

Release Notes

Medtech Evolution Australia Repatriation Medical Fees Schedule Update

(January 2020)



These Instructions contain important information for all Medtech Evolution 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 (January 2020), please contact the Medtech Helpdesk on 1800 148 165 ► Option 1, or email supportau@medtechglobal.com.

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Introduction

The RMFS Update (January 2020) updates any Repatriation Medical Fees Schedule (RMFS) Items which have the following details changed since the last RMFS Update (July 2019):

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

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

The RMFS update is included with alphanumeric items, e.g. "UR372", "UP01", etc.

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** fee level is 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 ALL users (including remote users) have **LOGGED OUT** of Medtech Evolution
- 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 Medtech Evolution – including remote users and idle users in Terminal/Citrix sessions
 - ✓ **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 Evolution Server is the one you would like this update to run.

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

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

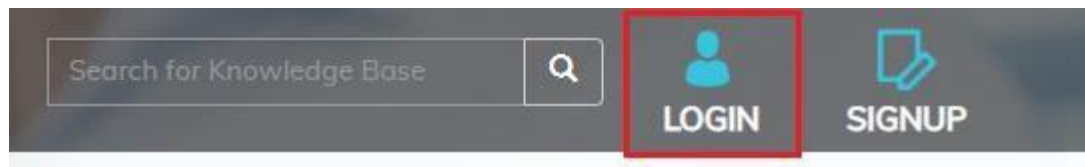
Installation

The RMFS Update (January 2020) must be run on the Medtech Evolution 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 Evolution Server, please contact your IT technician or service provider who has performed the Medtech Evolution installation and/or upgrade.

To download 01 January 2020 RMFS Update from Insight Portal

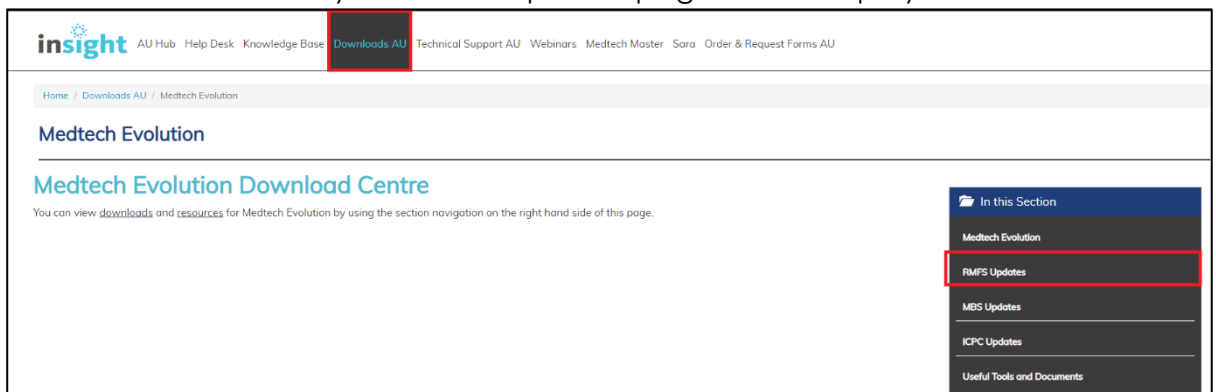
- o Please visit our website at <https://insight.medtechglobal.com/>.
- o Login to the Insight portal with your credentials (Username, & Password)



The Australia Home Page will be displayed.

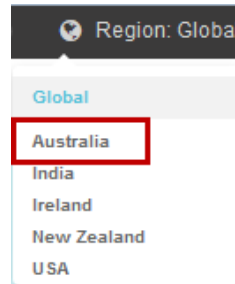
If you don't have log in access, please contact Medtech Helpdesk on 1800 148 165 ☐ Option 1, or email supportau@medtechglobal.com

- o Select from the top menu, **Downloads AU ► Medtech Evolution ► MBS Updates**. The Medtech Third Party Database Updates page will be displayed.



