

Installation Checklist Medtech Evolution

Version 10.0.1 Build 5031
(June 2016)



This document contains important information for Medtech Evolution users. Please ensure that it is circulated amongst all relevant staff. We suggest that it is filed safely for future reference.

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Introduction

Ensure the Site Audit form has been completed before going through the Installation Checklist.

Server Installation Checklist

Server Prerequisite Checklist	Tick	Date/Time	Action By	Time Spent
<p>!!! WARNING !!!</p> <p>Has sufficient down time been set aside for the upgrade to Medtech Evolution?</p>	<input type="checkbox"/>			
<p>Has the minimum version requirements been met to install Medtech Evolution 10.0.1 B5031? (<u>The minimum version required to install Medtech Evolution is Medtech32 9.3.1 B4711</u>)</p> <p>To check your current version of Medtech32, please log onto Medtech32 and selecting <i>Help ► About Medtech32</i>.</p>	<input type="checkbox"/>			
<p>Have you read the release documents on the Medtech Evolution DVD? These documents contain valuable information that, if not read, could seriously affect the upgrade process and possible downtime of your network.</p>	<input type="checkbox"/>			
<p>Are all your Servers across all sites (including Medtech Application Server, InterBase Database Server, and Citrix/Terminal Servers) running on either of the following Windows Server versions supported by Evolution Version 10.0.1?</p> <ul style="list-style-type: none"> • Windows Server 2008 Foundation/Standard/Enterprise • Windows Small Business Server 2008 Standard/Premium • Windows Essential Business Server 2008 Standard/Premium • Windows Server 2008 R2 Foundation/Standard/Enterprise (64-bit) • Windows Small Business Server 2011 Essentials/Standard/Premium (64-bit) • Windows Server 2012 Foundation/Essentials/Standard (64-bit) • Windows Server 2012 R2 Foundation/Essentials /Standard (64-bit) 	<input type="checkbox"/>			

Server Prerequisite Checklist	Tick	Date/Time	Action By	Time Spent
<p>If Citrix XenApp is currently used for connecting to the Medtech Application Server, are all your Citrix Servers across all sites running on either the following Citrix XenApp versions supported by Evolution Version 10.0.1?</p> <ul style="list-style-type: none"> • Windows Server 2008 with Citrix XenApp 5.0 or above • Windows Server 2008 R2 with Citrix XenApp 6.0 or above • Windows Server 2012 with Citrix XenApp 7.0 or above • Windows Server 2012 R2 with Citrix XenApp 7.0 or above 	<input type="checkbox"/>			
<p>System Requirements for Medtech Evolution Version 10.0.1 – due to the upgrade of the underlying development platform to support the latest system environment, please be aware that the Minimum and Recommended Systems Requirements for Medtech Evolution are not the same as Medtech32.</p> <p>Please always refer to the latest System Requirement Specifications document for Medtech Evolution on the Medtech website, and contact your IT System Administrator or IT Service Provider to ensure your system environment meets the Recommended System Requirements.</p>	<input type="checkbox"/>			
<p>Please make sure that only Acrobat Reader version 11.0.10.32 is installed on the server. If the version of Adobe does not match, please uninstall it. The Medtech Evolution installer will automatically install the correct version of Adobe. Note: this includes uninstalling Acrobat DC.</p>	<input type="checkbox"/>			
<p>To avoid unnecessary problems during installation, upgrade or maintenance, preferably 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>	<input type="checkbox"/>			

