

Release Notes

RXMW Australia

Medicare Benefit Schedule Update

01 December 2017



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

Table of Contents

For further information on this release, or any other queries regarding the MBS Update (01 December 2017), please contact the Medtech Helpdesk on 1300 362 333 ► Option 1, or email supportau@medtechglobal.com.

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Introduction

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

Newly Included MBS Items

73070, 73071, 73072, 73073, 73074, 73075, 73076

Deleted MBS Items

69418, 69419, 73053, 73055, 73057, 73069

Description Amended MBS Items

2497, 2501, 2503, 2504, 2506, 2507, 2509, 2598, 2600, 2603, 2606, 2610, 2613, 2616, 35614, 69488, 69491, 73045, 73343, 73922, 73923

Fee Amended MBS Items

Nil

SUMMARY OF CHANGES

At the time of writing, the December 2017 changes were summarized on the **Medicare Australia** web site:

<http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/News-2017-12-01-latest-news-December>

Should you require any assistance, please do not hesitate to contact the Medtech Helpdesk on 1300 362 333 ► Option 1, or email supportau@medtechglobal.com.

IMPORTANT NOTE

The MBS Update DOES NOT update any other fee scales such as Private, Workcover, AMA, and Health Funds. You must change these non-MBS fee scales MANUALLY via one of the following options:

Utilities → Items → General Tab

Utilities → Items → Update Tab → Update / Create Item Fee Levels

The MBS Update will always backup your current item fees, and record the date of changeover, before applying any new MBS fees. As a result, when an account is generated, RXMW compares the changeover date **01/12/2017** with the current date:

- If the date of service for an item is before the changeover date, e.g. 30/11/2017, RXMW retrieves and applies the old item fees
- If the date of service for an item is after the changeover date, e.g. 01/12/2017, RXMW retrieves and applies the new item fees.

NOTE: Once the MBS Update has been run, when adding or editing any items, it is no longer possible to set their old fees prior to 01 December 2017 for back-dated billing:

- For any new items added or imported manually from the MBS Database – after running the MBS Update, if it is necessary to back-date any such items to before 01 December 2017, users must change each item manually to their old fees in each invoice.
- For any existing items – after running the MBS Update, it is no longer possible to edit their old fees manually from Utilities ► Items ► General Tab, and it is no longer possible to import their old fees from the MBS Database.

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 fax notification and this release notes

IMPORTANT: These documents contain valuable information that, if not read, could seriously affect the upgrade process 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

Pre-requisites for Database Backup

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

- ✓ Ensure ALL users (including remote users) have **LOGGED OUT** of RXMW – including remote users and idle users in Terminal/Citrix sessions
- ✓ Ensure all the Services that access the RxMW Medical Database have been **STOPPED**:

Note: This includes any other Custom/Third-party Applications and Reporting Utilities not supplied by Medtech, etc.

- ✓ **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.

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:

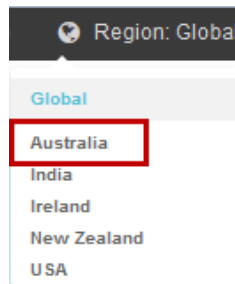
<http://www.medtechglobal.com/au/support-au/channel-partners-au/>

Installation

The MBS Update (01 December 2017) must be run on the RXMW Server machine, i.e. the machine where Microsoft SQL Server 2000 (or MSDE 2000) is installed. The following procedures ONLY need to be run ONCE for EACH practice (or once per database if your practice has multiple databases).