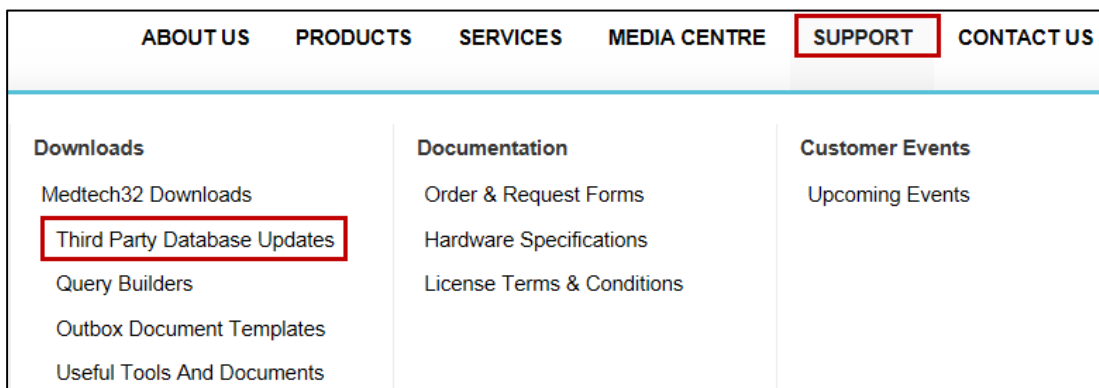
To download 01 January 2020 RMFS Update from Medtech Website

- Please visit our website at <http://www.medtechglobal.com/global/>.
- Select **Region: Australia** from the Region dropdown list on the top right corner of the screen.



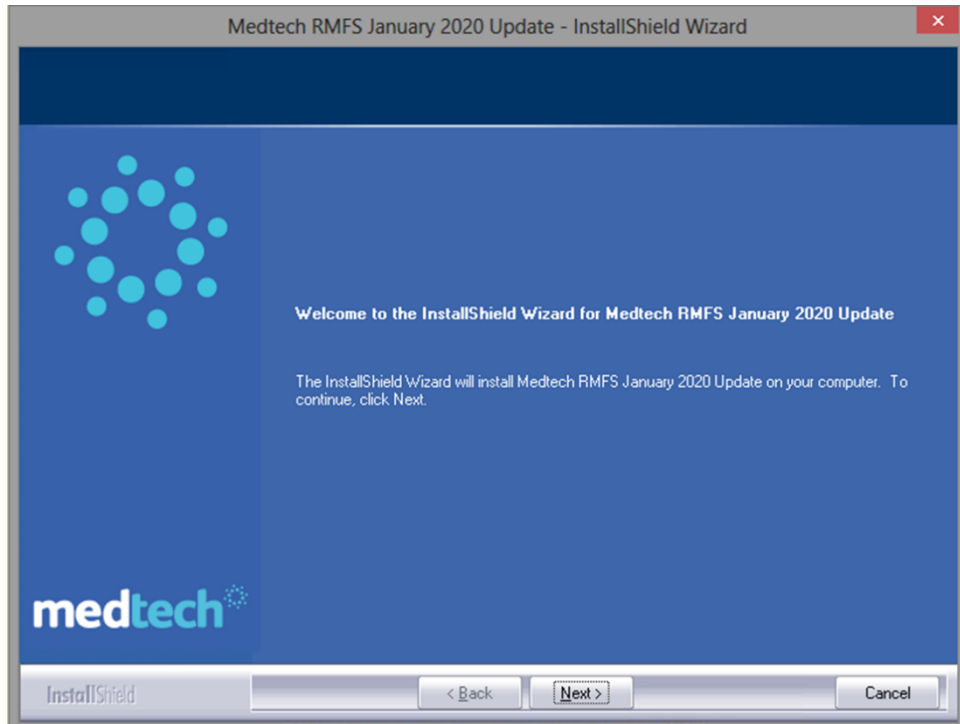
The Australia Home Page will be displayed.

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

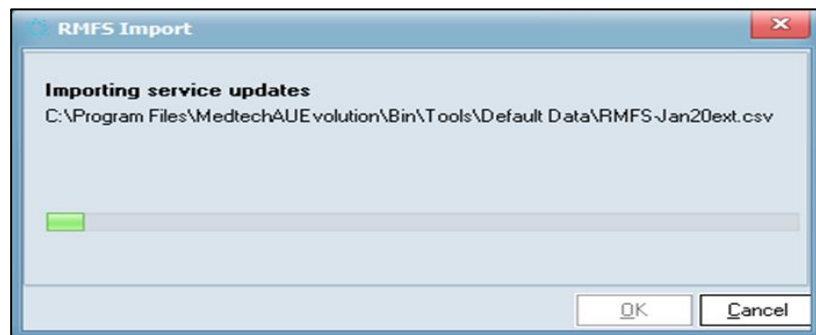


In both insight portal and Medtech Website you will find the **01 January 2020 RMFS Update**.

