

Release Notes

RXSQL Australia

Medicare Benefit Schedule Update

01 January 2018

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.*

Table of Contents

For further information on this release, or any other queries regarding the MBS Update (01 January 2018), 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 January 2018) updates any Medicare Benefit Schedule (MBS) Items which have had 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 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;

Utilites ► 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, RXSQL compares the changeover date **01/01/2018** with the current date:

- If the date of service for an item is before the changeover date, e.g. 31/12/2017, RXXSQL retrieves and applies the old item fees.
- If the date of service for an item is after the changeover date, e.g. **01/01/2018**, RXXSQL 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 January 2018 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 January 2018, 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 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.

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 RXSQL – including remote users and idle users in Terminal/Citrix sessions.
 - ✓ Ensure all the Services that access the Rx Medical Database have been **STOPPED**:
 - ❖ Medtech Data Transfer Service (for RxSQL Clinical Link)
- 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:

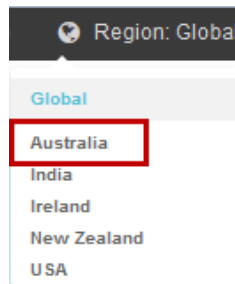
<http://www.medtechglobal.com/au/support-au/channel-partners-au/>

Installation

The MBS Update (01 January 2018) 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).

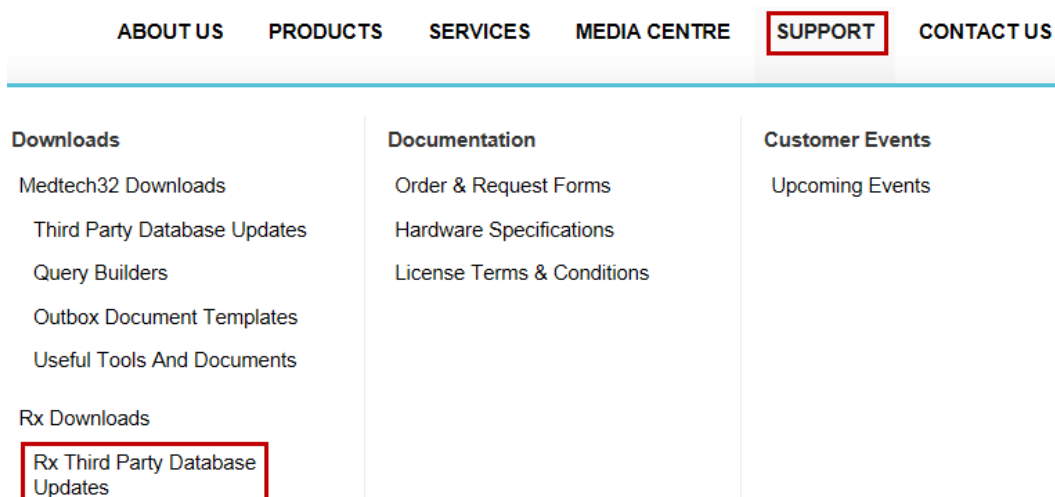
NOTE: If you are uncertain which computer is the RXSQL Server, please contact your IT Technician or Service Provider who has performed the RXSQL and Microsoft SQL Server installation and/or upgrade.

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.

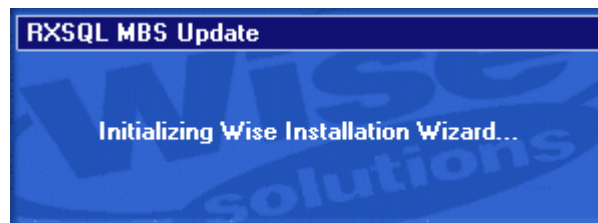


The Australia Home Page will be displayed.

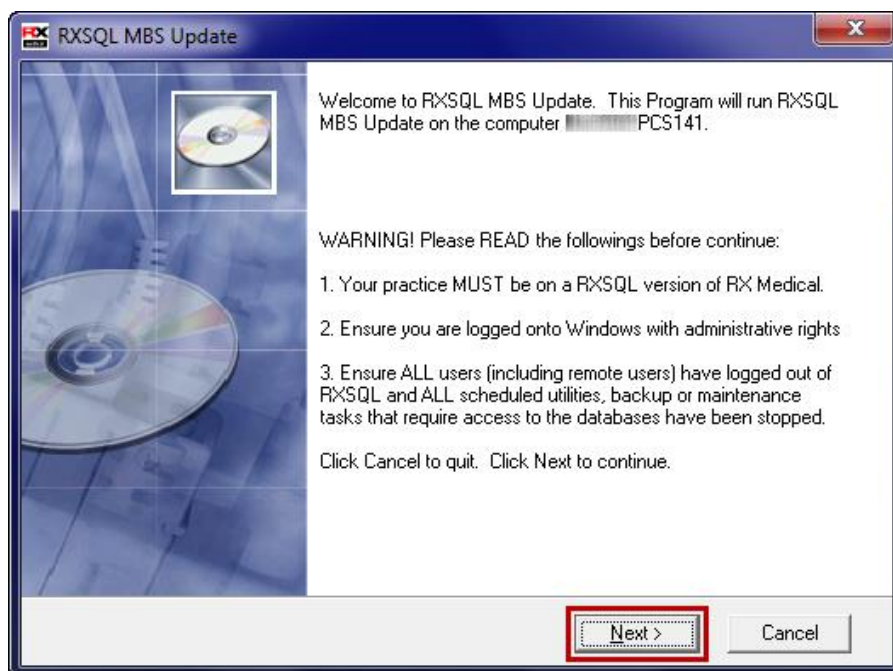
3. Select from the top menu, **Support ► Rx Downloads ► Rx Third Party Database Updates**. The Rx Third Party Database Updates page will be displayed.



