

Release Notes

RXSQL Australia

Repatriation Medical Fees Schedule Update

01 Nov 2016

Version 6.0 to 6.2



*These Release Notes contain important information for RXSQL users.
Please ensure that they are circulated amongst all your relevant staff.
We suggest that they are filed safely for future reference.*

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For further information on this release, or any other queries regarding the RMFS Update (Nov 2016), please contact the Medtech Helpdesk on 1300 362 333 ► Option 2, or email support@medtechglobal.com.

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Introduction

The RMFS Update (Nov 2016) updates any Repatriation Medical Fees Schedule (RMFS) Items that have been changed since the last RMFS Update (May 2016):

- 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

The RMFS Update DOES NOT include DVA alphanumeric item numbers for DVA Medical, CVC, and Telemonitoring.

You must change these DVA alphanumeric item numbers MANUALLY via the following option:

Utilities ► Items ► General Tab

WARNING: You must FIRST run the RXSQL MBS Update (Nov 2016) 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 (Nov 2016) PRIOR TO running this RMFS Update.

When an account is generated, RXSQL compares the changeover date 01/11/2016 with the current date:

- If the date of service for an item is before the changeover date, e.g. 20/04/2016, RXSQL retrieves and applies the old item fees.
- If the date of service for an item is after the changeover date, e.g. 14/05/2016, 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 Nov 2016 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 Nov 2016, then each item must be changed manually to 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, and it will not be possible to import their old fees from the MBS Database.

Pre-requisites

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

1. Your practice MUST be on **RXSQL Version 6.0 to 6.2** of RX Medical.
Note: This update does not apply to RXMW practices.

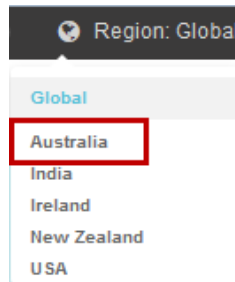
IMPORTANT: This document contains valuable information that, if not read, could seriously affect the upgrade progress and/or possible down time of your network.
2. Ensure the person(s) who will be performing the upgrade have **READ THROUGH** the release notes.
3. Ensure you are ALWAYS logged onto Windows with **ADMINISTRATIVE RIGHTS** when performing ANY installation, update, or maintenance tasks.
4. Ensure you have a **COMPLETE** backup of ALL databases.
5. To avoid unnecessary problems during installation, upgrade, or maintenance, preferably you should ALWAYS log onto Windows in "**Console Mode**" – i.e. not through Remote Desktop Connection, Terminal Services, or Citrix.
6. "**User Account Control**" (**UAC**) MUST be **DISABLED** as a policy across ALL Server and Client computers that are running on **Windows Vista or Windows 7 or Windows 2008 or Windows 2008 R2**.
7. Ensure **ALL** activities that require access to the databases have been **STOPPED**. These are listed below:
 - Ensure ALL users (including remote users) have **LOGGED OUT** of RXSQL – including remote users and idle users in Terminal/Citrix sessions.
 - **ALL Services** that access the Rx Medical Database have been **STOPPED**:
 - ❖ Medtech Services (for ManageMyHealth SMS)
 - ❖ Medtech Data Transfer Service (for RxSQL Clinical Link)
 - This includes any other Custom/Third-party Applications and Reporting Utilities not supplied by Medtech, etc.
 - **ALL Applications** have been **STOPPED**.
 - **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.

Install and Update DVA Items

The RMFS Update (Nov 2016) 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).

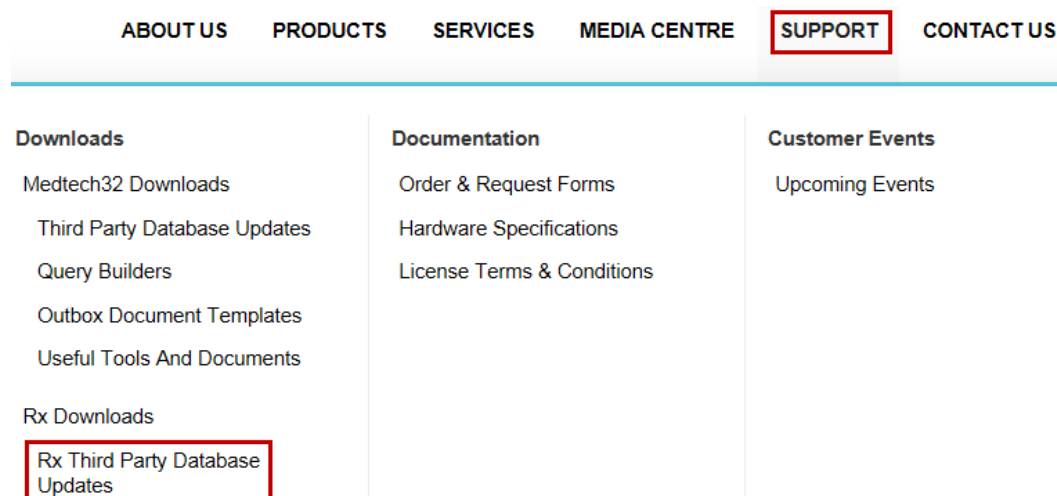
NOTE: If you are uncertain which computer is the RXSQL Server, please contact your IT technician or service provider who has performed the RXSQL and Microsoft SQL Server installation and/or upgrade.