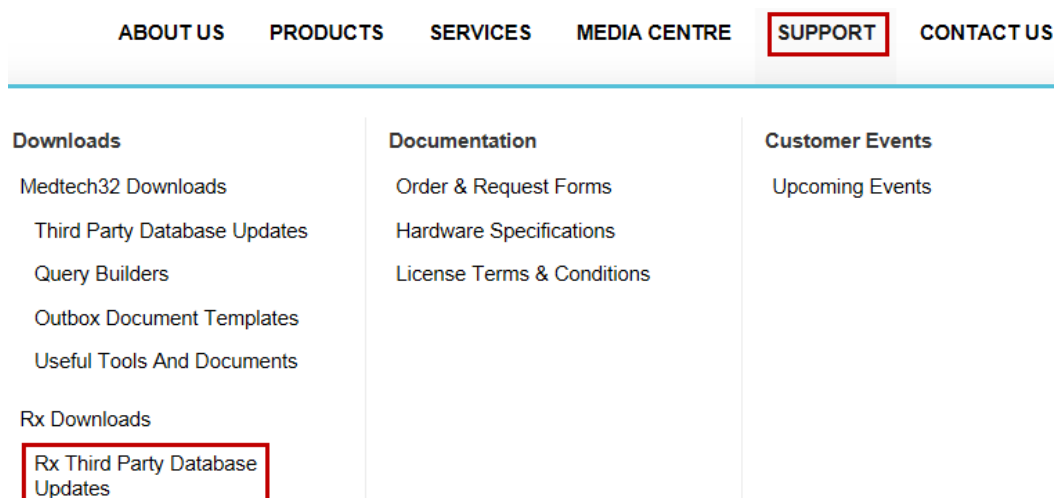
NOTE: If you are uncertain which computer is the RXMW Server, please contact your IT technician or service provider who has performed the RXMW and Microsoft SQL Server (or MSDE) installation and/or upgrade.

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.

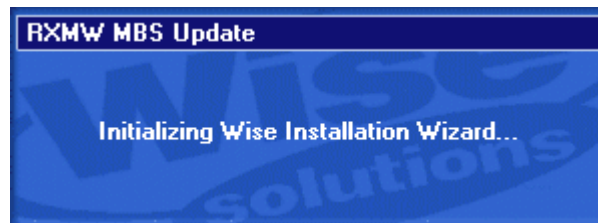


The Australia Home Page will be displayed.

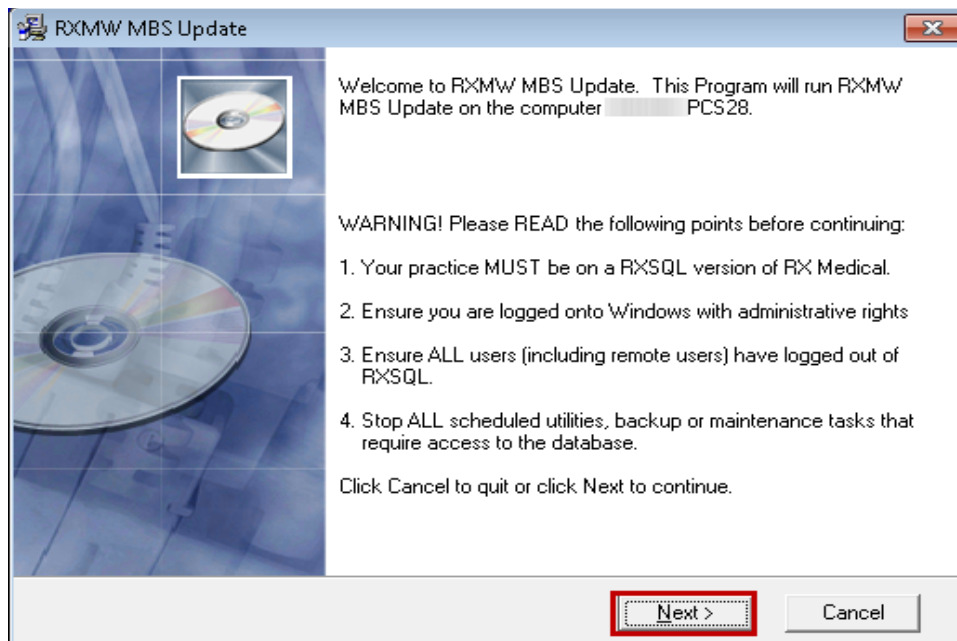
3. Select from the top menu, **Support ► Rx Downloads ► Rx Third Party Database Updates**. The Rx Third Party Database Updates page will be displayed.