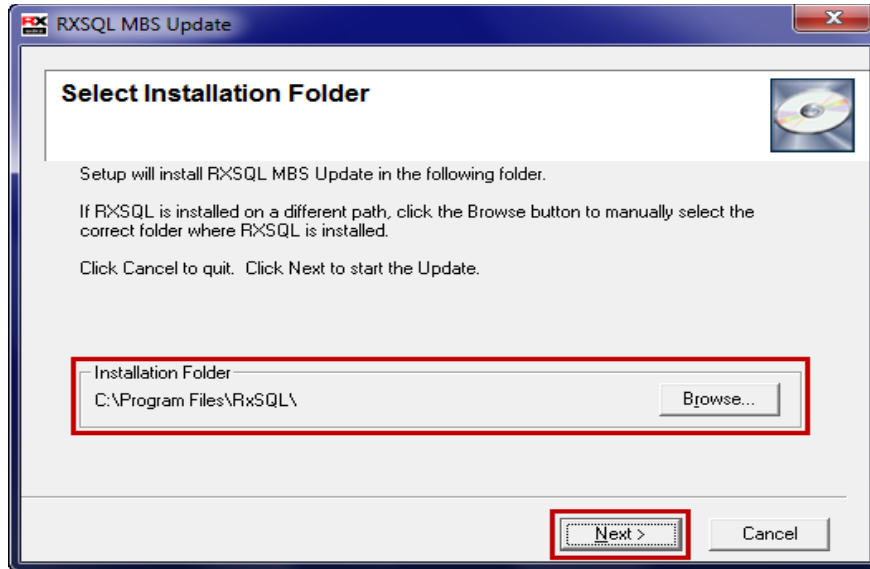
4. Here you will find four sections:
 - **RxSQL V6.3 or above Updates**
 - **RxSQL V6.0 to V6.2 Updates**
 - **RxSQL Version 4.5x to 5.x Updates**
 - **RxMW Updates**
5. From the **RxSQL V6.0 to V6.2 Updates** section, click on the link **01 January 2018 MBS Update** and download the MBS installer from 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.

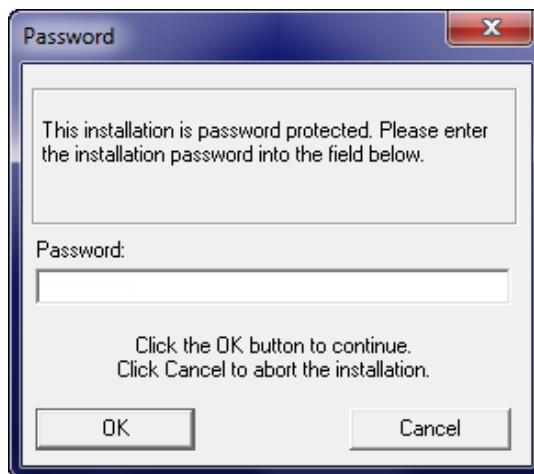


10. The Select Installation Folder screen will be displayed. By default, the **Installation Folder** is set to **C:\Program Files\RSQL**. If RSQL is installed on a different path, you **MUST** click on the **Browse** Button to manually select the correct **Installation Folder** where RSQL is installed. Click on the **Next** button to continue.



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.

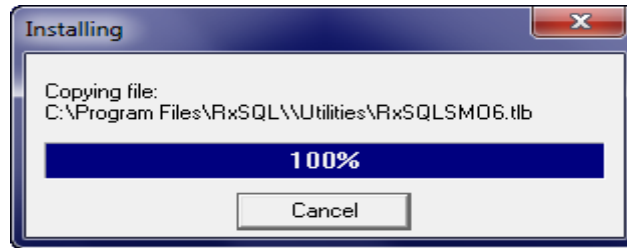
11. You will then be prompted to enter the **Password**. This **Password** has been supplied to you separately via fax.



