

Release Notes

Medtech32 Australia

Repatriation Medical Fees Schedule Update

(November 2017)



These Instructions contain important information for all Medtech32 users and IT Support Personnel. We suggest that these notes are filed safely for future reference

For further information on this release, or any other queries regarding the RMFS Update (November 2017), please contact the Medtech Helpdesk on 1800 148 165 ► Option 1, or email supportau@medtechglobal.com.

Table of Contents

Introduction	3
Pre-requisites	5
Installation	7
Refresh Service Items	10
Refresh Service Items During Installation	10
Refresh Service Items After Installation (Manual Refresh)	12

Introduction

The RMFS Update (November 2017) updates any Repatriation Medical Fees Schedule (RMFS) Items which have the following details changed since the last RMFS Update (May 2017):

- RMFS fees for Out of Hospital, i.e. the "DVA" base fee and "DVA Detailed Derived Description" in Medtech32.

NOTE: The RMFS Update does not include LMO fees, as they are calculated automatically on top of the Schedule fees, which are already covered by the MBS Update.

IMPORTANT NOTE

Medtech32 Version 9.1.8 or below

The RMFS Update does not include alphanumeric items (e.g. "UR372", "UP01", etc.) for **Medtech32 Version 9.1.8 or below**.

Medtech32 Version 9.2.0 or above

The RMFS update is included with alphanumeric items (e.g. "UR372", "UP01", etc.) for **Medtech32 Version 9.2.0 or above**.

In Medtech32 Version 9.2.0, the following Fee Levels are newly introduced in the **Service Setup** window (Setup → Accounting → Services → Main tab):

- DVA In Hospital
- LMO
- DVA Allied

Main		Description	DVA	Payment Levels	Annotations	Stock	Audit
Code:	23	...					
Description:	Level B Surgery Consultation						
Service Group:	Gen. Practitioner Attendances (A)						
Service Type:	Consult (C)						
Provider:	...						
Schedule:	34.90	DVA Out of Hospital:	40.00				
Rebate:	34.90	DVA In Hospital:	50				
Hospital:	0.00	LMO:	45				
AMA:	0.00	DVA Allied:	130				
Other:	0.00						

The existing '**DVA Out**' field has been renamed as '**DVA out of Hospital**'

Once the RMFS update has been completed, the fee for the newly included Fee Levels will also be updated automatically in the **View Service** window for the Service Items.

The **DVA In hospital** and **LMO** fee levels are introduced for future Accounting enhancements and not completely developed. Hence, the values updated will not be displayed as a **Base Fee** in the **Invoice** window '**Amount**' field, when generating an invoice.

Please ensure to manually enter the Service amount for these Fee Levels in the Invoice window.

IMPORTANT NOTE

The RMFS Update DOES NOT update any other base fees or payment levels such as RMFS fees for In Hospital, AMA, Other, Private, Workcover, and Health Funds. You must change these fee scales MANUALLY via one of the following options:

Setup ► Accounting ► Services ► Main and/or Payment Levels Tab

Setup ► Accounting ► Payment Levels ► Options Tab ► Fee Calculation Options

IMPORTANT NOTE

WARNING: It is HIGHLY recommended to employ ONLY qualified system engineers 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/>

IMPORTANT NOTE FOR BRIEFCASING

Changes from this Update will NOT be applied to the Briefcasing laptops UNTIL a **COMPLETE CHECK-OUT** has been run.

IMPORTANT: ALL Briefcasing laptops with OUTSTANDING Briefcased data MUST be checked-in PRIOR TO running a complete check-out.

Alternatively, if it is not feasible to run a complete check-out soon, you MUST install this Update separately on EACH Briefcasing laptop by following the same instructions in the "Installation" section below.

Pre-requisites

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

- Ensure the minimum version and build requirements are met.
- Ensure the person(s) who will be performing the upgrade have **READ THROUGH** the 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.
- **"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.**
- 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.
- Ensure you have a **COMPLETE** backup of ALL databases located in the MT32\Data directory.

IMPORTANT: It is recommended to take a full copy of the MT32 Folder as well. Before doing any Copy and Paste of the MT32 Database Files or the MT32 Folder files, you **must stop the Interbase Server Manager** first. **Restart the Interbase Server Manager** once you have successfully copied the files and folder to a different location.

- The amount of free hard disk space required to perform database backup and maintenance on the Interbase Server should be at least **THREE times the size of ALL databases** you will be working with.
- Ensure ALL users (including remote users) have **LOGGED OUT** of Medtech32
- Ensure ALL Briefcasing Laptops with **OUTSTANDING** Briefcased data are **CHECKED-IN** prior to running the update.