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:

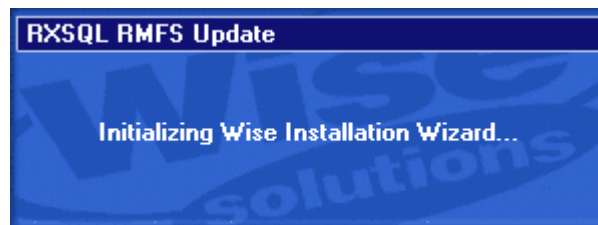
- **RxSQL V6.3 or above Updates**
- **RxSQL V6.0 to V6.2 Updates**
- **RxSQL Version 4.5x to 5.x Updates**
- **RxMW Updates**

5. From the **RxSQL V6.0 to V6.2 Updates** section, click on the link **01 Nov 2016 RMFS Update** and download the RMFS installer from the File Attachment section.

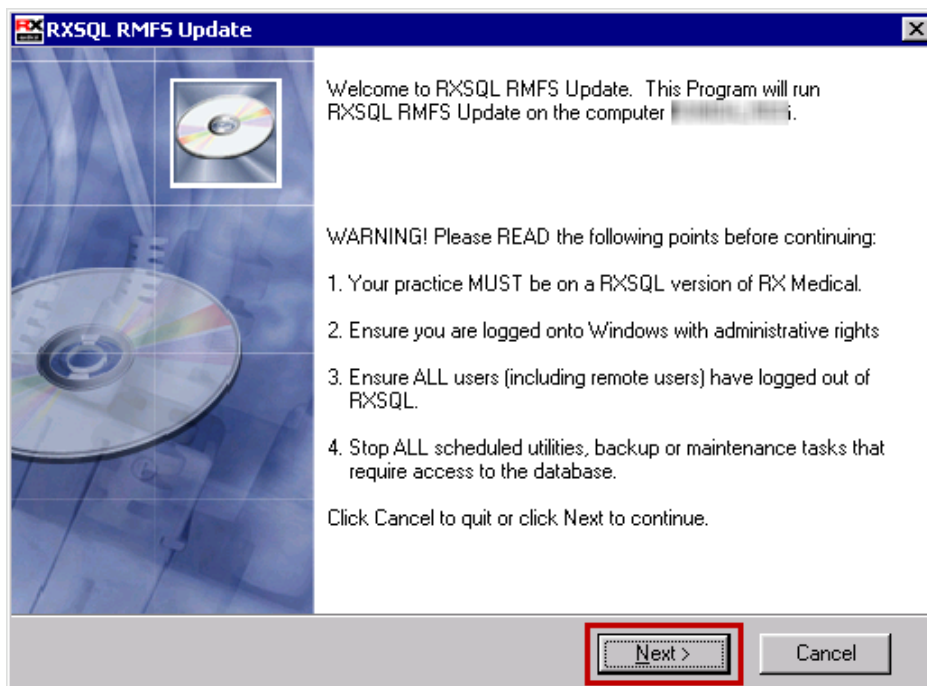
6. If the File Download Security Warning dialogue box appears, select the **Run** option.