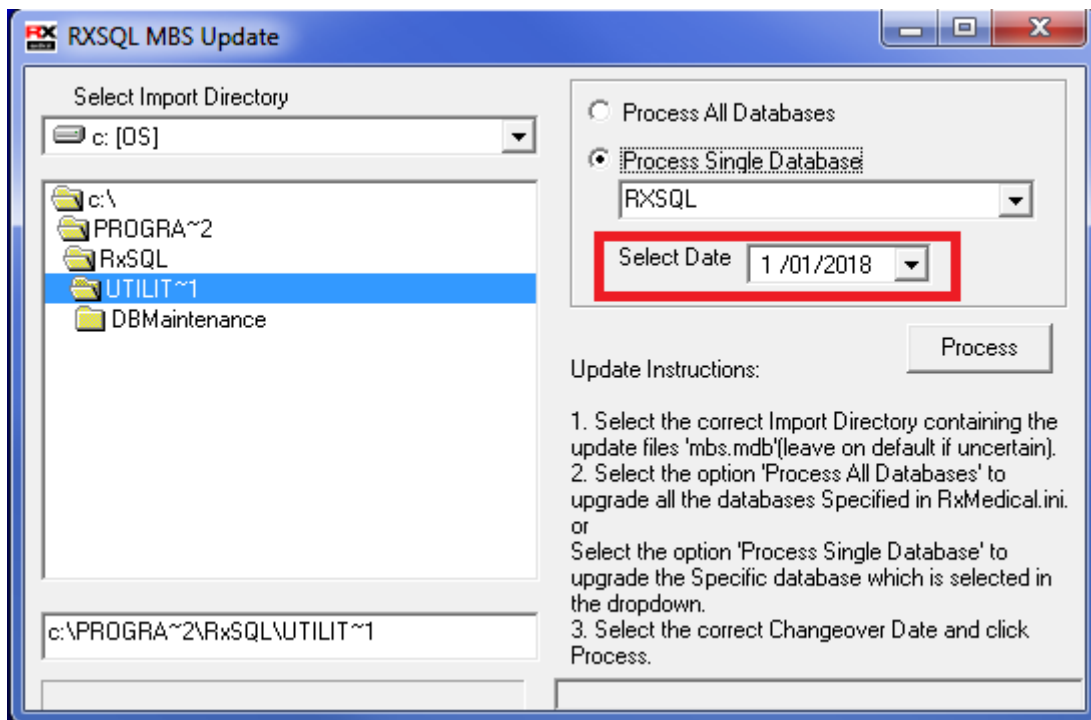
NOTE: This password **is not** case sensitive. You are only eligible to receive the Password if you are currently paying for maintenance support fees.

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.

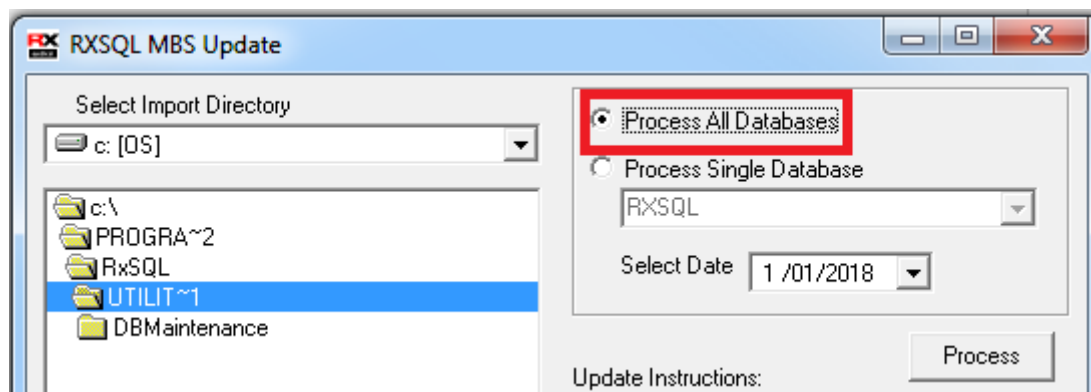
12. Enter the **Password**, and then click on the **OK** button to start the Update. The MBS Update utility will begin to run.



13. The **RXSQL MBS Update** screen will be displayed. By default, the correct **Import Directory** has already been selected automatically on the left hand side on the screen.