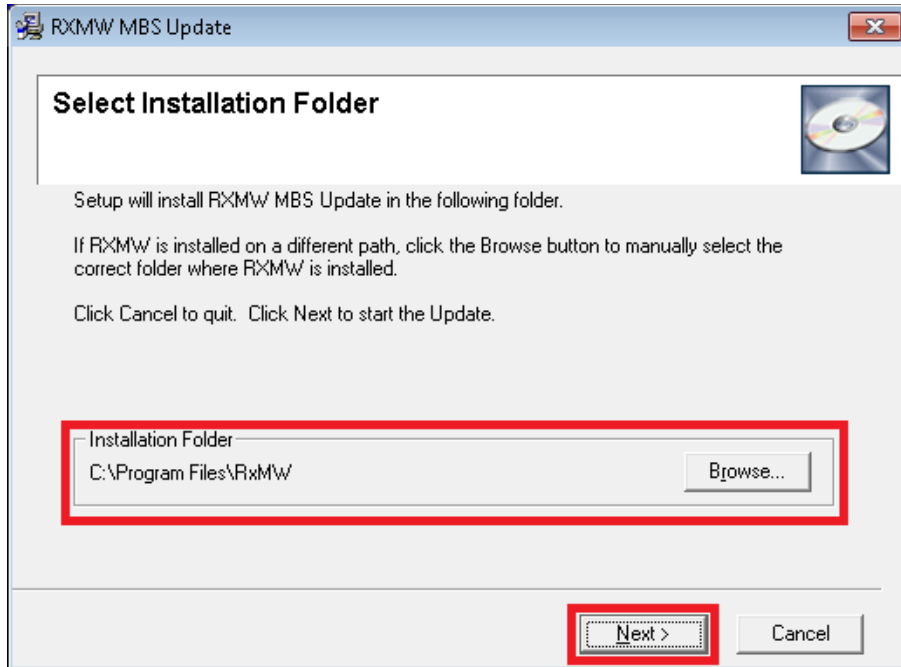
4. Here you will find four sections:
 - **RxSQL V6.3 or above Updates**
 - **RxSQL V6.0 to V6.2 Updates**
 - **RxSQL Version 4.5x to 5.x Updates**
 - **RxMW Updates**
5. From the **RxMW Updates** section, click on the link **01 December 2017 MBS Update** and download the MBS installer from the File Attachment 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\RXMW**. If RXSQL is installed on a different path, you **MUST** click on the **Browse** Button to manually select the correct **Installation Folder** where RXSQL is installed. Click on the **Next** button to continue.



NOTE: If you are uncertain where RXMW is installed, please contact your IT technician or service provider who has performed the RXSQL installation and/or upgrade.

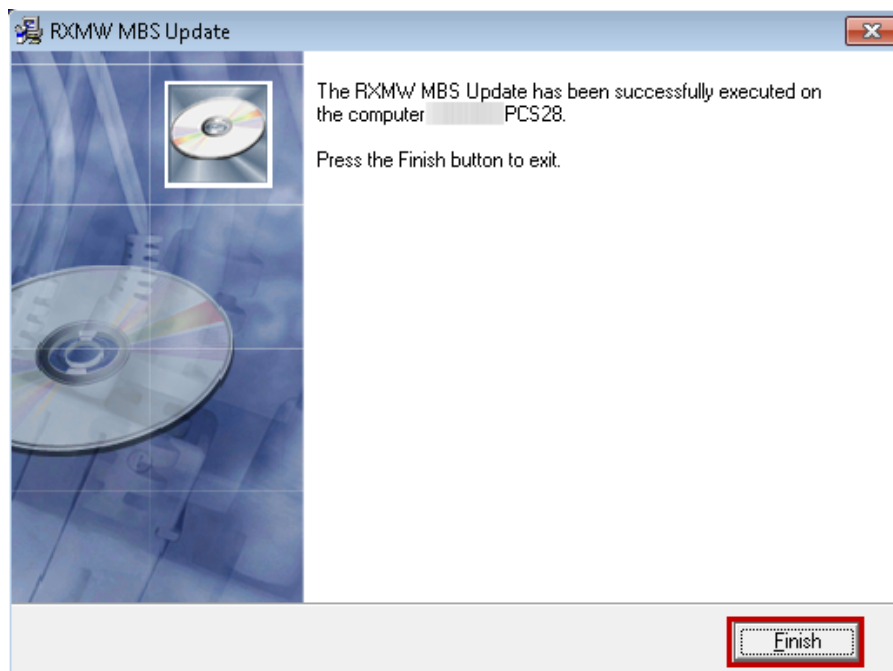
11. You will then be prompted to enter the **Password**. This **Password** has been supplied to you separately via fax.