7. If the Open File Security Warning dialogue box appears, select the **Run** option.

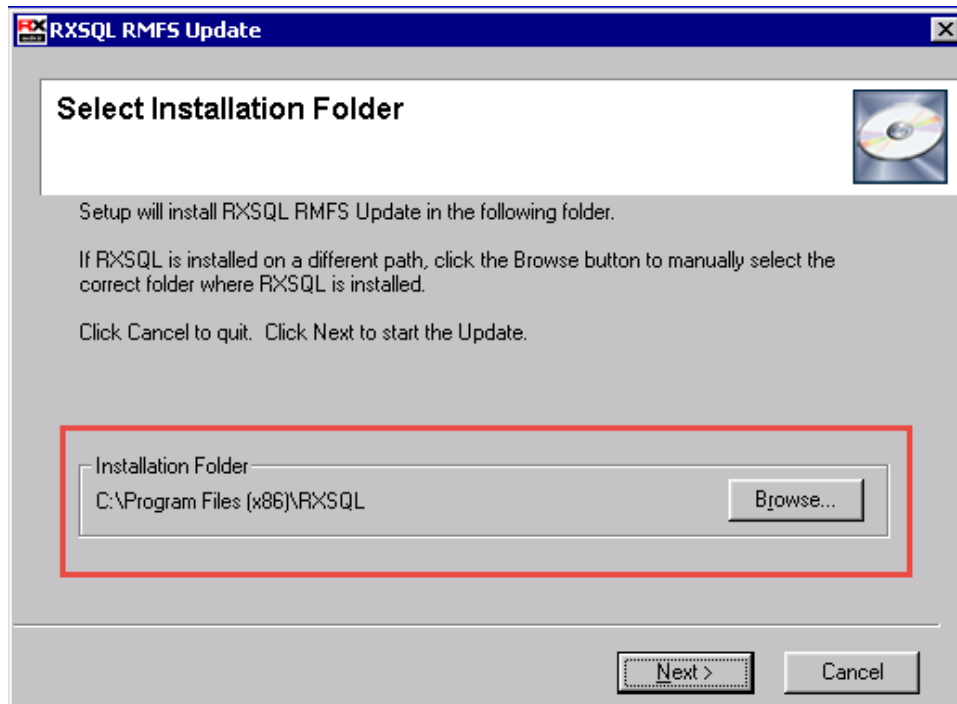
8. The Update will then begin to run.



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



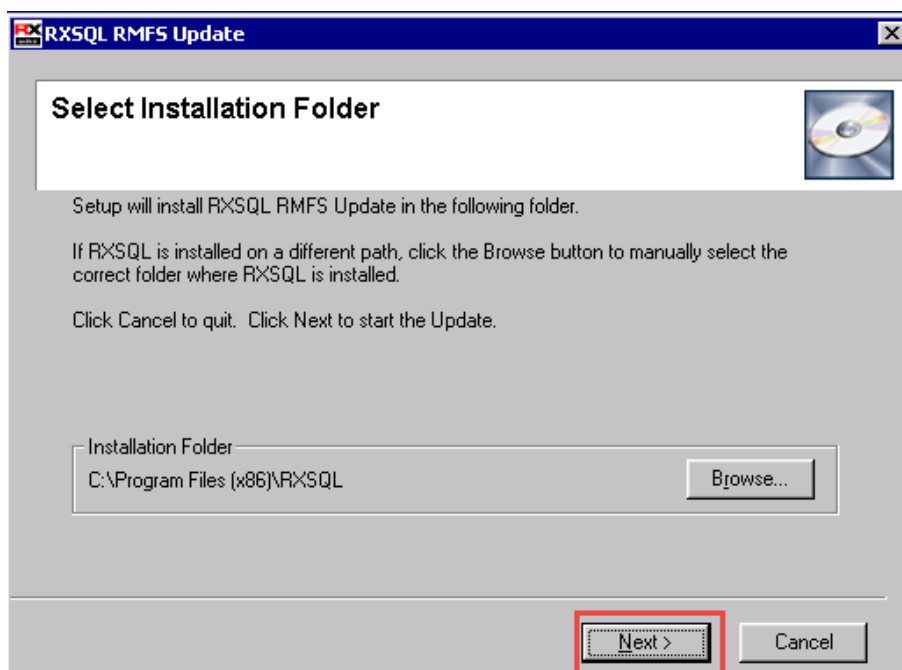
10. The Select Installation Folder screen will be displayed. By default, the **Installation** Folder is set to **C:\Program Files\RXSQL**.



If 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.

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.

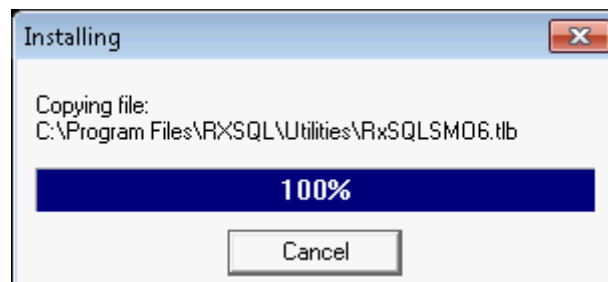


NOTE: This password **is not** case sensitive.