Server Prerequisite Checklist	Tick	Date/Time	Action By	Time Spent
<p>If the Medtech/InterBase Server is also serving as Microsoft Remote Desktop Services (formerly Terminal Services) and/or Citrix XenApp (formerly Presentation Server), ensure it is switched to <u>INSTALL MODE</u>. (REMEMBER to change back to <u>EXECUTABLE MODE</u> after the installation is complete.)</p>	<input type="checkbox"/>			
<p>Have <u>ALL</u> Briefcasing Laptops with <u>OUTSTANDING</u> Briefcased data all been <u>CHECKED-IN</u> prior to running the update on the Server?</p>	<input type="checkbox"/>			
<p>Have you completed a backup of the MT32 directory, and ALL databases located in the MT32\Data directory?</p> <p><u>Prior to</u> backing up (including copy or paste or move or rename) <u>ANY</u> database file, it is important that <u>InterBase Guardian and Server</u> have been <u>STOPPED</u> in order to avoid corruptions. Once the backup has been completed, InterBase Guardian and Server must be restarted. For detailed instructions, please refer to the following document on the Medtech Evolution DVD:</p> <p>Medtech Evolution Backup and Maintenance Guidelines.pdf</p>	<input type="checkbox"/>			
<p>Have ALL Users LOGGED <u>OUT</u> of Medtech32 on <u>ALL</u> Server(s) and Clients – including remote users and any idle users in Remote Desktop or Citrix sessions?</p>	<input type="checkbox"/>			
<p>Have ALL Services that require access to the databases been <u>STOPPED</u>?</p> <ul style="list-style-type: none"> • Medtech Services (for ManageMyHealth™, SMS and Portal) • Medtech Data Transfer Service (for RxSQL Clinical Link) • eRx Services • MediSecure Services • Medtech integration Service • Medtech Fax Services 	<input type="checkbox"/>			
<p>Have ALL Applications that require access to the databases been <u>STOPPED</u>?</p> <ul style="list-style-type: none"> • MedtechGlobalHIService (for NEHTA HI Service, SMD, PCEHR) • eClinic SMSC Desktop • Pen Clinical Audit Tool • Other Custom/Third Party Applications and Reporting Utilities not supplied by Medtech, etc. 	<input type="checkbox"/>			

Server Prerequisite Checklist	Tick	Date/Time	Action By	Time Spent
Have ALL Scheduled Tasks that require access to the databases been <u>STOPPED</u> ? E.g. Message Transfer Utility, Auto Scan from Folder, NPS RADAR Update/Submit, etc.	<input type="checkbox"/>			
Have ALL Routine Backup and Maintenance Tasks that require access to the databases been <u>STOPPED</u> ? E.g. Daily Database File Backup, Daily InterBase Database Sweep, Monthly InterBase Backup and Restore, etc.	<input type="checkbox"/>			

Server Installation Checklist	Tick	Date/Time	Action By	Time Spent
Final confirmation that <u>ALL</u> Briefcase Laptops with OUTSTANDING Briefcased data been CHECKED-IN prior to running the update on the Server?	<input type="checkbox"/>			
Upgrade from InterBase 2009 to XE3 or InterBase XE to XE3. This process includes full database maintenance which must be completed successfully during the InterBase upgrade For detailed instructions, please refer to the relevant document on the Medtech Evolution DVD: <u>InterBase XE – XE3 – Upgrade Instructions.pdf.</u> OR <u>InterBase 2009 – XE3 Upgrade Instructions.pdf</u>	<input type="checkbox"/>			

Server Installation Checklist	Tick	Date/Time	Action By	Time Spent
<p>Install Medtech Evolution Please refer to the step-by-step document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution - Information for Release and Installation - V10 0 1 B5031.pdf</u> under the heading 'Medtech Evolution Server Installation'</p>	<input type="checkbox"/>			
<p>Reinstalling add-on components post-Medtech Evolution server installation Please note, only reinstall the add-on's if the practise currently use the add-on's listed below</p>	Tick	Date /Time	Action By	Time Spent
<p>Reinstall MedtechGlobalHIService Please uninstall MedtechGlobalHIService through control panel. Please refer page 39 of Medtech Evolution - Information for Release and Installation - V10 0 1.pdf Please note that if you are already running the earlier CDA Bridge (MedtechGlobalHIService), then you must reinstall MedtechGlobalHIService so that the correct version matches Medtech Evolution 10.0.1. The correct version of MedtechGlobalHIService is located on the Medtech Evolution DVD. The step-by-step document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution Release Notes – MedtechGlobalHIService.pdf</u></p> <p>Note: For any new installations of the MedtechGlobalHIService, please also refer to the document <u>Medtech Evolution Release Notes – MedtechGlobalHIService.pdf</u> under the heading 'New MedtechGlobalHIService Installer' It is also recommended to briefly test the key features within Medtech Evolution to ensure HIService is working:</p> <ul style="list-style-type: none"> • Check if you are able to validate IHI for a patient • Check PCEHR status for the patient 	<input type="checkbox"/>			