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

- Enter the **Password**, and then click on the **OK** button to start the Update. The MBS Update utility will begin to run, and upon its completion – the following RXMW MBS Update Screen will be displayed.



- Click on the **Finish** button to exit the Update.

IMPORTANT NOTE

If the **Upgrading MBS Database** process finishes immediately, the **MBS Update December** not have completed successfully. If this happens, please contact the Medtech Helpdesk on 1300 362 333 ► Option 1 for assistance.

Update MBS Items

The following **Update MBS 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 to apply the **Update of the MBS Items**, i.e. select the correct **ODBC Name** from the RX Medical Logon Screen. By default, this should be **RXMW**.

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

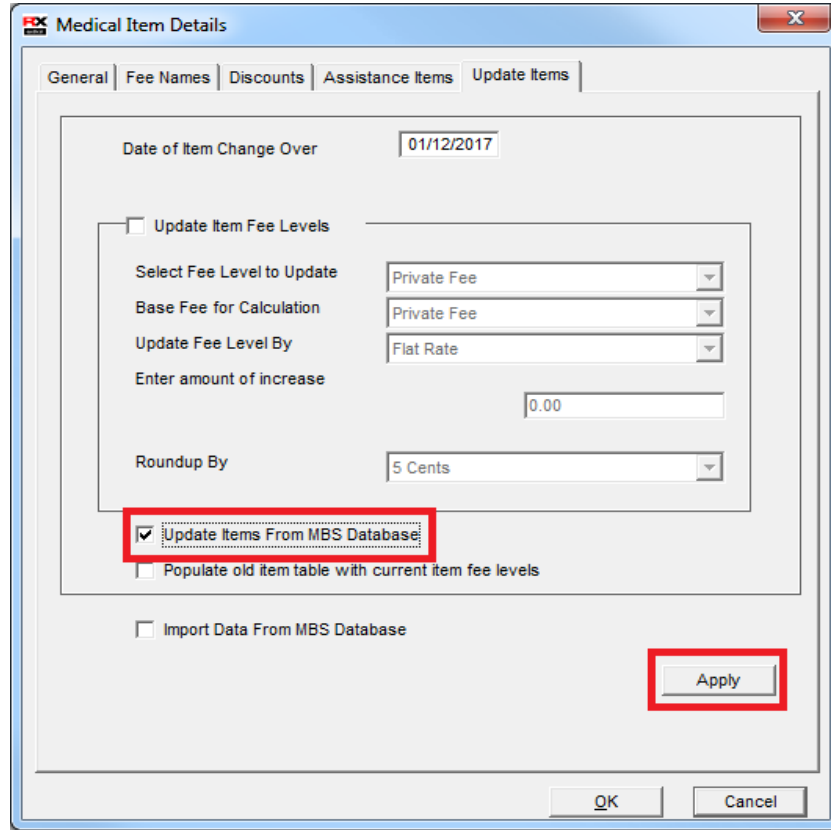


2. Select from the Menu, **Utilities ► Medical Items**, the Item Details screen will be displayed. Then click on the **Update Items** tab.