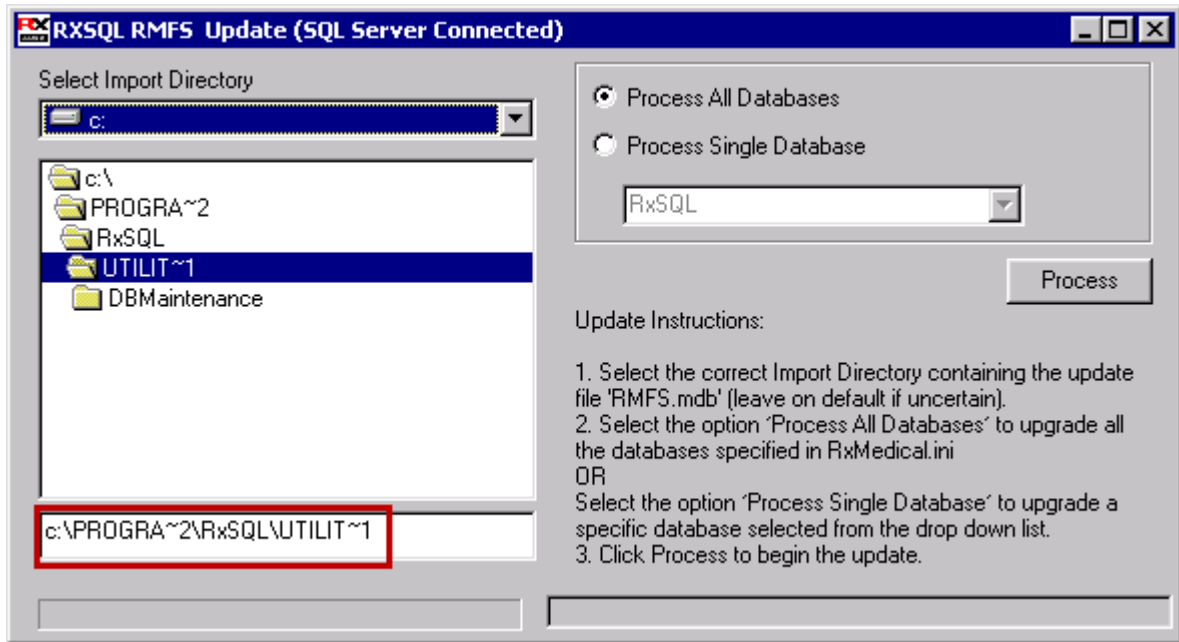
IMPORTANT NOTE: You are only eligible to receive the Password if you are currently paying for maintenance support fees.

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.

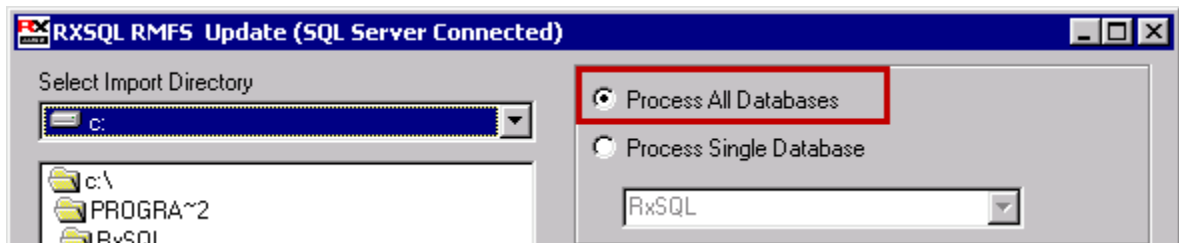
13. Enter the Password, and then click on the **OK** button to start the Update. The RMFS utility will begin to run.



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.

