

## Release Notes

### Medtech32 Australia Medicare Benefit Schedule Update

(01 March 2020)



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

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## Introduction

The MBS update (01 March 2020) updates any Medicare Benefit Schedule (MBS) Items which have the following details changed since the last MBS Update (January 2020):

### **Newly Included MBS Items**

5001,5004,5011,5012,5013,5014,5016,5017,5019,5021,5022,5027,5030,5031,5032,5033,5035,5036,5039,5041,5042,5044,13832,13834,13835,13837,13838,13840,13899,14255,14256,14257,14258,14259,14260,14263,14264,14265,14266,14270,14272,14277,14278,14280,14283,14285,14288

### **Deleted MBS Items**

501,503,507,511,515,519,520,530,532,534,536,13847,14200

### **Description Amended MBS Items**

13815,13842,13848,13851,13854,41501

### **Fee Amended MBS Items**

13815,13842,13848

### **SUMMARY OF CHANGES**

At the time of writing, the March 2020 changes were listed on the **Medicare Australia** web site:

<http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/News-2020-03-01-latest-news-March>

### **IMPORTANT NOTE**

The MBS Update DOES NOT update any other base fees or payment levels such as AMA, Other, Private, Workcover, 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:** To refresh the service Items MANUALLY after executing March 2020 MBS update, please refer to the Refresh Service Items sections below.

### **IMPORTANT NOTE**

The items under the following service groups are 100 % Benefit such as A1, A2, A5, A6, A7, A14, A15, A17, A18, A19, A20, A22, A23, M2 and hence the Rebate fee (Benefit Amount) will be the same as Schedule fee. If you want to change you can update the Rebate fee MANUALLY:

Setup ► Accounting ► Services ► Main Tab

Although Items such as 19,33,40,50,87,89,90,91,722,746,749,757,768,771,773 and items between 820 to 866 fall into the above service groups, do not attract 100% rebate.

### **IMPORTANT NOTE**

**WARNING:** It is highly recommended to employ only qualified system engineers to perform installation and upgrade.

If you have any queries, please consult with your IT technician/service provider, or our support team.

## 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 followed, could seriously affect the upgrade progress and March result in 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 Medtech32\Data directory.

**IMPORTANT:** It is recommended to take a full copy of the Medtech Folder as well. Before copying 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 folders 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 restore of 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
- ✓ Ensure that **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 on.  
**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** Briefcase 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

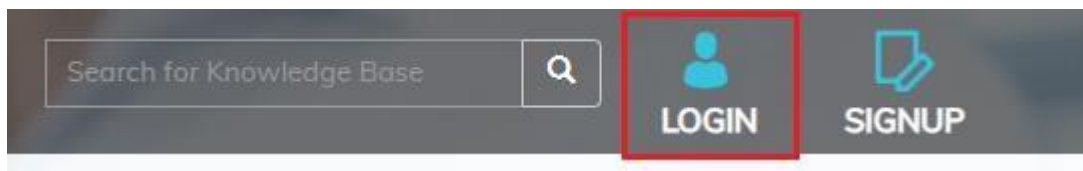
## Installation

The MBS Update (01 March 2020) 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.

### To download 01 March 2020 MBS Update from Insight Portal

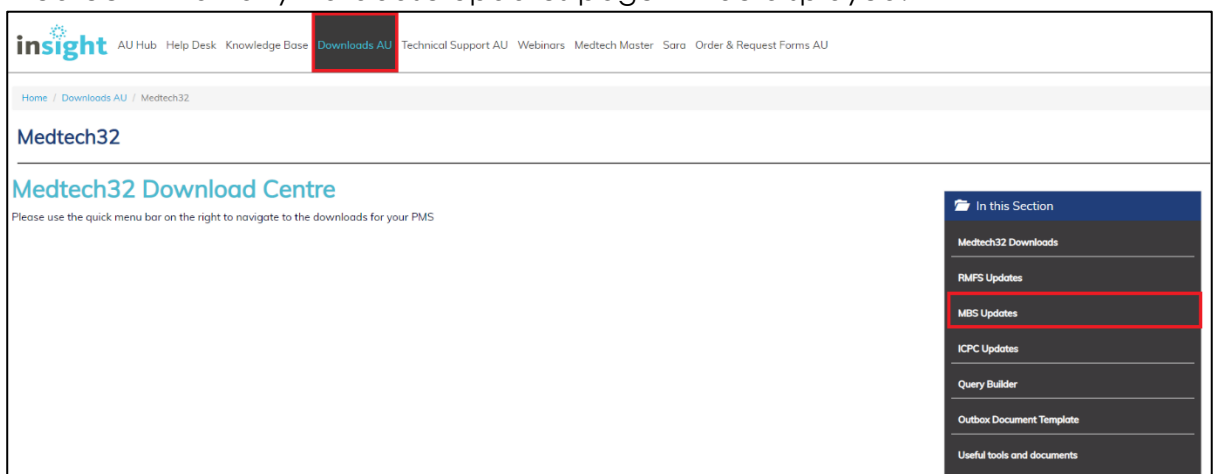
- o Please visit our website at <https://insight.medtechglobal.com/>.
- o Login to the Insight portal with your credentials (User Name & Password)



The Australia Home Page will be displayed.

