

Release Notes

Medtech32 Australia

Medicare Benefit Schedule Update

(01 January 2018)



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 MBS Update (01 January 2018), please contact the Medtech Helpdesk on 1800 148 165 ► Option 1, or email supportau@medtechglobal.com.

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Introduction

The MBS update (01 January 2018) updates any Medicare Benefit Schedule (MBS) Items which have the following details changed since the last MBS Update (December 2017):

Newly Included MBS Items

88586, 88587, 88723, 88724

Deleted MBS Items

88576

Description Amended MBS Items

88111

Fee Amended MBS Items

Nil

SUMMARY OF CHANGES

At the time of writing, the January 2018 changes were summarized on the **Medicare Australia** web site:

<http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/News-2018-01-01-latest-news-January>

Should you require any assistance, please do not hesitate to contact the Medtech Helpdesk on 1800 148 165 ► Option 1, or email supportau@medtechglobal.com.

IMPORTANT NOTE

The MBS Update DOES NOT update any other base fees or payment levels such as AMA, Other, Private, Workover, and Health Funds. You must change these non-MBS 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

HINT: The MBS Update can be run prior to 01 January 2018. You can Import the Service Items prior to 01 January 2018, but you **MUST NOT** Refresh the Service Items until on or after 01 January 2018. Please refer to the Refresh Service Items sections below for more information.

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/>

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 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.
- 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 Medtech Folder as well. Before doing any Copy and Paste of the Medtech Database Files or the Medtech 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.

Pre-requisites for Database Backup

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

- ✓ 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
- ✓ **ALL Users** have LOGGED OUT of Medtech – 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 Medtech Server is the one you would like this update to run.

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

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

Briefcasing

- ✓ Ensure ALL Briefcasing Laptops with **OUTSTANDING** Briefcased data are **CHECKED-IN** prior to running the update.

IMPORTANT NOTE FOR BRIEFCASING

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

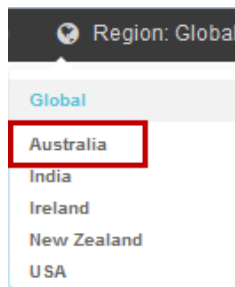
Alternatively, if it is not feasible to run a complete check-out soon, you MUST install this Update separately on EACH Briefcasing laptop by following the same process detailed in the "Installation" section of this Release Notes

Installation

The MBS Update (01 January 2018) must be run on the Medtech Server machine. The following procedures ONLY need to be run ONCE for EACH practice (or once per database if your practice has multiple databases).

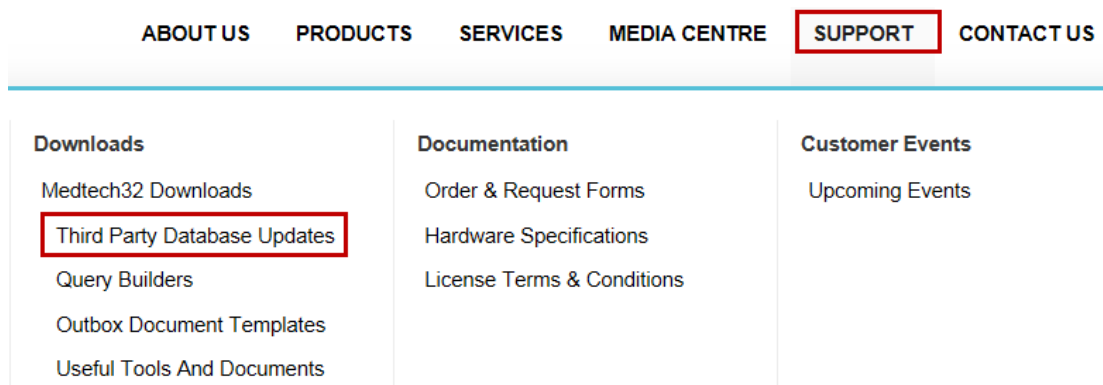
NOTE: If you are uncertain which computer is the Medtech Server, please contact your IT technician or service provider who has performed the Medtech installation and/or upgrade.

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.