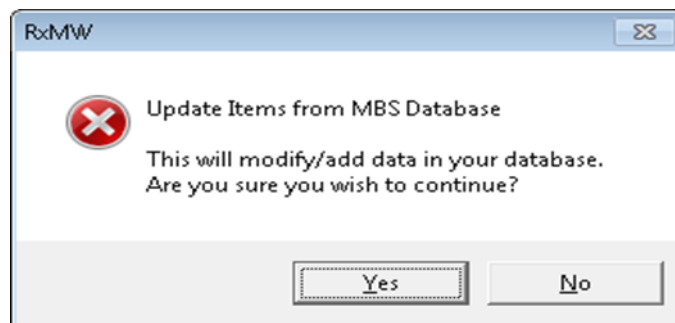
The screenshot shows the 'Medical Item Details' window with the following fields and options:

- General** | **Fee Names** | **Discounts** | **Assistance Items** | **Update Items** (highlighted)
- Date of Item Change Over: 01/12/2017
- Update Item Fee Levels
 - Select Fee Level to Update: Private Fee
 - Base Fee for Calculation: Private Fee
 - Update Fee Level By: Flat Rate
 - Enter amount of increase: 0.00
 - Roundup By: 5 Cents
- Update Items From MBS Database
- Populate old item table with current item fee levels
- Import Data From MBS Database
- Buttons: Apply, OK, Cancel

3. Tick the checkbox **Update Items from MBS Database** and then click on the **Apply** button. Note the Date shown in your Date of Item Change Over will show the last time that the update had been run.

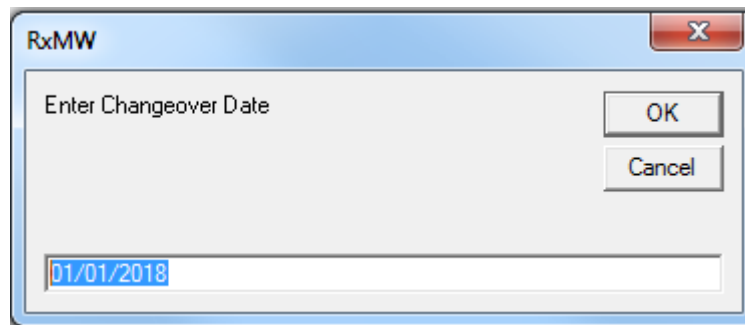


4. The Update Items from MBS Database dialogue box will be displayed. Click on the **Yes** button to start the Update.

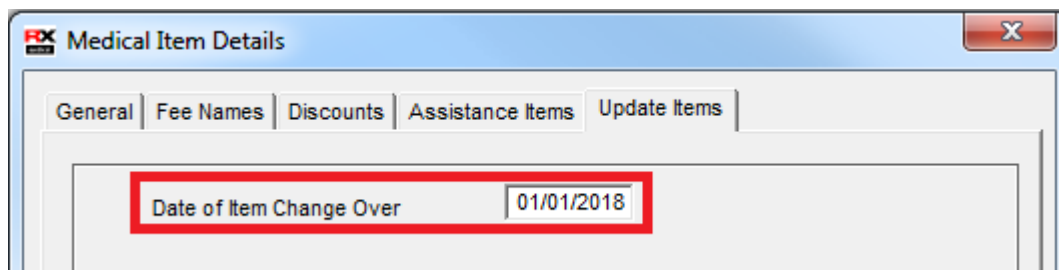


5. The **Enter Changeover Date** dialogue box will be displayed. Enter the date **01/12/2017** in the bottom field, then click on the **OK** button.

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



6. The **Update** will be process and populate old items with current item fee levels.
7. The **Date of Item Change Over** will now show **01/12/2017** at the top of the Medical Items → **Update** tab. Click on the OK button at the bottom right of the screen to close the window.



8. Once the Upgrade process has completed, the following dialogue box will be displayed. Click on the **OK** button to complete the Update.
9. You have successfully applied the **MBS December 2017 Update** to your RXMW database.