- Ensure **ALL** activities that require access to the databases have been **STOPPED**. These are listed below:
 - ✓ **ALL Users** have LOGGED OUT of Medtech32 – including remote users and idle users in Terminal/Citrix sessions
 - ✓ **ALL Services** have been STOPPED – e.g. Medtech Services (for ManageMyHealth SMS and Portal), Medtech Data Transfer Service (for RxSQL Clinical Link), IIS Server (for Medtech Clinical Audit Tool), eRx Services, MediSecure Services, etc.
 - ✓ **ALL Applications** have been STOPPED – e.g. Medtech CDA Bridge (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.
 - ✓ **ALL Scheduled Tasks** have been STOPPED – e.g. Message Transfer Utility, Auto Scan from Folder, NPS RADAR Update/Submit, etc.
 - ✓ **ALL Backup/Maintenance Tasks** have been STOPPED – e.g. Database File Backup, Interbase Backup/Restore, Interbase Database Sweep, etc.
- Ensure the **LAST** Database you have logged in **LOCALLY** on the Medtech32 Server is the one you would like this update to run.

Hint: If unsure, simply login to the CORRECT Database from the Medtech32 Server, then log out and close Medtech32 before continuing.

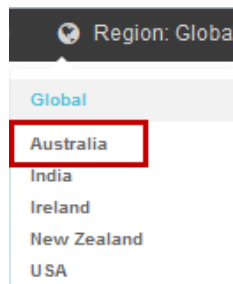
Note: Ensure that you repeat the update process on any other Databases that you have.

Installation

The RMFS Update (November 2017) must be run on the Medtech32 Server machine. The following procedures ONLY need to be run ONCE for EACH practice (or once per database if your practice has multiple databases).

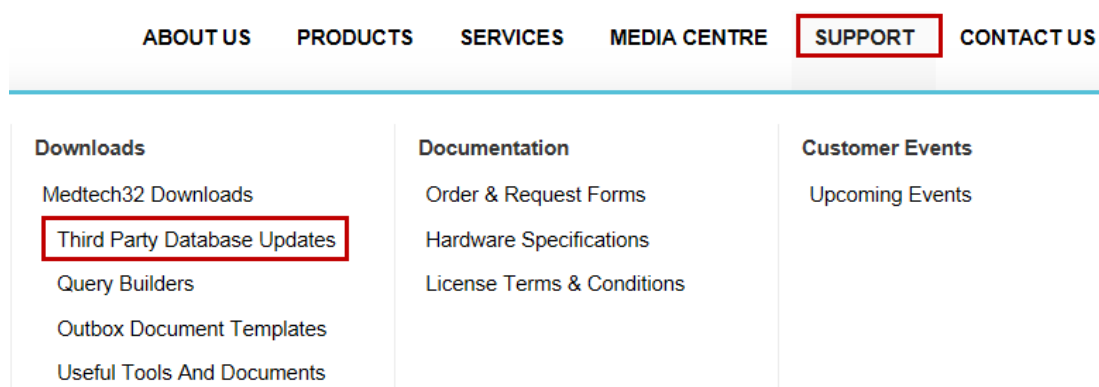
NOTE: If you are uncertain which computer is the Medtech32 Server, please contact your IT technician or service provider who has performed the Medtech32 installation and/or upgrade.

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.



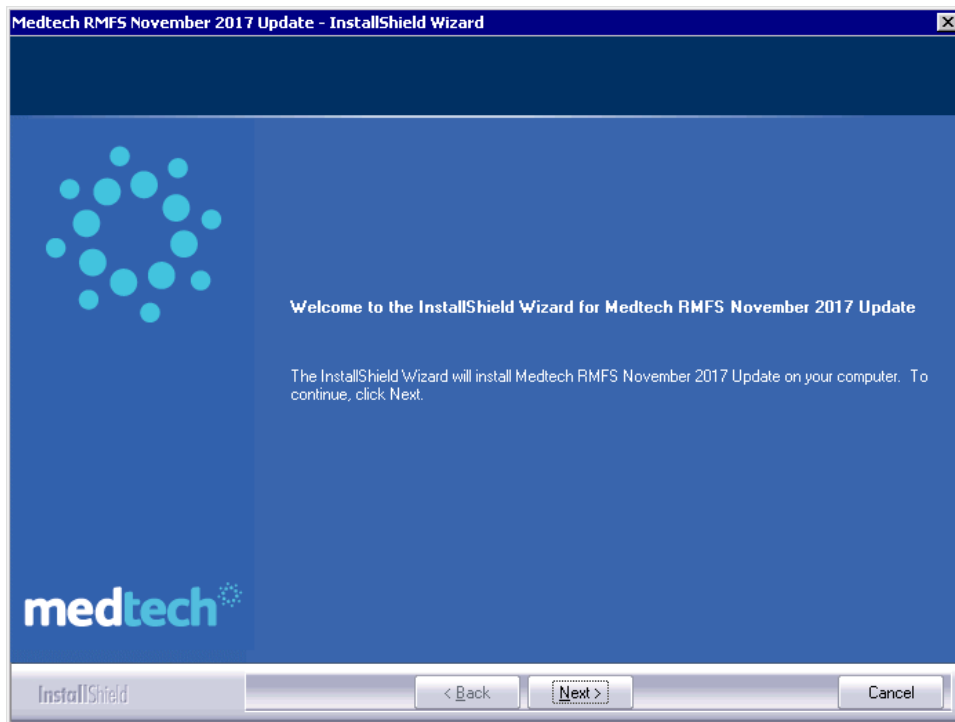
The Australia Home Page will be displayed.