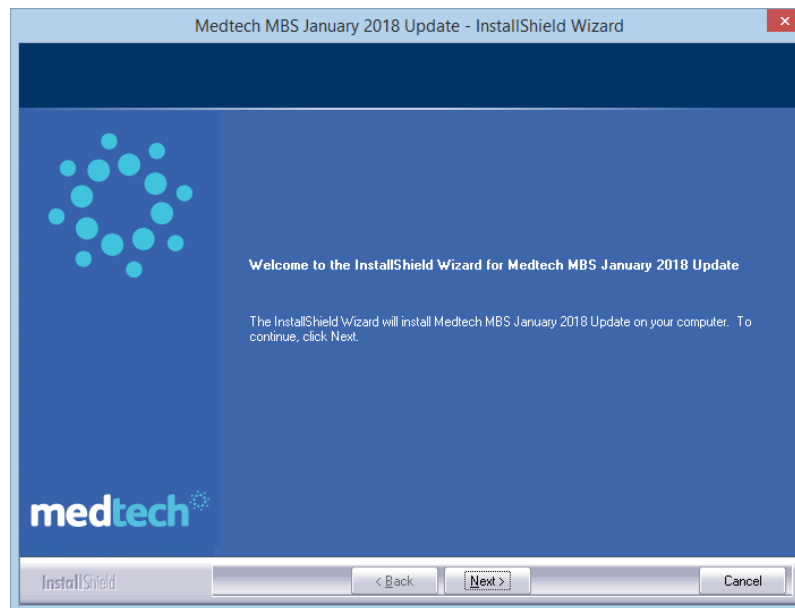
The Australia Home Page will be displayed.

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



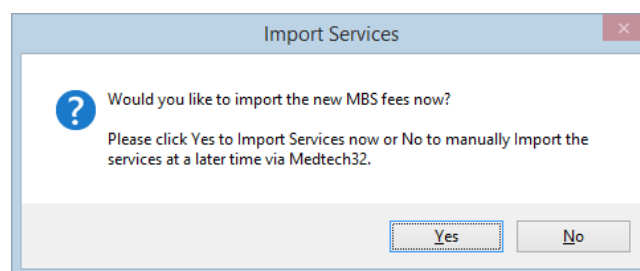
4. Here you will find the **01 January 2018 MBS Update**.
5. Click on the Link **01 January 2018 MBS Update** and download the MBS installer from the **File Attachments** section.

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.

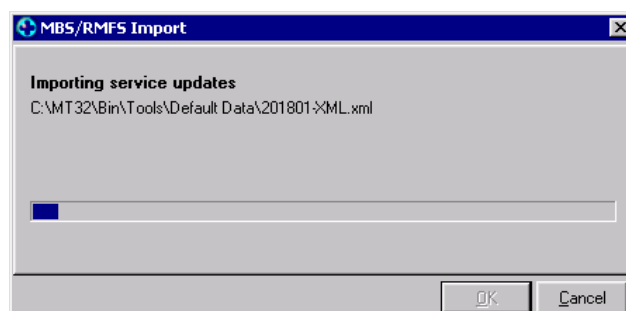


Import Service Items

1. The **Import Services** screen will be displayed. Click on the button **Yes** to continue.



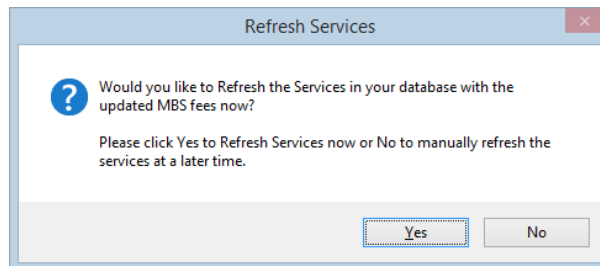
2. The **MBS/RFMS Import** utility will begin to run.



Refresh Service Items

Refresh Service Items during Installation

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



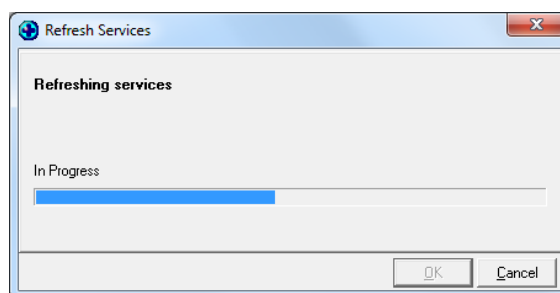
Click on the **No** Button if:

- You are installing the MBS Update **PRIOR TO 01 January 2018**, as this will OVERWRITE the current MBS base fees for ALL service items.
- **NOTE:** Instead, please follow the instructions in the [Refresh Service Items After Installation \(Manual Refresh\)](#) section below.