Import MBS Items (Manual Import)

1. Select from the Menu, Utilities ► Items, the Item Details screen will be displayed. Then click on the tab Update.
2. Tick the checkbox Import Data from MBS Database and then click on the Apply button

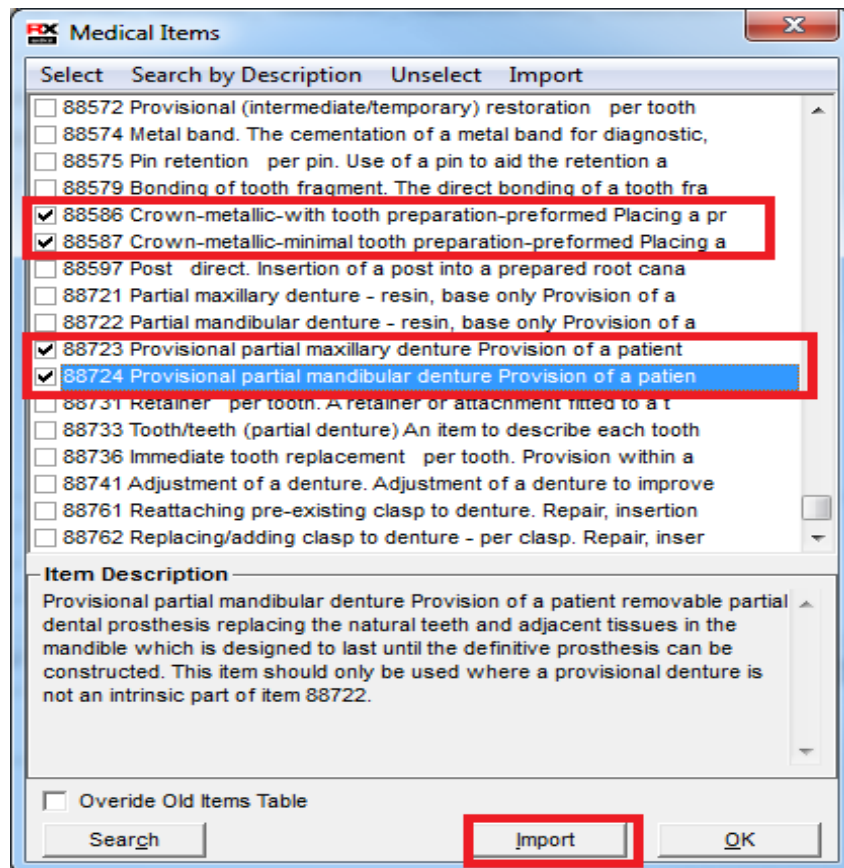
The screenshot shows the 'Medical Item Details' dialog box with the 'Update Items' tab selected. The 'Date of Item Change Over' is set to 01/01/2018. Under the 'Update Item Fee Levels' section, there are several dropdown menus: 'Select Fee Level to Update' (Private Fee), 'Base Fee for Calculation' (Private Fee), and 'Update Fee Level By' (Flat Rate). The 'Enter amount of increase' field is set to 0.00, and 'Roundup By' is set to 5 Cents. At the bottom, the 'Import Data From MBS Database' checkbox is checked and highlighted with a red box. The 'Apply' button is also highlighted with a red box. Other buttons like 'OK' and 'Cancel' are visible at the bottom.

3. The Import Items from MBS Database dialogue box will be displayed. Click on the Yes button to start the Import

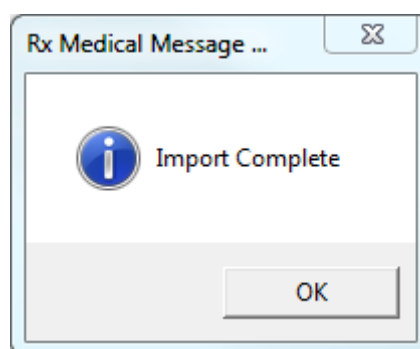
The screenshot shows a warning dialog box titled 'Import Data From MBS Database'. It contains a red 'X' icon and the text: 'This will modify/add data in your database. Are you sure you wish to continue?'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