3. Select from the top menu, **Support ► Medtech32 Downloads ► Third Party Database Updates**. The Medtech32 Third Party Database Updates page will be displayed.

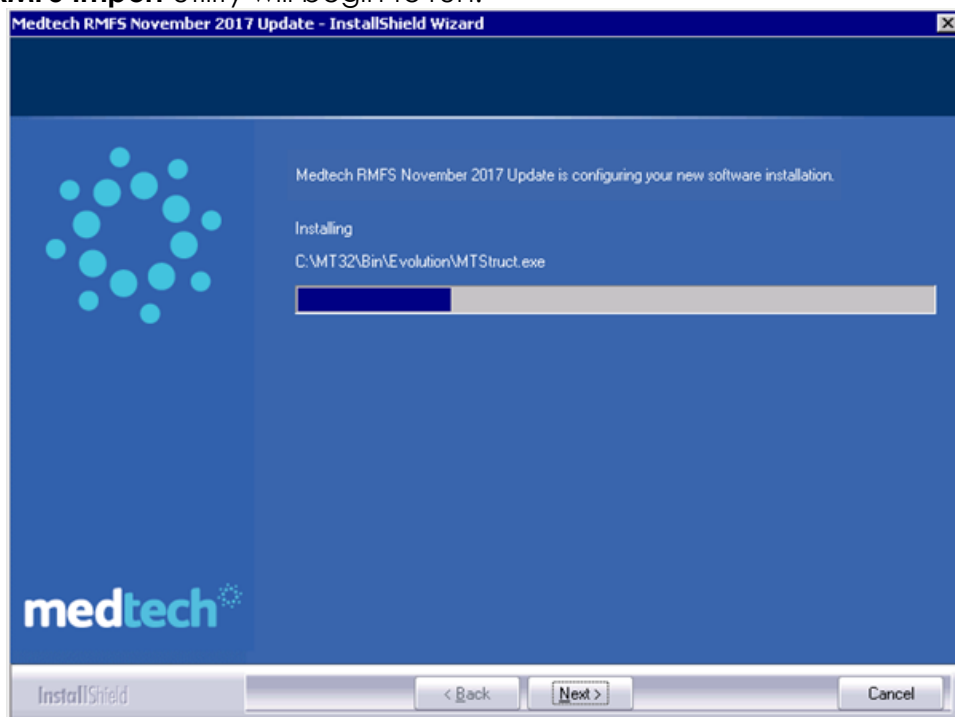


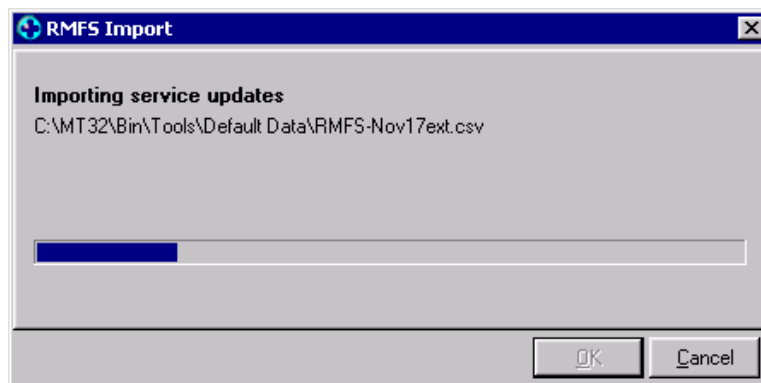
4. Here you will find the **01 November 2017 RMFS Update**.
5. Click on the Link **01 November 2017 RMFS Update** and download the RMFS installer from the **File Attachments** section.