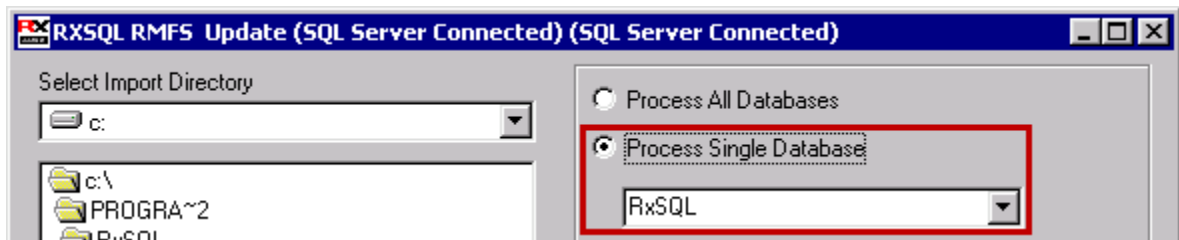


15. By default the option **“Process All Database”** will be selected to update (i.e. RMFS Update) all databases.

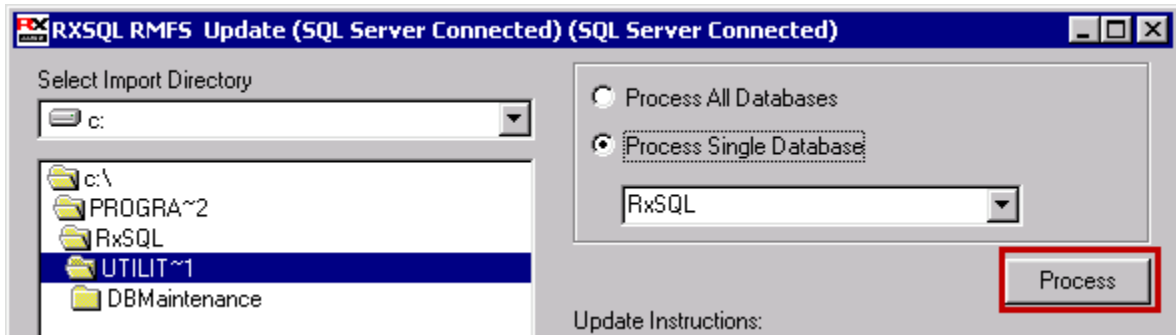


OR

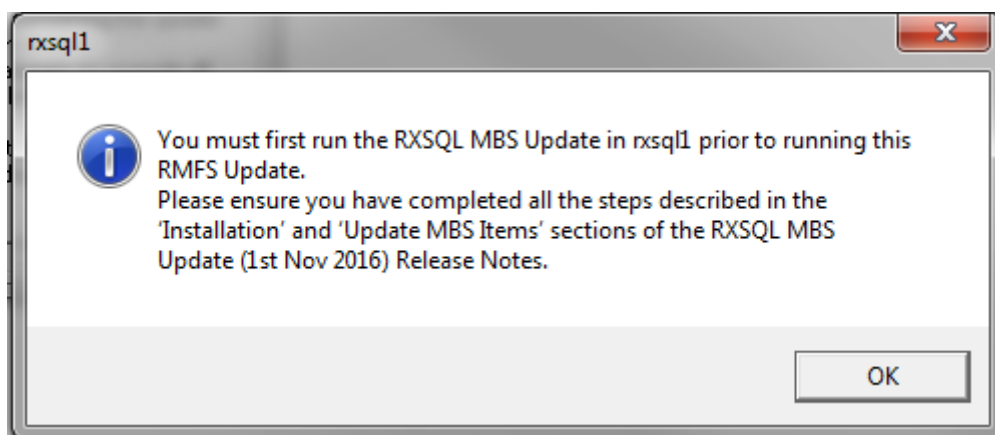
To update a specific database, click on the option **“Process Single Database”** and then select an appropriate database from the drop down list e.g. RxsQL as shown in the screenshot below:



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

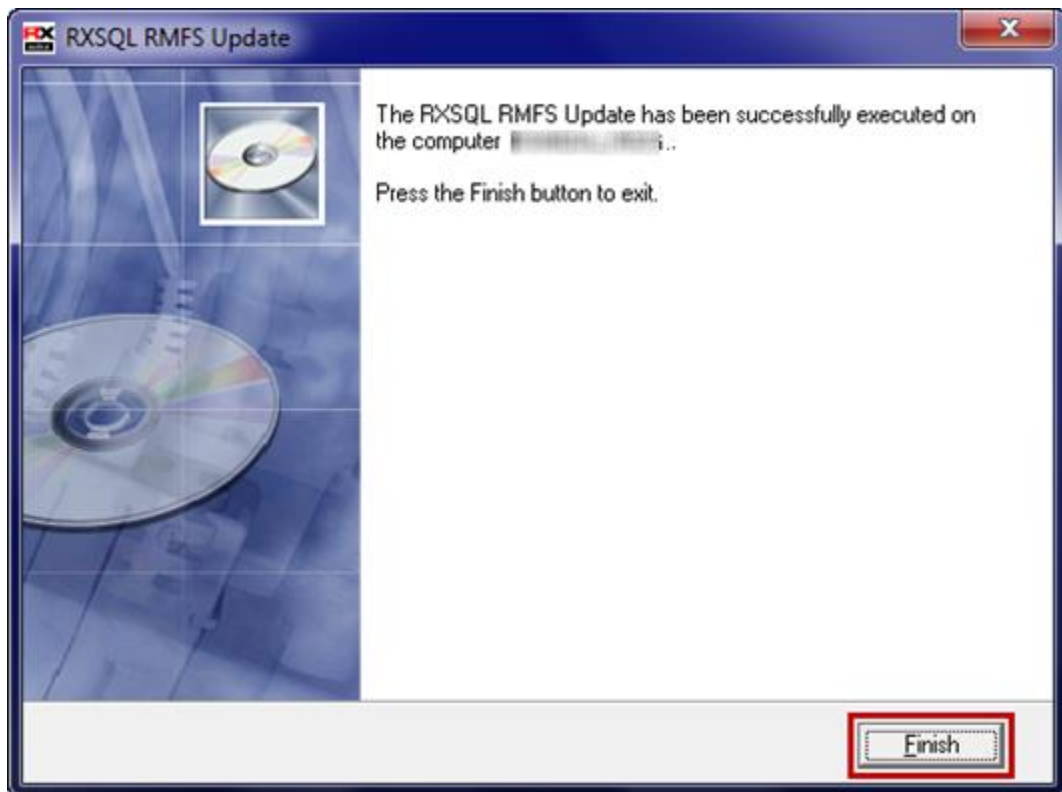


NOTE: If you have selected an invalid database (i.e. not a RXSQL database), or you have selected a RXSQL database which does not have the MBS Update (Nov 2016) completed successfully, the following message box will appear:



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

17. 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 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 RSQL Server, please contact the Medtech Helpdesk on 1300 362 333 for assistance.

Update RMFS Items

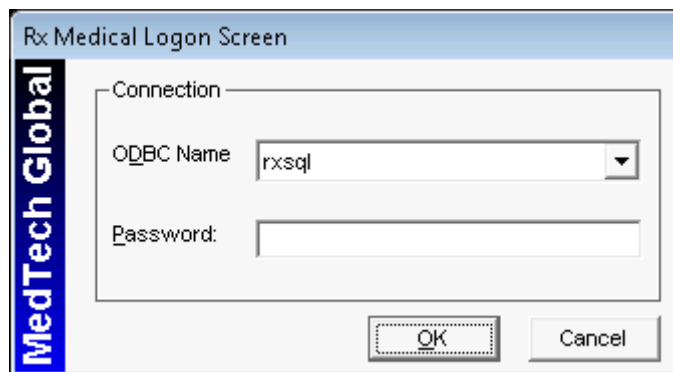
The following **Update RMFS Items** procedures can be run from any RSQL Server or Client machines, i.e. any machine where **RX Medical** application is installed. These procedures ONLY need to be run ONCE for EACH practice (or once per database if your practice has multiple databases).

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

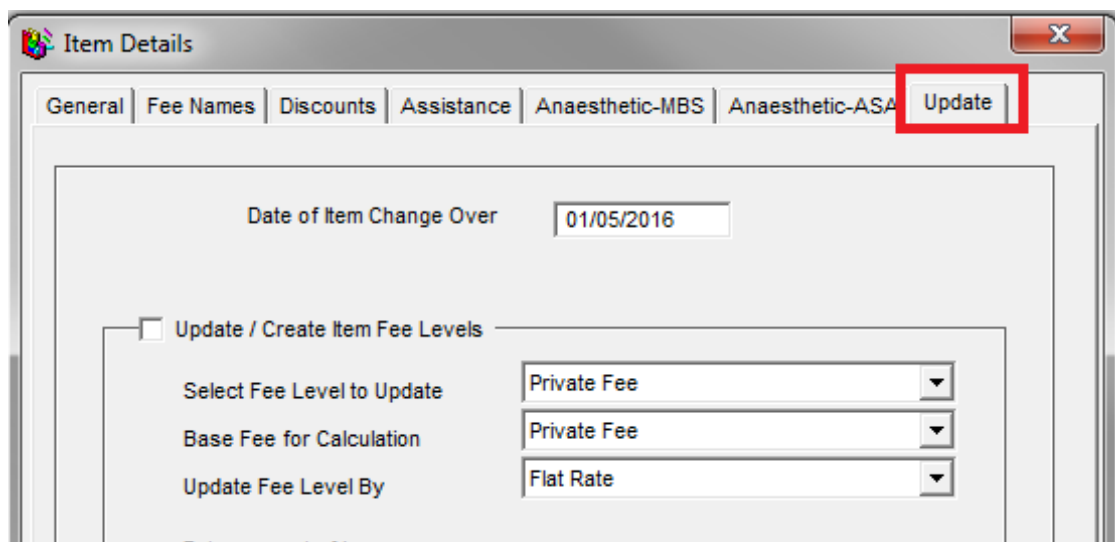
i.e. select the correct **ODBC** Name from the **RX Medical** Logon Screen.