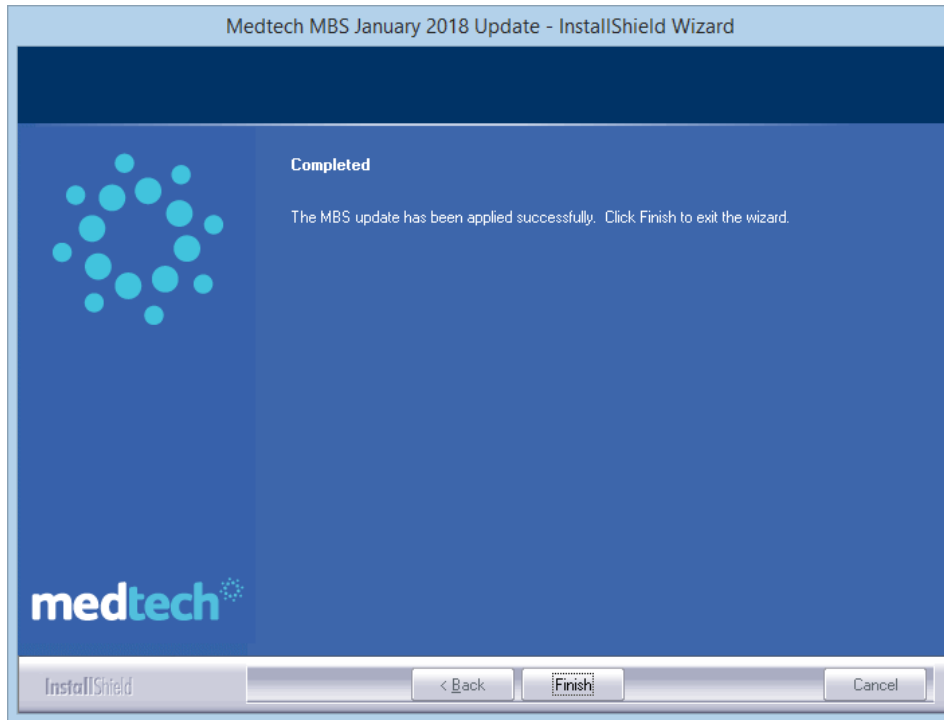
Click on the **Yes** Button if:

- You are installing the MBS Update **ON OR AFTER 01 January 2018**, which will UPDATE ALL service items to the new MBS base fees.

2. If you have clicked on **Yes** in the **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 **'Finish'** button to exit the wizard.



HINT: You can print out the updated Item List which will show the new MBS fees for Schedule, 85% (Rebate), and 75% (Hospital) fee scales:

**Setup (Main Menu) ▶ Accounting ▶ Services
▶ Service (Main Menu) ▶ Print ▶ Print MBS Information**

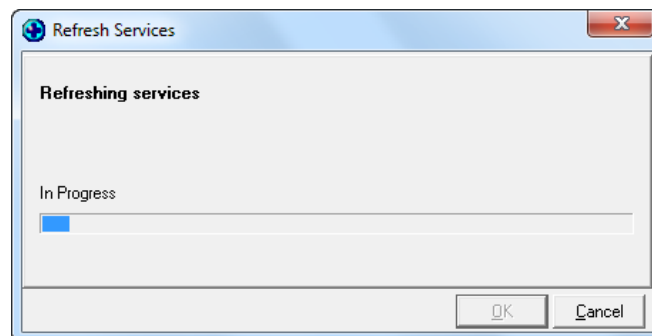
Likewise you can check the updated MBS fees for each individual item:

Setup ▶ Accounting ▶ Services ▶ Open Item ▶ Main Tab

Refresh Service Items after Installation (Manual Refresh)

If you have clicked **No** in **Step 1** (on **Page 9**) during the installation, you **MUST** manually refresh the Service Items **ON OR AFTER 01 January 2018**, in order to UPDATE ALL service items to the new MBS base fees.

1. Ensure you are logged into Medtech as a user with Medtech 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, **Service ► 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 MBS fees for Schedule, 85% (Rebate), and 75% (Hospital) fee scales:

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

Likewise you can check the updated MBS fees for each individual item:

Setup ► Accounting ► Services ► Open Item ► Main Tab

Add New Service Items after Installation (Manual Add)

1. Ensure you are logged into Medtech as a user with Medtech 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, **Service ► New (Ctrl+N)**, the New Service window will be displayed.

4. Enter the Service item in the field “Code” and click the Elipse button next to the Code field as shown below, will populate the amount in the appropriate fields.



5. Enter the Description, Click OK to save the New service item.

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