To Import Single/Multiple Items

1. Tick single or multiple items and Click **Import** button

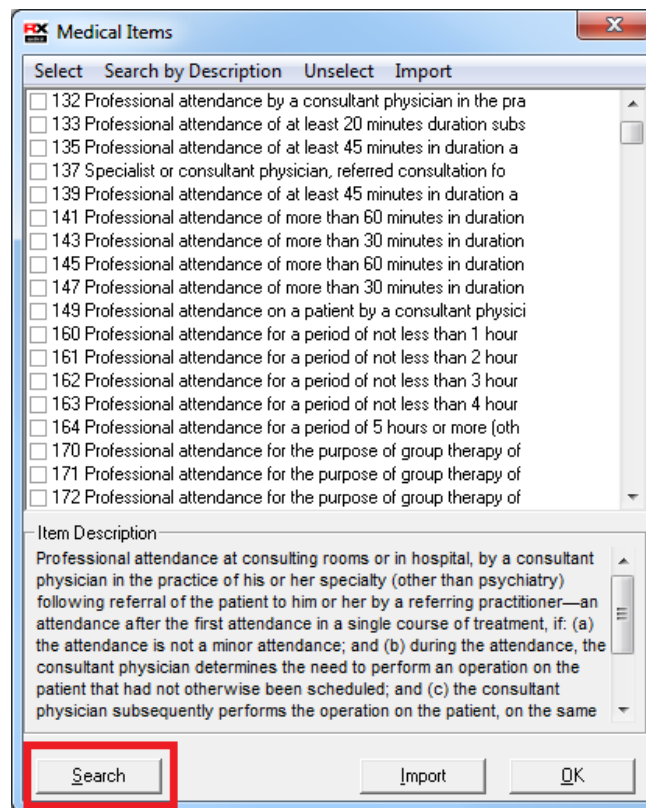


2. Import complete dialog box will be displayed, Click on the **OK** button to complete the Single/Multiple items Import.

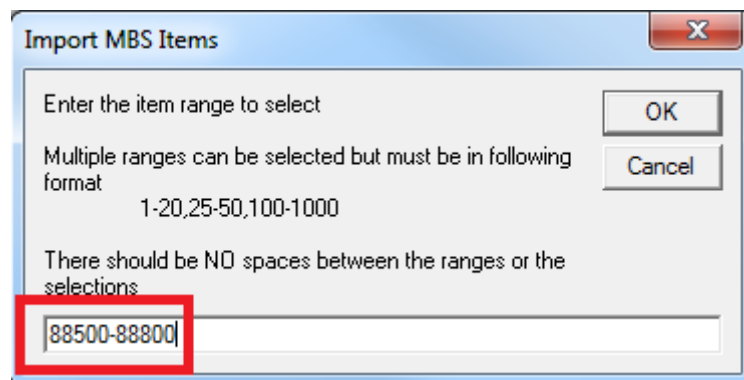


To Import a range of items

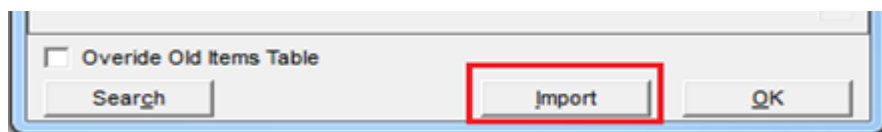
1. Click on the **Search** button.



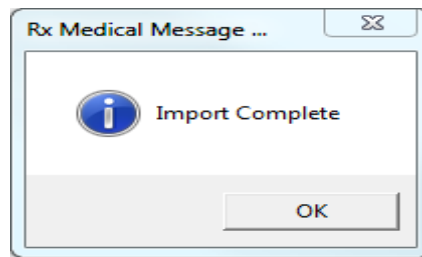
2. Enter a range of Item numbers and click on the **OK** button.



3. Click on the **Import** button.



4. Import complete dialogue box will be displayed, Click on the **OK** button to complete the range of items Import.



Should you require any assistance, please do not hesitate to contact the Medtech Helpdesk on 1300 362 333 → Option 1, or email supportau@medtechglobal.com.