By default, this should be **RSQL**.

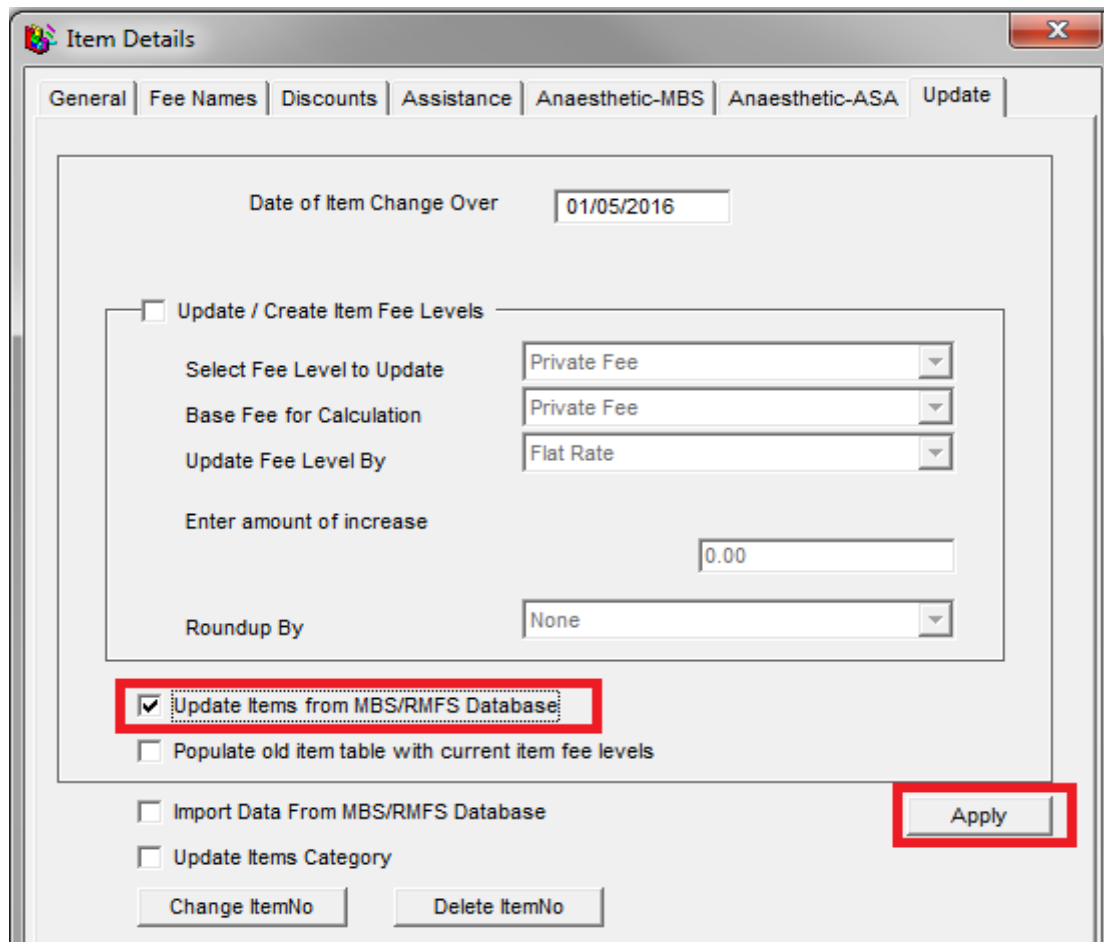
NOTE: If your practice has Security Permissions setup within RSQL, ensure you are logged onto Windows as a user with permissions for "**Add/Modify Items**".