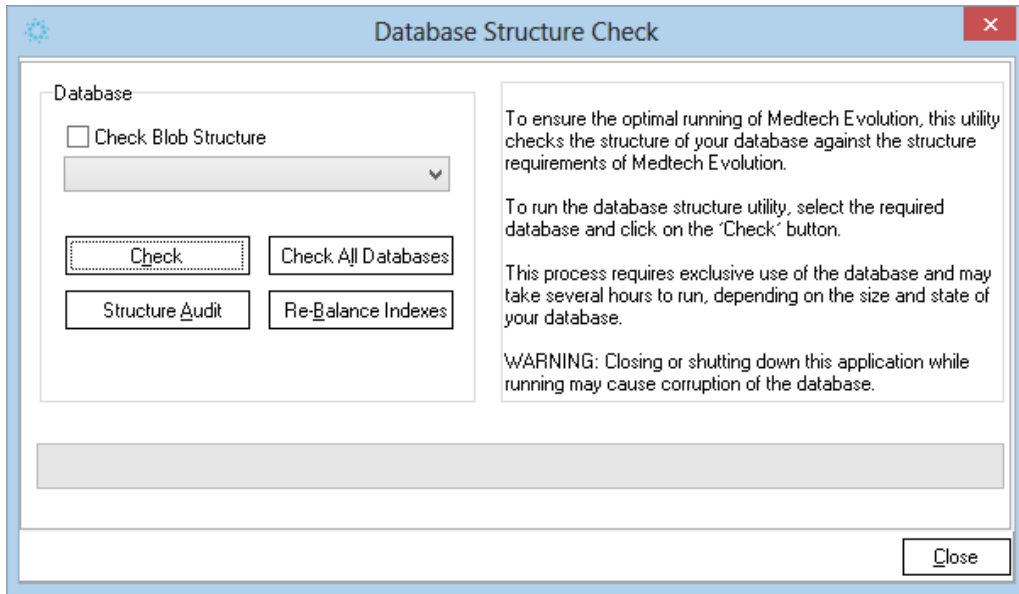
1. Click on the Link **01 January 2020 RMFS Update** and download the MBS installer from the **File Attachments** section.
2. If the **File Download Security Warning** dialogue box appears, select the **Run** option.
3. If the **Open File Security Warning** dialogue box appears, select the **Run** option.
4. The Welcome screen for the Installation Wizard will now be displayed
5. Click the Next button. The Update will then begin to run.



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



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



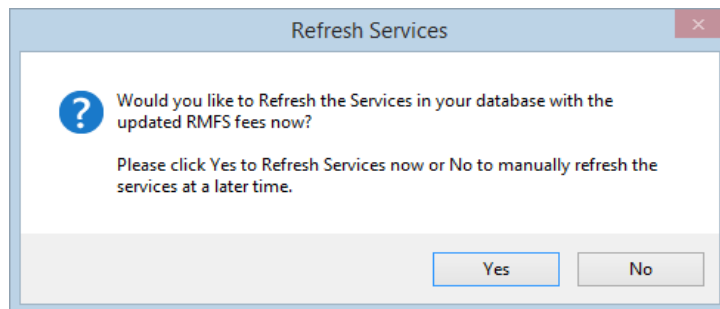
WARNING: DO NOT close the **Database Structure Check** utility when it is half-way upgrading the databases – doing so could damage your databases.

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

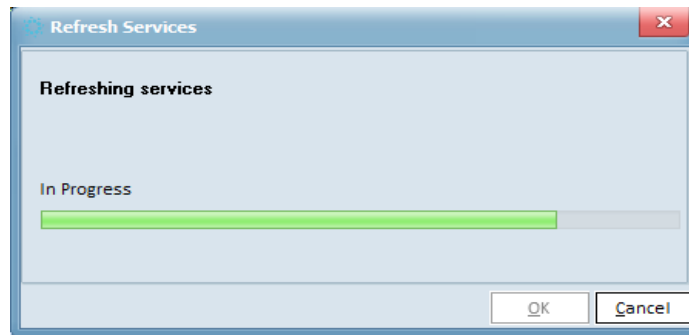
Refresh Service Items during Installation

- o The **Refresh Services** screen will be displayed.