Server Installation Checklist	Tick	Date/Time	Action By	Time Spent
<p><i>Reinstalling MediSecure</i> Please uninstall MediSecure adapter. Please refer page 39 of Medtech Evolution - Information for Release and Installation - V10 0 1.pdf</p> <p>To install or reinstall MediSecure adapter please contact MediSecure on 1800 472 747. The latest MediSecure adapter is needed to work with Medtech Evolution. Generally, MediSecure will also perform the configuration in Medtech Evolution during the time of install. For more information about the configuration, please refer to the document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution - MediSecure e-Prescription Release Notes.pdf</u></p> <p>It is also recommended to briefly test the key features within Medtech Evolution to ensure MediSecure is working:</p> <ul style="list-style-type: none"> • Try sending a medication to MediSecure and printing the same. The barcode should be printed on the script 	<input type="checkbox"/>			
<p><i>Reinstalling PenCAT</i> Please uninstall PenCAT. Please refer page 39 of Medtech Evolution - Information for Release and Installation - V10 0 1.pdf</p> <p>Please note that if you are already running the earlier version of PenCAT, then you must reinstall PenCAT so that the correct version matches Medtech Evolution 10.0.1.5031</p>	<input type="checkbox"/>			
<p><i>PenCAT Post-installation</i> Ensure Screening Mapping has been redone post-installation of Medtech Evolution. Please refer to the document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution Release Notes - 10 0 1 B5031 MT2PenCAT.pdf</u></p> <p>It is also recommended to briefly test the key features within Medtech Evolution to ensure PenCAT is working:</p> <ul style="list-style-type: none"> • Screening Term Mapping and Extraction is done without any errors 	<input type="checkbox"/>			

Server Installation Checklist	Tick	Date/Time	Action By	Time Spent
<p><i>Reinstalling Medtech Fax</i> Please uninstall Medtech Fax Service. Please refer page 39 of Medtech Evolution - Information for Release and Installation - V10 0 1.pdf</p> <p>A new version of Medtech Fax Service needs to be installed as there are new components in Medtech Evolution. Please refer to the document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution Release Notes - Fax Service.pdf</u></p> <p>It is also recommended to briefly test the key features within Medtech Evolution to ensure the Fax Service is working:</p> <ul style="list-style-type: none"> • Try to send a document through fax 	<input type="checkbox"/>			

Server Postrequisite Checklist	Tick	Date/Time	Action By	Time Spent
<p>If the Medtech/InterBase Server is also serving as Microsoft Remote Desktop Services (Formerly Terminal Services) and/or Citrix XenApp (formerly Presentation Server), ensure it is switched back to <u>EXECUTE MODE</u>.</p>	<input type="checkbox"/>			
<p>Restart ALL Services that have been <u>STOPPED</u> prior to the installation; e.g.:</p> <ul style="list-style-type: none"> • Medtech Services (for ManageMyHealth SMS and Portal) • Medtech Data Transfer Service (for RxSQL Clinical Link) • eRx Services • MediSecure Services • Medtech integration Service Fax service etc. • Medtech Fax Services 	<input type="checkbox"/>			
<p>Restart ALL Applications that have been <u>STOPPED</u> prior to the installation; e.g.:</p> <ul style="list-style-type: none"> • MedtechGlobalHIService (for NEHTA HI Service, SMD, PCEHR) • eClinic SMSC Desktop • Pen Clinical Audit Tool • Other Custom/Third Party Applications and Reporting Utilities not supplied by Medtech, etc. 	<input type="checkbox"/>			