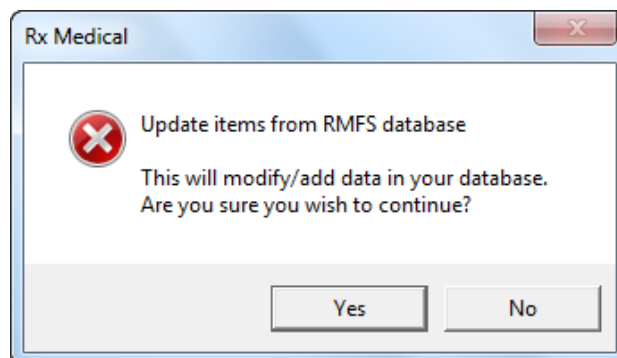
2. Select from the menu, **Utilities ► Items**, the **Item Details** screen will be displayed. Then click on the **Update** Tab.



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



4. The **Update Items from RMFS Database** dialogue box will be displayed. Click on the **Yes** button to start the Update.

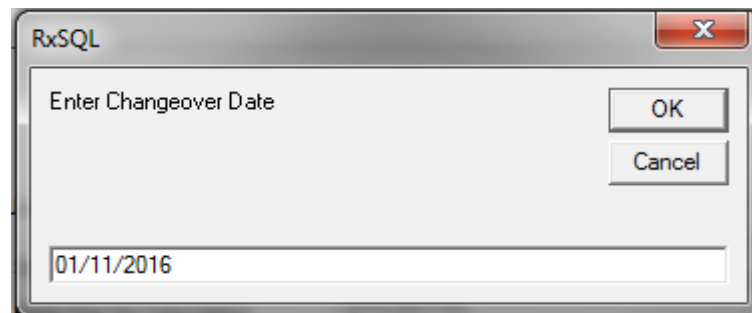


The Enter Changeover Date dialogue box will be displayed, as displayed in the screenshot on the next page.

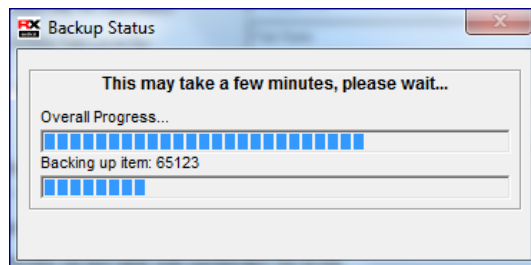
By default the current date will be displayed. This date field can be modified but only to a future date after **01/11/2016**.

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

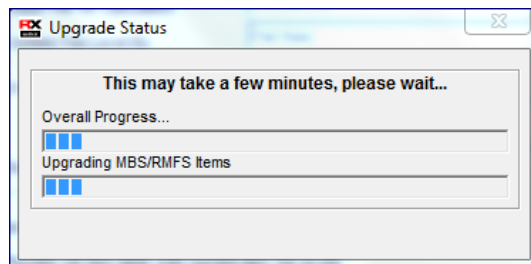
NOTE: The date **MUST** be typed in the format **dd/mm/yyyy**.



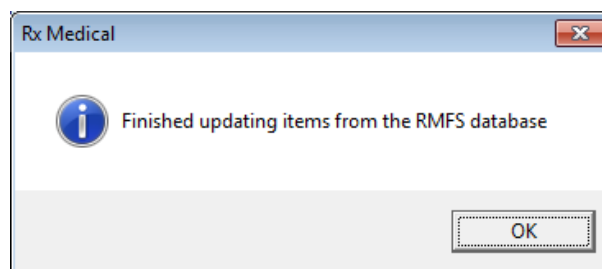
6. The **Backup Status** screen will be displayed showing the backup progress. This will populate old items with current item fee levels.



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 is completed, the following dialogue box will be displayed. Click on the **OK** button to complete the Update.



- The Date of Item Change Over will now display the RMFS Updated date e.g. **01/11/2016**, in the **Item Details ► Update** tab. Click on the **OK** button at the bottom right of the screen to close the window.

The screenshot shows a software window titled "Item Details" with a close button in the top right corner. The window has several tabs: "General", "Fee Names", "Discounts", "Assistance", "Anaesthetic-MBS", "Anaesthetic-ASA", and "Update". The "Update" tab is currently selected. In the center of the window, there is a field labeled "Date of Item Change Over" containing the date "01/11/2016". Below this, there is a section titled "Update / Create Item Fee Levels" with a checkbox that is currently unchecked. Under this section, there are three dropdown menus: "Select Fee Level to Update" (set to "Private Fee"), "Base Fee for Calculation" (set to "Private Fee"), and "Update Fee Level By" (set to "Flat Rate").

If you have any queries 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