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 Welcome screen for the Installation Wizard will now be displayed
9. Click the Next button. The Update will then begin to run.

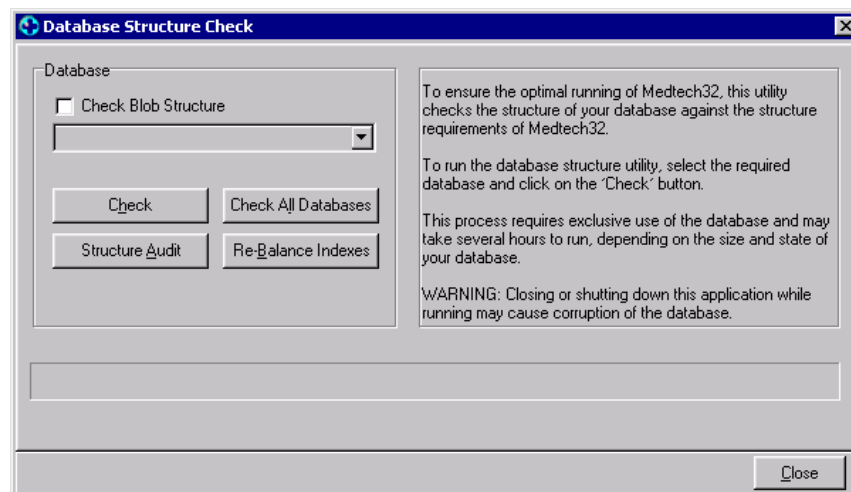


10. The **RMFS Import** utility will begin to run.





11. During the upgrade process, the **Database Structure Check** utility will appear few times to upgrade the databases:



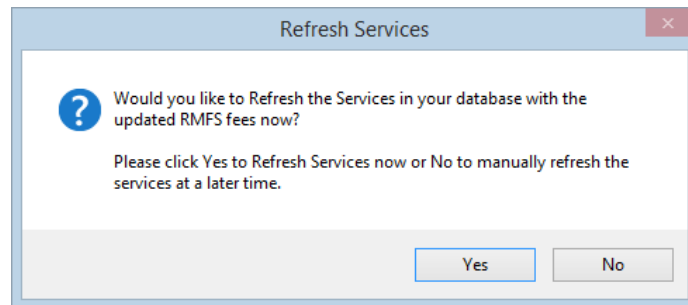
WARNING: DO NOT close the **Database Structure Check** utility when it is half-way upgrading the databases – doing so could damage your databases.

WARNING: If you encounter ANY errors during **Database Structure Check**, please LOG the exact errors you have encountered, and contact the Medtech Helpdesk for assistance.

Refresh Service Items

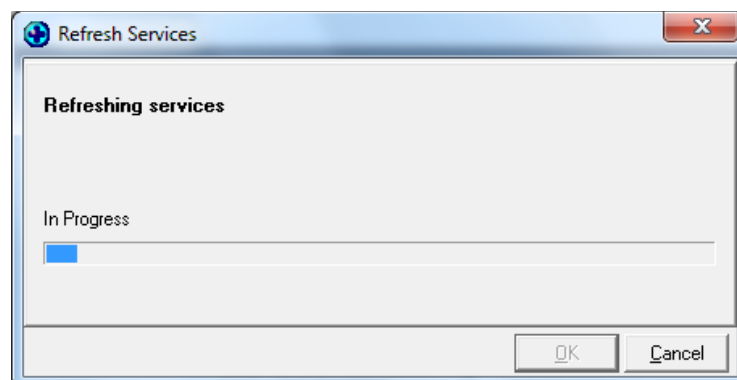
Refresh Service Items During Installation

