 or Windows 2008 or Windows 2008 R2?</u></p>				
 <p>To avoid unnecessary problems during installation, upgrade, or maintenance, you must <u>ALWAYS</u> log onto Windows in "Console Mode" – i.e. not through Remote Desktop or Citrix, but via alternative means that allows remote connection to the Console such as VNC, TeamViewer, etc.</p>				

Server Pre-requisite Checklist (cont'd)	Tick	Date/ Time	Action By	Time Spent
 <p>Have you completed a backup of the RxSQL database located in the following directory?</p> <p>32 bit - \Program Files\Microsoft SQL Server\MSSQL10_50.RXSQL\MSSQL\DATA</p> <p>64 bit - \Program Files(x86)\Microsoft SQL Server\MSSQL10_50.RXSQL\MSSQL\DATA</p>				
 <p>Has a complete Backup of the entire contents of the RxSQL Folder been completed – in case of the need to 'Roll Back?'</p>				
 <p>Have completed a SUCCESSFUL Database Maintenance (i.e. SQL Server Backup and Restore) on <u>ALL</u> databases?</p> <p>The amount of free hard disk space required to perform the backup and maintenance on the SQL Server should be at least THREE times the size of ALL databases you will be working with.</p>				
 <p>Have ALL Users LOGGED OUT of Rx Medical on <u>ALL</u> Server(s) and Clients – including remote users and idle users in Remote Desktop or Citrix sessions?</p>				
 <p>ALL Services that require access to the databases have been <u>STOPPED</u>?</p> <p>e.g. Medtech Services (for ManageMyHealth SMS and Portal), Medtech Data Transfer Service (for RxSQL Clinical Link), etc.</p>				
 <p>ALL Applications that require access to the database have been <u>STOPPED</u>?</p> <p>e.g. MedtechGlobalHIService (i.e. CDA Bridge), NeHTA services etc.</p>				
 <p>ALL Scheduled Tasks that require access to the databases have been <u>STOPPED</u>?</p> <p>e.g. Scheduled Backups, File copies etc.</p>				
 <p>ALL Routine Backup and Maintenance Tasks that require access to the databases have been <u>STOPPED</u>?</p> <p>e.g. Database File Backup, etc.</p>				

Server Installation Checklist	Tick	Date /Time	Action By	Time Spent
1. Install the Rx Medical VERSION 6.12 Build 99 Update on the Server by following the step by step instructions in the document " <i>Rx Medical Technical Release Notes - Version 6.12 Build 99</i> ". This document can also be downloaded from the Medtech Support web site: http://www.medtechglobal.com/au/support-au/rx-practice-management-downloads-au/				
Server Installation Completed				
2. Restart ALL Services that have been <u>STOPPED</u> prior to the installation – e.g. Medtech Services (for ManageMyHealth SMS and Portal), Medtech Data Transfer Service (for RxSQL Clinical Link), etc.				
3. Restart ALL Applications that have been <u>STOPPED</u> prior to the installation – e.g. MedtechGlobalHIService (i.e. CDA Bridge), NeHTA services etc.				
4. Resume ALL Scheduled Tasks that have been <u>STOPPED</u> prior to the installation – e.g. Scheduled Backups, File copies etc.				
5. Resume ALL Routine Backup and Maintenance Tasks that have been <u>STOPPED</u> prior to the installation – e.g. Database File Backup, etc.				
6. Ensure you can <u>SUCCESSFULLY</u> logon to the Rx Medical application from the RxSQL Server <u>WITHOUT ANY ERRORS.</u> It is also recommended to briefly test the key features within Rx Medical to ensure you can view future appointments (Utilities → Appointments), patient accounts records (on the Enquiries tab), etc.				

Client Pre- and Post-Installation Checklist

Client Pre-requisite Checklist	Tick	Date/Time	By	Time Spent
1. Ensure ALL Users have <u>LOGGED OUT</u> of Rx Medical on <u>ALL</u> Clients – including remote users and idle users in Remote Desktop or Citrix sessions.				

Client Installation Checklist	Tick	Date /Time	Action By	Time Spent
1. Install Rx Medical VERSION 6.12 Build 99 Update on the Client by following the step by step instructions in the document " <u>Rx Medical Technical Release Notes - Version 6.12 Build 99</u> ". This document can also be downloaded from the Medtech Support web site: http://www.medtechglobal.com/au/support-au/rx-practice-management-downloads-au/				

Client Post-requisite Checklist	Tick	Date /Time	Action By	Time Spent
1. Ensure you can <u>SUCCESSFULLY</u> logon to the Rx Medical application from <u>EACH TYPE</u> of Clients WITHOUT ANY ERRORS . Including standard client workstations (i.e. fat clients), and connections via Remote Desktop or Citrix sessions (i.e. thin clients).				

Medicare Online Checklist

Client Installation Checklist	Completed Date/Time	Completed By	Time Spent
Check for updates on our website, if this is required.	–	–	–

MedtechGlobalHIServices Checklist

MedtechGlobalHIServices	Tick	Date/Time	By	Time Spent
1. Install the latest MedtechGlobalHIService (CDA Bridge) installer on the Server by following step by step instructions in the document <u>Rx Medical V6.12 Build 99 – MedtechGlobalHIService</u> . This document can also be downloaded from the Medtech Support web site: http://www.medtechglobal.com/au/support-au/rx-practice-management-downloads-au/				

Rx-Medtech32 Clinical Link Checklist

Clinical Link Component Pre-requisite Checklist	Tick	Date/Time	By	Time Spent
1. Ensure the minimum Medtech32 version and build (Version 8.0.0) requirements are met, before installing Rx-MT32 Clinical Link (if applicable to your Practice)				
2. Prior to installing the Rx-Medtech32 Clinical Link component, ensure the minimum Rx Medical version and build (Version 6.0.54 or above) requirements are met.				

Clinical Link + NEHTA Compatibility Pre-requisite Checklist	Tick	Date/Time	By	Time Spent
1. Ensure the minimum Medtech32 version and build (Version 9.1.2 Build 3915) requirements have been met, before installing Rx-MT32 Clinical Link?				
2. To install the Rx-Medtech32 Clinical Link with NEHTA Compatibility, ensure the minimum Rx Medical version and build (Version 6.6.80) requirements have been met.				

Clinical Link + NEHTA + PCEHR Compatibility Pre-requisite Checklist	Tick	Date/Time	By	Time Spent
1. Ensure the minimum Medtech32 version and build (Version 9.1.4 Build 4071) requirements have been met, before installing Rx-MT32 Clinical Link.				
2. To install the Rx-Medtech32 Clinical Link with NEHTA & PCEHR Compatibility, ensure the minimum Rx Medical version and build (Version 6.12.99) requirements have been met.				