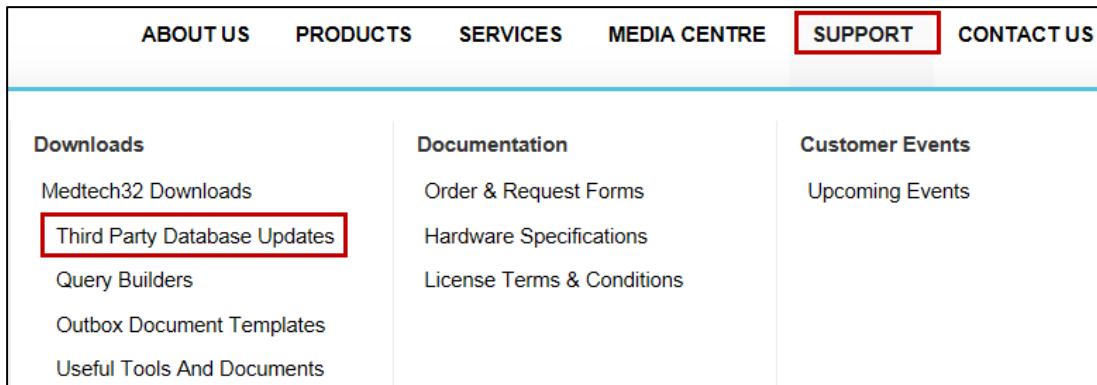
If you don't have log in access, please contact Medtech Helpdesk on 1800 148 165 ► Option 1, or email [supportau@medtechglobal.com](mailto:supportau@medtechglobal.com)

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



**To download 01 March 2020 MBS Update from Medtech Website**

1. Please visit our website at <https://www.medtechglobal.com/au/>
  - o Select from the top menu, **Support ► Medtech32 Downloads ► Third Party Database Updates**. The Medtech Third Party Database Updates page will be displayed.

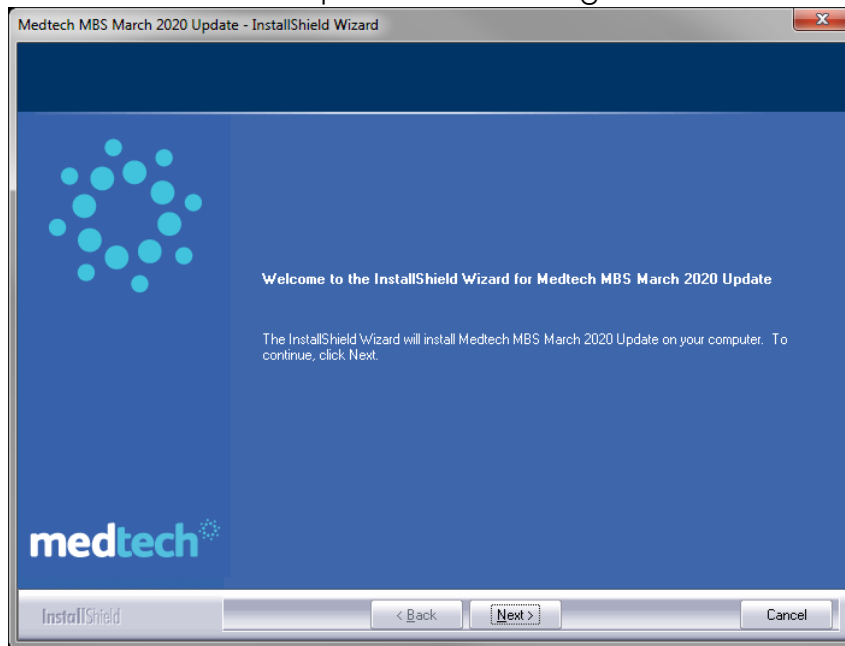


In both insight portal and Medtech Website you will find the **01 March 2020 MBS Update**.

1. Click on the Link **01 March 2020 MBS 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

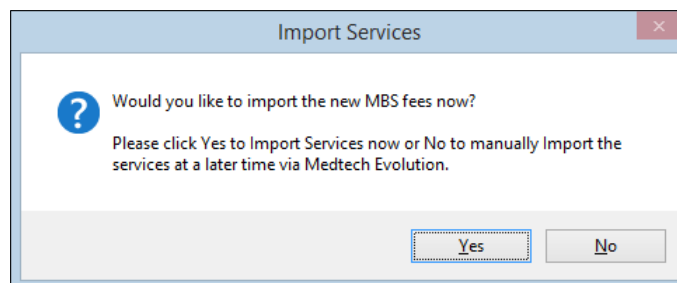


- Click the Next button. The Update will then begin to run.