1. The **Refresh Services** screen will be displayed.

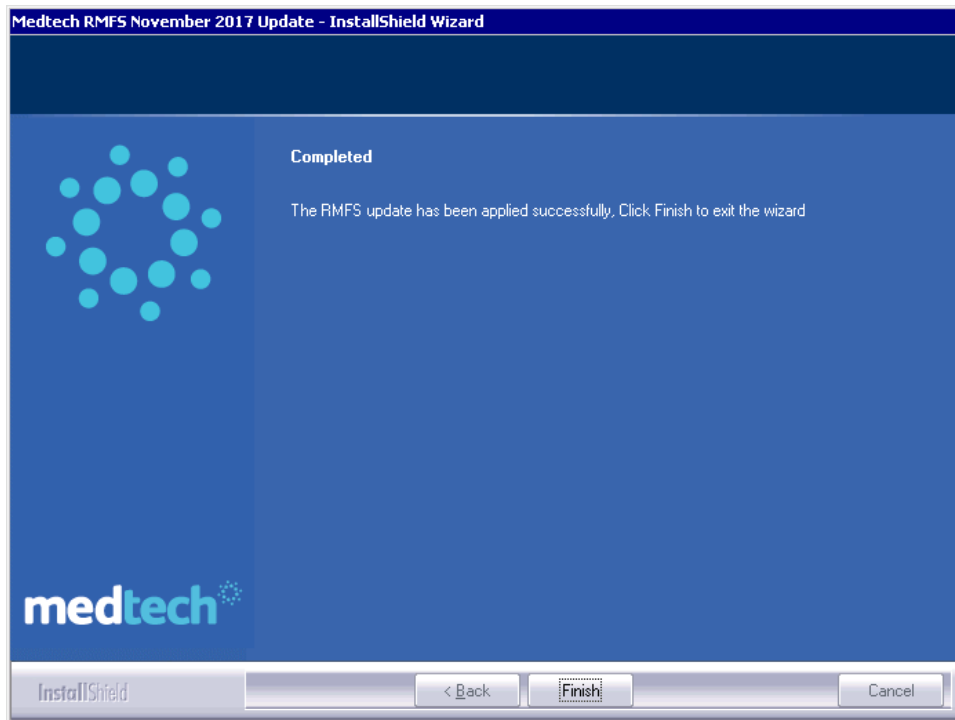


Click on the **Yes** button as you are installing the RMFS Update **AFTER** 1st **November 2017**, which will UPDATE ALL service items to the new RMFS base fees.

2. After clicking on the **Yes** option in Step 1 above, the **Refresh Services** utility will begin to run.



3. Once the Update is completed, the Update Complete dialogue box will be displayed. Click on the **OK** button to exit the Update.



HINT: You can print out the updated Item List which will show the new RMFS fees for Out of Hospital, i.e. the "DVA" base fee and "DVA Detailed Derived Description" in Medtech32:

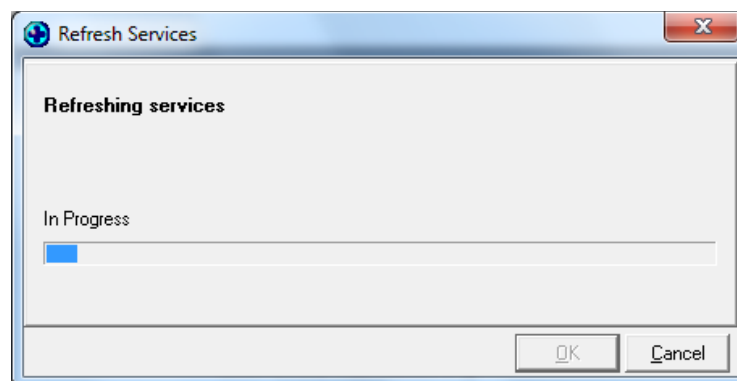
Setup (Main Menu) ► Accounting ► Services ►
 Service (Main Menu) ► Print ► Print MBS Information

Likewise you can check the updated RMFS fees for each individual item:
 Setup ► Accounting ► Services ► Open Item ► Main Tab

Refresh Service Items After Installation (Manual Refresh)

If you have clicked **No** in Step 1 above during the installation, you **MUST** manually Refresh the Service Items **ON OR AFTER 1st November 2017**, in order to UPDATE ALL service items to the new RMFS base fees.

1. Ensure you are logged into Medtech32 as a user with Medtech32 **System Administrator** access rights.
i.e. The user **MUST** have the System Administrator option ticked under **Setup ► Staff ► Members ► Security Tab**
2. Select from the Main Menu, **Setup ► Accounting ► Services**. The **Service** setup screen will be displayed.
3. Select from the Main Menu, **Services ► Refresh Service Items**, the **Refresh Services** utility will begin to run.



HINT: You can print out the updated Item List which will show the new RMFS fees for Out of Hospital, i.e. the "DVA" base fee and "DVA Detailed Derived Description" in Medtech32:

Setup (Main Menu) ► Accounting ► Services ►
Service (Main Menu) ► Print ► Print MBS Information

Likewise you can check the updated RMFS fees for each individual item:
Setup ► Accounting ► Services ► Open Item ► Main Tab

Should you require any assistance with this RMFS update, please do not hesitate to Contact the Medtech Helpdesk on 1800 148 165 ► Option 1,
Or email supportau@medtechglobal.com.