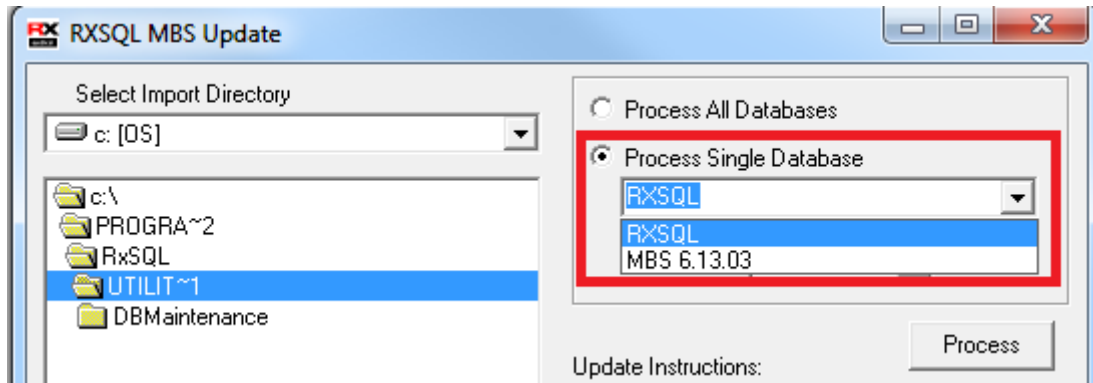


14. By default the option "**Process All Databases**" will be selected to update (i.e. MBS Update) all databases



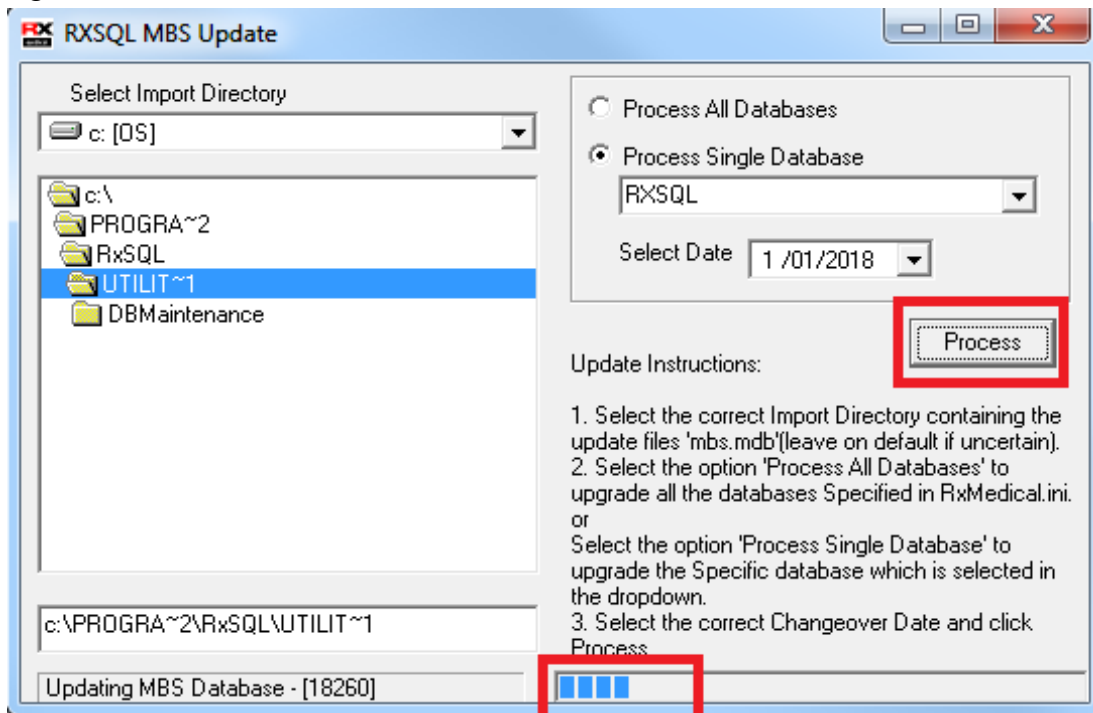
OR

To update a specific database, click the option “**Process Single Database**” and select an appropriate database from the drop down list e.g. RxSQL (the default database):