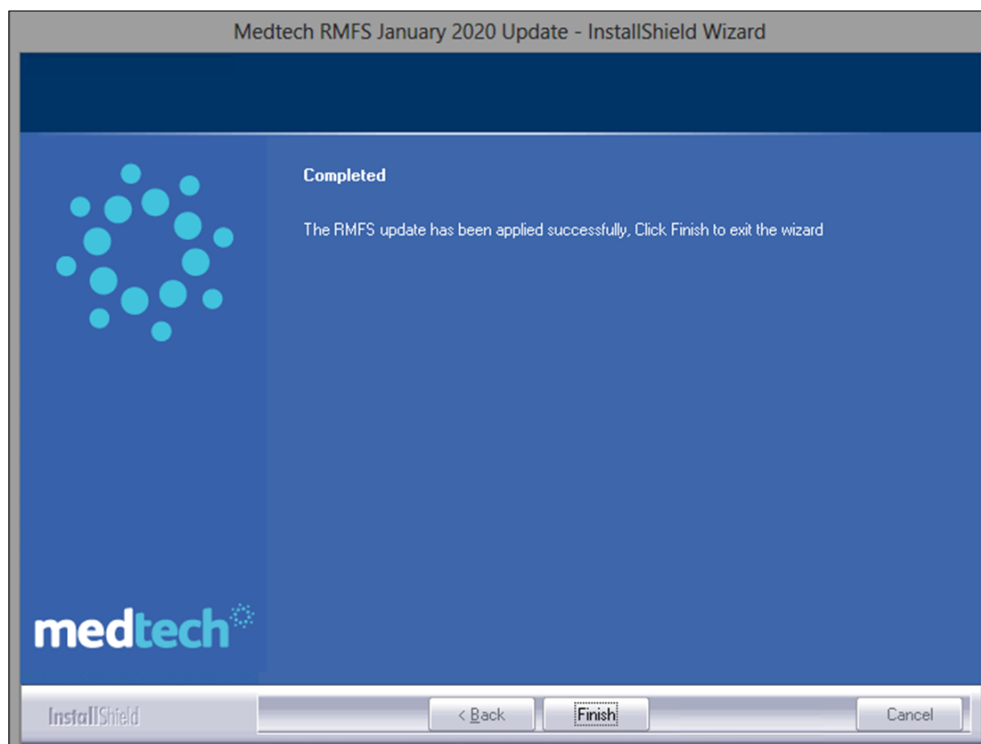


Click on the **Yes** button as you are installing the RMFS Update **AFTER** 1st January **2020**, which will UPDATE ALL service items to the new RMFS base fees.

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



Once the Update is completed, the Update Complete dialog 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 Medtech Evolution:

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

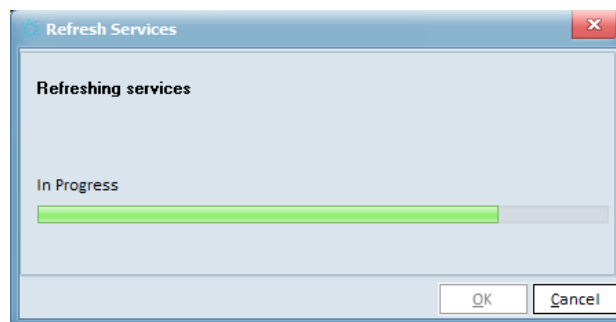
Refresh Service Items after Installation (Manual Refresh)

If you have clicked **No** in Step 1 above during the installation, you **MUST** manually Refresh all the Service Items to the new RMFS base fees.

- Ensure you are logged into Medtech Evolution as a user with Medtech Evolution **System Administrator** access rights.
i.e. The user **MUST** have the System Administrator option ticked under **Setup ▶ Staff ▶ Members ▶ Security Tab**

Select from the Main Menu, **Setup ▶ Accounting ▶ Services**. The **Service** setup screen will be displayed.

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 Medtech Evolution:

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

Likewise you can check the updated RMFS fees for each individual item:
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or email supportau@medtechglobal.com.