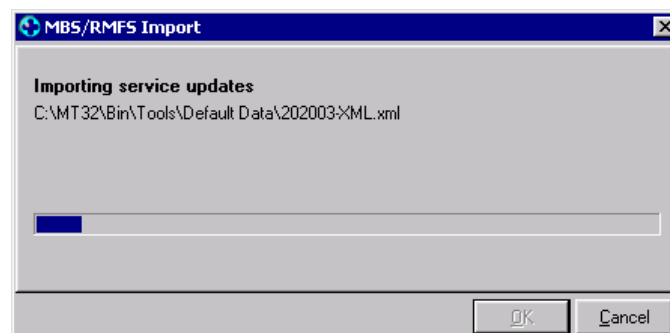


## Import Service Items

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



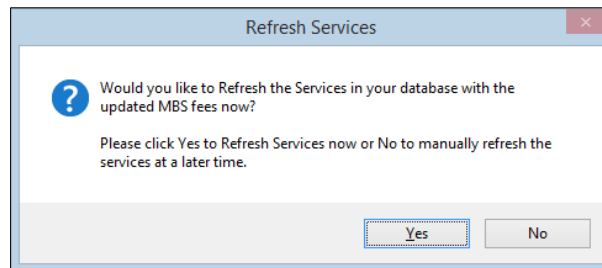
- The **MBS/RMFs Import** utility will begin to run.



## Refresh Service Items

### Refresh Service Items during Installation

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



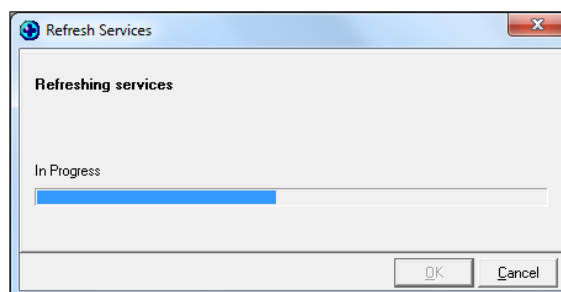
Click on the **No** Button if:

- Not to 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.

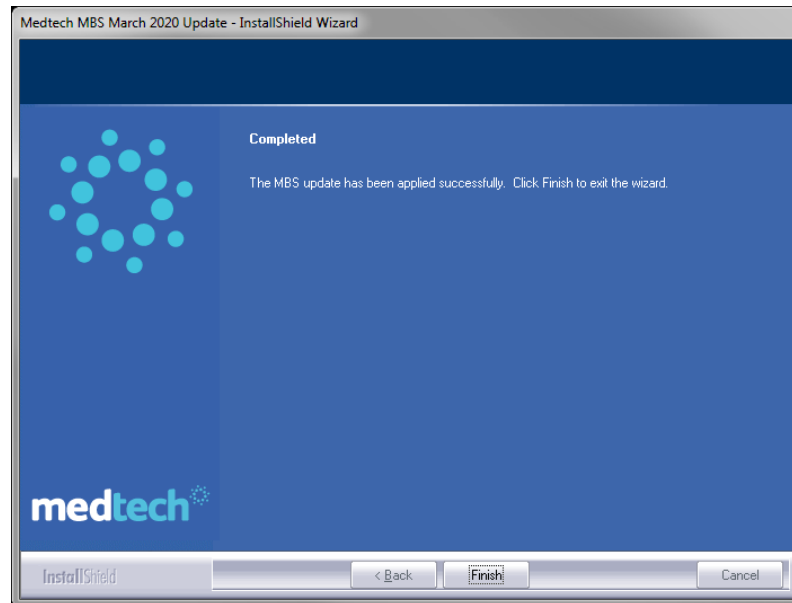
Click on the **Yes** Button:

- 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.



- 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:

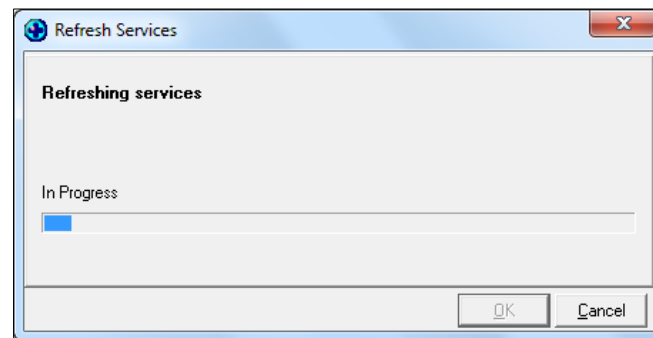
**Setup (Main Menu) ▶ Accounting ▶ Services  
▶ Service (Main Menu) ▶ Print**

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)

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 Action Menu, **Service ► Refresh Service Items**, the Refresh Services utility will begin to run.



## 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 Action 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.