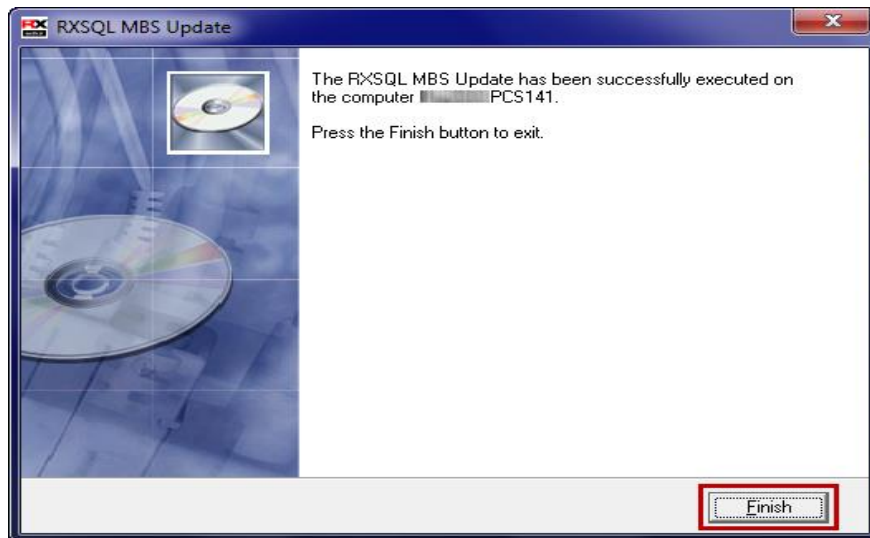


15. By default, the correct changeover date **01/01/2018** has already been selected in the **Select Date** dropdown box. If this is incorrect, you can manually select the correct date from the dropdown calendar to ensure that the date entered is **01/01/2018**

16. Click on the **Process** button to apply the Update to **All** or just the **selected** database. The status bar at the bottom display's the **Upgrading MBS Database** progress.



17. Once the Update has completed, an Update Complete window will be displayed. Click on the **Finish** button to exit the Update.



IMPORTANT NOTE

If the **Upgrading MBS Database** process finished instantaneously (i.e. without progressing through the MBS Item Numbers one by one in the status bar) – the **MBS Update** January 2018 has not been loaded successfully

If this happens on your RXSQL Server, please contact the Medtech Helpdesk on 1300 362 333 option 1 for assistance.

Update MBS Items

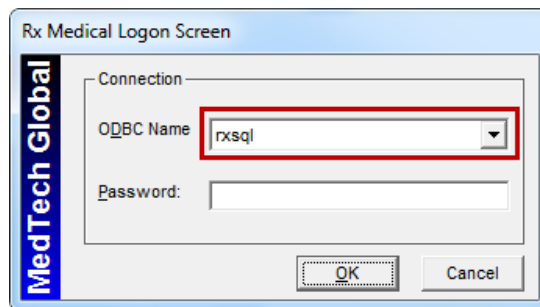
The following **Update MBS Items** procedures can be run from any RXSQL Server or Client machines, i.e. any machine where **Rx Medical** application is installed. These procedures **ONLY** need to be run **ONCE** for **EACH** practice (or once per database if your practice has multiple databases).

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

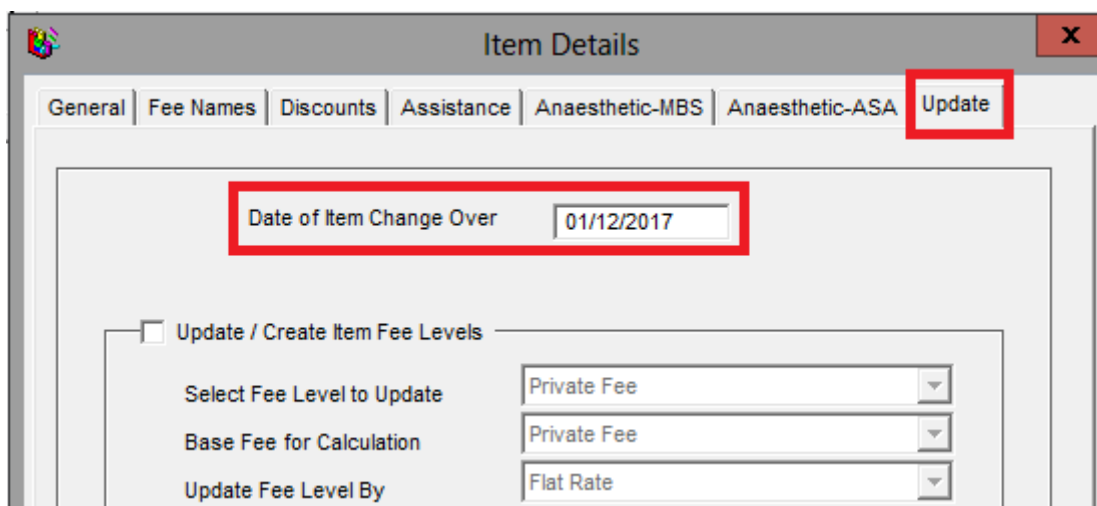
i.e. select the correct ODBC Name from the Rx Medical Logon Screen.

By default, this should be RXSQL.