Server Postrequisite Checklist	Tick	Date/Time	Action By	Time Spent
<p>Resume ALL Scheduled Tasks that have been <u>STOPPED</u> prior to the installation; e.g. Message Transfer Utility, Auto Scan from Folder, NPS RADAR Update/Submit, etc.</p> <p>IMPORTANT: If you are using Windows task schedule to run these task, they must be edited to point to the new path. E.g. if there is a schedule task to import scanned documents, the original path for MT32 scanning.exe would be: C:\MT32\Bin\scanning.exe</p> <p>64-bit Installation: The new path after installing Medtech Evolution (64-bit) is: C:\ProgramFiles\MedtechAUEvolution\Bin\scanning.exe</p> <p>For Message Transfer Utility the old path is: C:\MT32\Bin\Tools\MsgTran.exe The new path is: C:\ProgramFiles\MedtechAUEvolution\Bin\Tools\MsgTran.exe</p> <p>For NPS the old path is: C:\MT32\Bin\Tools\NPSRadar.exe The new path is: C:\ProgramFiles\MedtechAUEvolution\Bin\Tools\NPSRadar.exe</p> <p>32-bit Installation: The new path after installing Medtech Evolution is: C:\ProgramFiles(x86)\MedtechAUEvolution\Bin\scanning.exe</p> <p>For Message Transfer Utility the old path is: C:\MT32\Bin\Tools\MsgTran.exe The new path is: C:\Program Files (x86)\MedtechAUEvolution\Bin\Tools\MsgTran.exe</p> <p>For NPS the old path is: C:\MT32\Bin\Tools\NPSRadar.exe The new path is: C:\ProgramFiles(x86)\MedtechAUEvolution\Bin\Tools\NPSRadar.exe</p>	<input type="checkbox"/>			

Server Postrequisite Checklist	Tick	Date/Time	Action By	Time Spent
All schedule task that run an exe within Medtech Evolution need to be changed to the new file location.	<input type="checkbox"/>			
<p>Resume ALL Routine Backup and Maintenance Tasks that have been <u>STOPPED</u> prior to the installation; e.g.:</p> <ul style="list-style-type: none"> • Daily Database File Backup. • Daily InterBase Database Sweep. • Monthly InterBase Backup and Restore etc. <p>IMPORTANT: Please double check all batch files used to Backup/Restore and Maintain Medtech Evolution's databases. If you are coming from an older version of InterBase and have installed InterBase XE3, the file location of the GBAK.exe has changed to: C:\ProgramFiles\Embarcadero\InterBase\bin\gbak.exe</p>	<input type="checkbox"/>			
Ensure you can <u>SUCCESSFULLY</u> logon to the Medtech Evolution application from the Medtech Server <u>WITHOUT ANY ERRORS.</u>	<input type="checkbox"/>			

Server Postrequisite Checklist	Tick	Date/Time	Action By	Time Spent
<p>IMPORTANT: The following folders will not be moved automatically from MT32 to Evolution post-installation:</p> <ul style="list-style-type: none"> • User Reports in Report manager (MT32\Spool) • Drug and Patient information leaflets (MT32\Bin\Help) • Medicare online certificate store (MT32\bin\Tools\HICOnline\hic.psi) • Health Assessment screening and mapping (MT32\bin\hascrmap.INI) • User created folders within the MT32\bin\<folder> • User created dictionary files *.cfg *.udt files in the MT32\bin\Spell • If HIC.psi exists in Bin\Tools\HICOnline folder, the installer moves this as part of upgrade, if not exists, it has to be moved manually • eWMC files • PCEHR Log Files in the Bin Folder • eRx and MediSecure Log Files in the Bin Folder <p>These folders and files must be moved to the new location by coping and pasting it from the MT32 backup folder to the Medtech Evolution folder located in the default location 'C:\Program Files\ MedtechAUEvolution' for 64-bit and 'C:\Program Files (x86) \MedtechAUEvolution' for 32-bit. It is also recommended to briefly test the key features within Medtech Evolution to ensure you can view:</p> <ul style="list-style-type: none"> • Future appointments (press F7) • Patient clinical records (press F6) • Patient accounts records (Press Shift + F9) • Medicare claiming records (press Ctrl + B), etc. 	<input type="checkbox"/>			