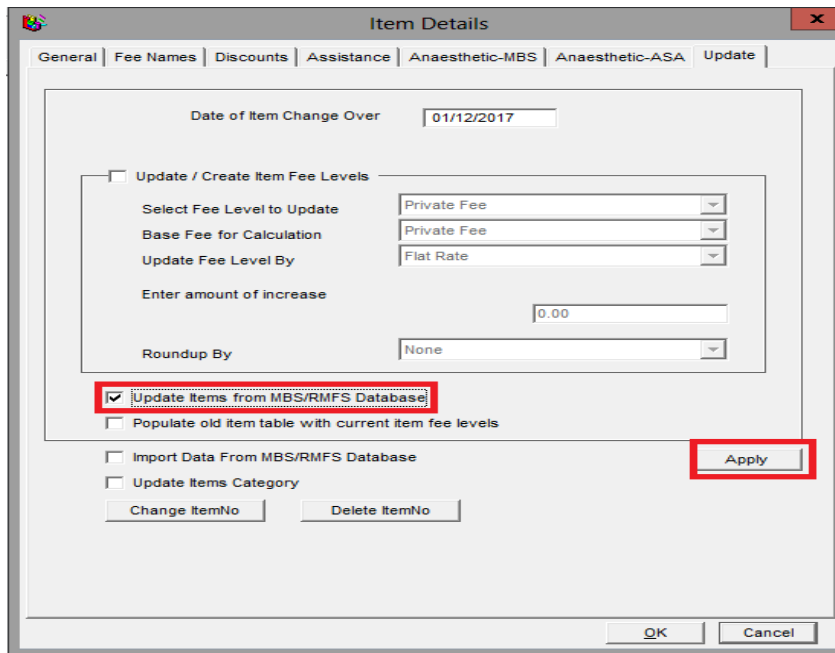
NOTE: If your practice has Security Permissions setup within RXSQL, ensure you are logged onto Windows as a user with permissions for "Add/Modify Items".



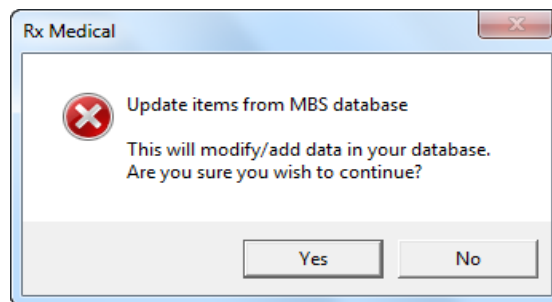
2. Select from the menu, **Utilities ► Items**, the **Item Details** screen will be displayed. Then click on the **Update** Tab.



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

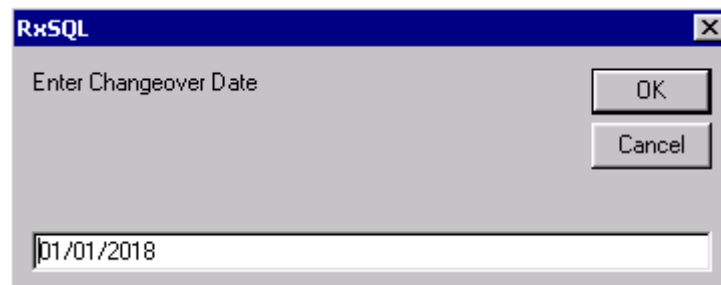


- The **Update Items from MBS Database** dialogue box will be displayed. Click on the **Yes** button to start the Update.

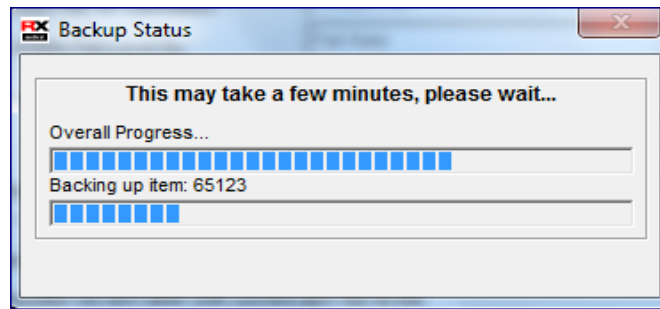


- The Enter Changeover Date dialogue box will be displayed. Enter the date **01/01/2018** in the bottom field, then click on the **OK** button.

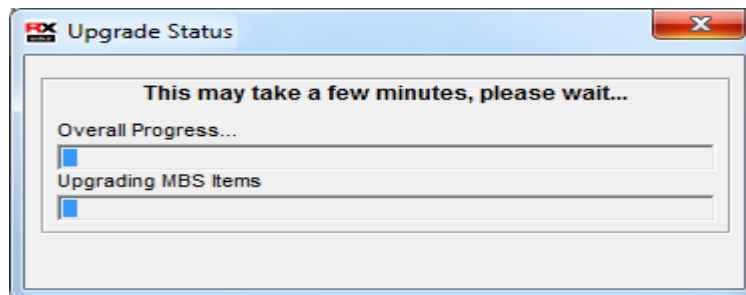
NOTE: The date MUST be typed in the format dd/mm/yyyy.