Server Postrequisite Checklist	Tick	Date/Time	Action By	Time Spent
<p>Information: Registry key value has changed to HKLM\Software\MTAU Evolution If they have any customised reports, utility etc. that accesses the MT32 database please be aware of the following changes;</p> <ul style="list-style-type: none"> • Windows Registry for HKLM has been moved to: <ul style="list-style-type: none"> ○ HKLM\Software\Wow6432Node\MTAU Evolution • Window Registry for HKCU has been moved to: <ul style="list-style-type: none"> ○ C:\Users\<username>\AppData\Local\Medtech\Medtech_Config.ini</username> • MT32.ini has been moved to: <ul style="list-style-type: none"> ○ C:\Program Files\MedtechAUEvolution\Bin\MTAUEVO.INI for 64-bit and 'C:\Program File (x86)\MedtechAUEvolution\Bin\MTAUEVO.INI' for 32-bit. 	<input type="checkbox"/>			

Client Installation Checklist

Client Pre-Installation Checklist	Tick	Date/Time	Action by	Time Spent
Ensure ALL Users have <u>LOGGED OUT</u> of Medtech Evolution on <u>ALL</u> Clients – including remote users and idle users in Remote Desktop or Citrix sessions.	<input type="checkbox"/>			
<p>Are all your Client Machines and Briefcase Laptops/Tablets across all sites running on either the following Windows Desktop versions supported by Medtech Evolution Version 10.0.1?</p> <ul style="list-style-type: none"> • Windows Vista Business/Ultimate/Enterprise (32-/64-bit) • Windows 7 Professional/Ultimate/Enterprise (32-/64-bit) • Windows 8 Pro/Enterprise (32-/64-bit) • Windows 10 Pro/Enterprise/Education (64-bit) 	<input type="checkbox"/>			
<p>Please make sure that only Acrobat Reader Version 11.0.10.32 is installed on the client. If the version of Adobe does not match then please uninstall it.</p> <p>The Medtech Evolution installer will automatically install the correct version of Adobe Reader.</p> <p>Please also uninstall Acrobat DC as required.</p>	<input type="checkbox"/>			

Client Installation Checklist	Tick	Date/Time	Action by	Time Spent
<p>Please uninstall Medtech32 client through the control panel</p> <p>Install Medtech Evolution Client Installation on a Client by following the step-by-step guide in the document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution - Information for Release and Installation - V10 0 1 B5031.pdf</u></p>	<input type="checkbox"/>			
<p>Medtech Evolution Client Installation.</p> <p>This document can also be downloaded from the Medtech Support website: http://www.medtechglobal.com/au/support/au/evolution-downloads-au/</p>	<input type="checkbox"/>			

Client Installation Checklist	Tick	Date/Time	Action by	Time Spent
<p>Reinstalling MAOL Client Please uninstall MAOL Client through the control panel.</p> <p>Install the Medtech Evolution Medicare Australia Online Client (MAOL) on ALL Client PCs that need to communicate to Medicare, DVA, NEHTA and ACIR by following the step-by-step guide in the document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution - Information for Release and Installation - V10 0 1 B5031.pdf.</u></p> <p>It is also recommended to briefly test the key features within Medtech Evolution to ensure you can view:</p> <ul style="list-style-type: none"> • Future appointments (press F7) • Patient clinical records (press F6) • Patient accounts records (press Shift + F9) • Medicare claiming records (press Ctrl + B), etc. 	<input type="checkbox"/>			

Client Post-Installation Checklist	Tick	Date/Time	Action By	Time Spent
<p>Ensure you can <u>SUCCESSFULLY</u> log on to the Medtech Evolution application from <u>EACH TYPE</u> of Client <u>WITHOUT ANY ERRORS</u>. This includes standard client workstations (i.e. fat clients, RDS/Citrix), and those who connect via Remote Desktop or Citrix sessions (i.e. thin clients).</p>	<input type="checkbox"/>			
<p>It is also recommended to briefly test the key features within Medtech Evolution in the LOCAL Briefcased Database on <u>EACH</u> Briefcase Laptop to ensure you can view:</p> <ul style="list-style-type: none"> • Future appointments (press F7) • Patient clinical records (press F6) • Patient accounts records (press Shift + F9) • Medicare claiming records (press Ctrl + B) • Any other functionality being used daily, etc. 	<input type="checkbox"/>			

Briefcase Installation Checklist

Briefcase Pre-Installation Checklist	Tick	Date/Time	Action By	Time Spent
<p>Ensure the minimum version and build requirements are met. Your Briefcase Laptops MUST be on Medtech32 Version 9.3.1 OR ABOVE to install this update. If you <u>ARE NOT</u> currently on this version or higher, please <u>DO NOT</u> continue.</p> <p>This can be checked by logging onto Medtech32 and selecting <i>Help ► About Medtech32</i>.</p>	<input type="checkbox"/>			
<p>Please refer to the Medtech Evolution pre-installation checklist and ensure all the relevant prerequisites are met.</p>	<input type="checkbox"/>			
<p>Ensure the person who will be performing the installation has READ THROUGH the document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution Release Notes Briefcasing.pdf</u> to ensure that all of the Briefcasing Laptops are configured correctly for connecting to the Medtech Evolution database.</p> <p>This document contains valuable information that if not read could seriously affect the upgrade process and possible downtime of your network.</p>	<input type="checkbox"/>			
<p>Ensure <u>ALL</u> Briefcase Laptops with OUTSTANDING Briefcased data are CHECKED-IN prior to running the update on the Briefcase Laptops.</p> <p>All Briefcase Laptops <u>MUST ALWAYS</u> be on the SAME Medtech Evolution Version and Build and SAME InterBase Version as the Main Medtech Evolution Server. Otherwise data corruptions, and thus data loss, might occur during check-ins.</p>	<input type="checkbox"/>			
<p>Disconnect the Briefcase Laptops from the Network.</p>	<input type="checkbox"/>			

Briefcase Pre-Installation Checklist	Tick	Date/Time	Action By	Time Spent
<p>Backup the existing <i>MT32.ini</i> configuration file on <u>EACH</u> Briefcase Laptop, which can be found under the "<u>\\MT32\Bin</u>" directory.</p> <p>Modify the <i>MT32.ini</i> configuration file by adding a leading Semicolon (;) to comment out the [IBx] section that points to <u>ANY Databases</u> on the Main Medtech Evolution Server; e.g. from [IB0] to; [IB0].</p>	<input type="checkbox"/>			
<p>Order the remaining [IBx] sections that point to <u>ANY LOCAL Databases</u> on the Briefcase Laptop in SEQUENTIAL ORDER, starting from [IB0], [IB1], [IB2] ... [IBn].</p>	<input type="checkbox"/>			

Briefcase Installation Checklist	Tick	Date/Time	Action By	Time Spent
<p>Install Server Version of Medtech Evolution on <u>EACH</u> Briefcase Laptop by following the step-by-step guide in the document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution - Information for Release and Installation - V10 0 1 B5031.pdf</u> under the heading Medtech Evolution Server Installation.</p> <p>Please note that the briefcase installation is a full installation of Medtech Evolution therefore it is a server installation</p> <p>For configuration of briefcasing, please refer to the document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution Release Notes - Briefcasing.pdf</u></p>	<input type="checkbox"/>			