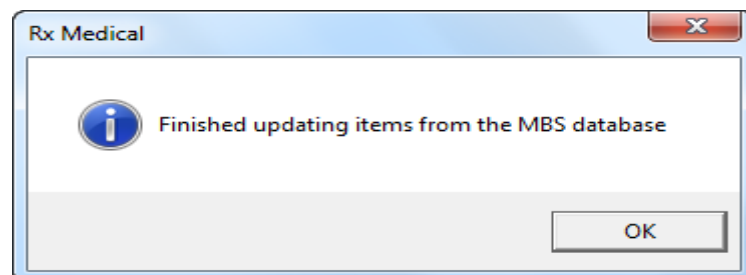
- The **Backup Status** screen will be displayed showing the backup progress. This will populate old items with current item fee levels.



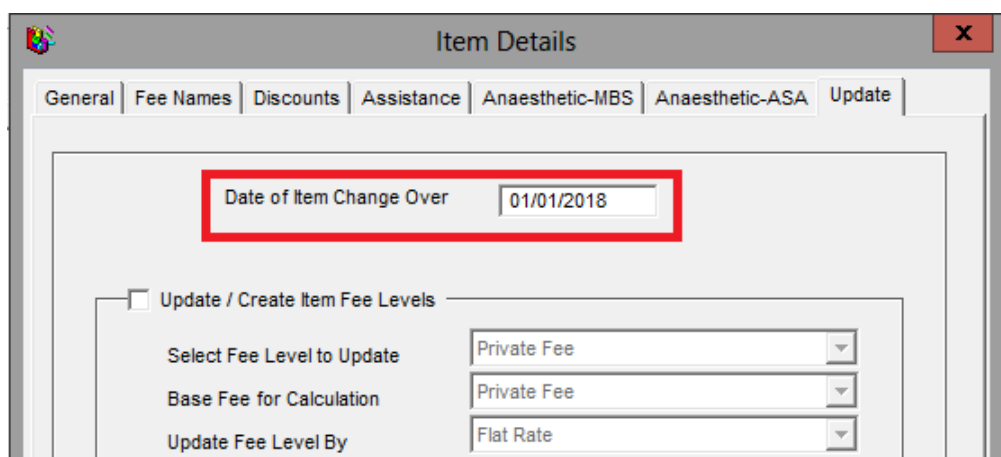
- The **Upgrade Status** screen will be displayed showing the upgrade progress. This will populate current items with new item fee levels.



- 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 show **01/01/2018** at the top of the **Item Details ► Update** tab.



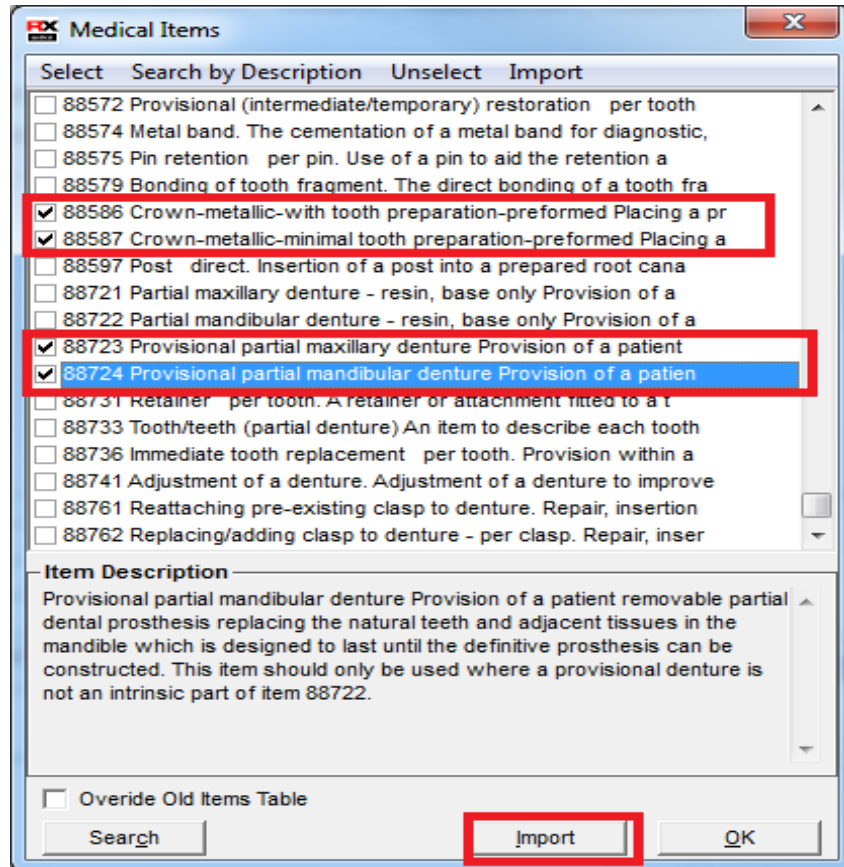
Import MBS Items (Manual Import)

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.