Briefcase Post-Installation Checklist	Tick	Date/Time	Action By	Time Spent
<p>Reconnect the Briefcase Laptops to the Network.</p>	<input type="checkbox"/>			
<p>Refer to the following document on the Medtech Evolution DVD:</p> <p><u>Medtech Evolution Release Notes Briefcasing.pdf</u> to ensure that all of the Briefcasing Laptops are configured correctly for connecting to the Medtech Evolution database.</p> <p>Note: Based on the changes made in the MT32.ini in the Briefcase pre-installation section, you will now need to revert the changes in the new 'C:\Program Files\MedtechAUEvolution\Bin\MTAUEVO.INI' to ensure that the order of the [IBx] sections that point to <u>ANY LOCAL Databases</u> on the Briefcase Laptop are in SEQUENTIAL ORDER, stating from [IB0], [IB1], [IB2] ... [IBn].</p>	<input type="checkbox"/>			
<p>Once you have <u>SUCCESSFULLY</u> updated the Briefcase Laptops to the <u>SAME Medtech Evolution Version and Build</u> as the Main Medtech Server, you MUST then perform a COMPLETE CHECK-OUT on <u>EACH</u> Briefcase Laptop.</p>	<input type="checkbox"/>			
<p>All Briefcase Laptops MUST ALWAYS be on the <u>SAME Medtech Evolution Version and Build</u> and <u>SAME InterBase Version</u> as the Main Medtech Server. Otherwise data corruptions, and data loss, might occur during check-outs.</p>	<input type="checkbox"/>			
<p>Ensure you can <u>SUCCESSFULLY</u> log on to the Medtech Evolution application from <u>EACH</u> Briefcase Laptop <u>WITHOUT ANY ERRORS</u>. This includes logging onto both the <u>LOCAL Briefcased Database</u> on the Briefcase Laptop, and <u>ALL Databases</u> on the Main Medtech Evolution Server.</p> <p>It is also recommended to briefly test the key features within Medtech Evolution in the LOCAL Briefcased Database on <u>EACH</u> Briefcase Laptop to ensure you can view:</p> <ul style="list-style-type: none"> • Future appointments (press F7) • Patient clinical records (press F6) • Patient accounts records (press Shift + F9) • Medicare claiming records (press Ctrl + B) • Any other functionality being used daily, etc. 	<input type="checkbox"/>			

Briefcase Post-Installation Checklist	Tick	Date/Time	Action By	Time Spent
<p>Once logged on to the <u>LOCAL Briefcased Database</u> on <u>EACH Briefcase Laptop</u>, verify that it is running in 'Briefcase Mode' by checking the description of the <u>Main Application Title</u> at the very top of the Medtech Evolution application, which should display: "Customer Name [Briefcasing]".</p> <p>If the <u>Main Application Title</u> does not display [Briefcasing] after the Customer Name, it means that the Briefcase Check-out has failed. Contact the Medtech Helpdesk for assistance.</p>	<input type="checkbox"/>			

Kiosk Installation Checklist

Kiosk Pre-Installation Checklist	Tick	Date/Time	Action By	Time Spent
Ensure the kiosk has a wired network connection. Note: do not use WiFi	<input type="checkbox"/>			
Log on to window as user: administrator, no password set you own password for the administer account join the kiosk computer to your domain.	<input type="checkbox"/>			
Ensure the Medtech Evolution mapped network drive is visible.	<input type="checkbox"/>			
Ensure you have applied the new Medtech Evolution license key which includes Kiosk registration	<input type="checkbox"/>			

Kiosk Installation Checklist	Tick	Date /Time	Action By	Time Spent
Server installer on the Medtech Evolution server Please refer to the following document on the Medtech Evolution DVD: <u>Medtech Kiosk - Installation Instructions V10 0 1 B5031.pdf</u>	<input type="checkbox"/>			
Client installer on the Kiosk computer Please refer to the following document on the Medtech Evolution DVD: <u>Medtech Kiosk - Installation Instructions V10 0 1 B5031.pdf</u>	<input type="checkbox"/>			

Kiosk Post-Installation Checklist	Tick	Date /Time	Action By	Time Spent
Ensure the Practice Name and Logo have been configured by logging into the kiosk and checking the top right corner of the screen for your practice logo. Please refer to the document on the Medtech Evolution DVD: <u>Medtech Kiosk - Installation Instructions V10 0 1 B5031.pdf</u> to install the kiosk	<input type="checkbox"/>			

Third Party Databases

Third Party Database Updates	Tick	Date/Time	Action By	Time Spent
<p>Third Party Database Updates – Medtech Evolution V10.0.1 requires a new version of All Third Party Database Updates, including ACIR, MBS, RMFS, ICPC-2 PLUS, and MIMS.</p> <p>Please ensure you download/install the Medtech Evolution version of All Future Third Party Database Updates from the Medtech website or MIMS FTP site, and do not run the Medtech32 version of these updates on Medtech Evolution.</p> <p>http://www.medtechglobal.com/au/support/medtech-evolution-third-party-databaseupdates-au/</p>	<input type="checkbox"/>			

If there are any issues in any of the Installations associated with this Release, please contact the **Medtech Helpdesk** via:

- Phone: **1800 148 165** → **Option 1**
- Email: support@medtechglobal.com.