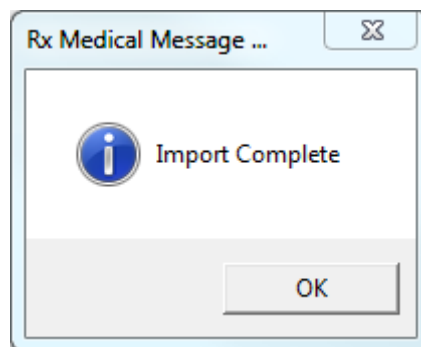
3. The Import Items from MBS Database dialogue box will be displayed. Click on the **Yes** button to start the Import

To Import Single/Multiple Items

1. Tick one or more items and Click **Import** button

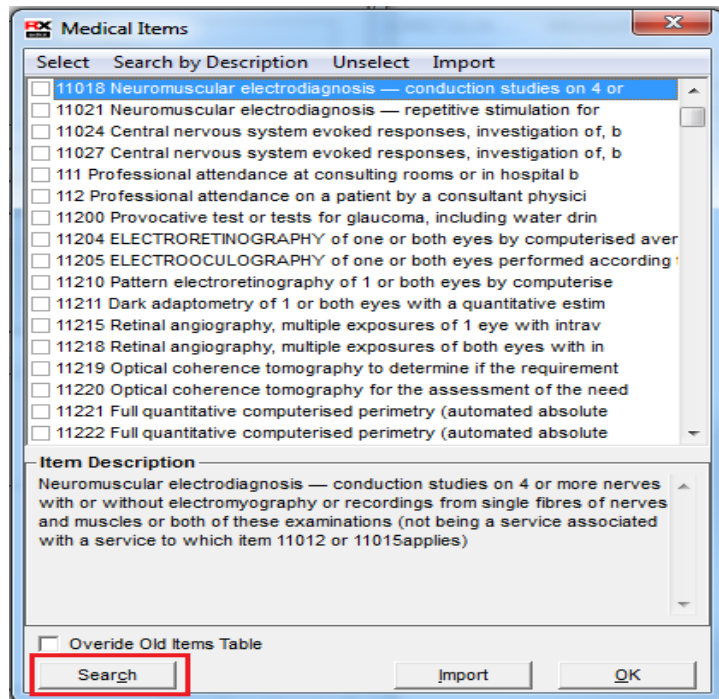


2. Import complete dialogue box will be displayed, Click on the **OK** button to complete the One/Multiple items Import.

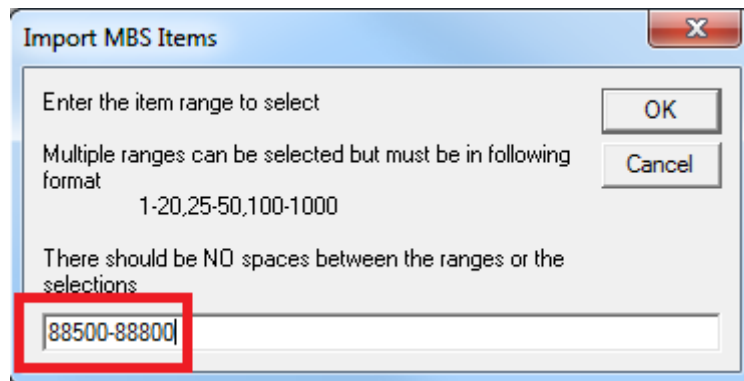


To Import a range of items

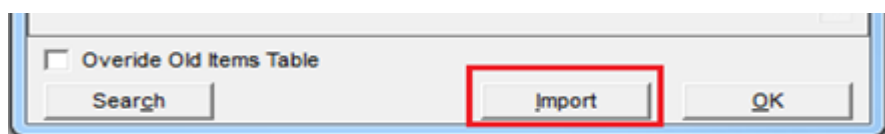
1. Click on the **Search** button.



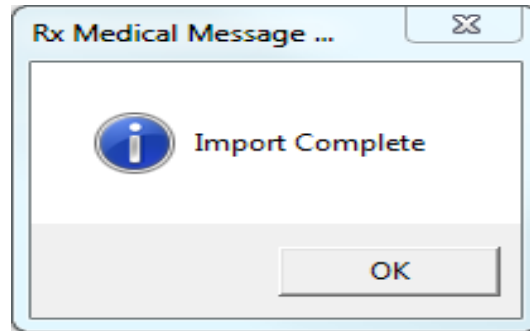
2. Enter a range of Item numbers and click on the **OK** button.



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.



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

List → Items → Sorted By Description → Short or Long Desc.

List → Items → Sorted By Item → Short or Long Desc.

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

Utilities → Items → General Tab

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 1 or email - supportau@medtechglobal.com.