



Medtech Evolution
NZePS
Signature Exempt Prescribing

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Introduction

The Ministry of Health have introduced new rules to make it easier for you to provide electronic prescriptions to support virtual care. This is especially important during this Covid-19 epidemic when exchanging paper prescriptions between prescriber, patient and pharmacy is burdensome, challenging and unsafe.

There is a current Director-General of Health waiver that permits Signature Exempt Prescriptions. Signature Exempt Prescriptions are electronic prescriptions that do not require a physical wet ink signature from an authorised prescriber.

The waiver permits Signature Exempt Prescriptions under the following conditions:

- The prescription is for non-controlled drugs ONLY; and
- The prescription is a NZePS barcoded prescription; and
- The system that generates the prescription has been authorised by the Ministry of Health for Signature Exempt Prescriptions; and
- The prescription is downloaded at the pharmacy from NZePS.

The Medtech Evolution application has been approved by the Ministry of Health for Signature Exempt Prescriptions by allowing you to attach the Signature Exempt Prescription to an email to send it to the community pharmacy on behalf of your patients.

The below instructions provide an overview of the process to follow in Medtech Evolution to send a prescription directly to a Pharmacy via email.

Pre-Requisites

1. NZePS Activation

To be able to email Signature Exempt Prescriptions to your community Pharmacy, your practice must be activated for NZePS.

Details on the NZePS service and Activation for your practice can be found on the Medtech Insight Customer Portal by clicking on the below link:

[Access NZePS Activation Information](#)

2. Evolution Version 2.0 Build 2.0.0.57

To enable the functionality within Medtech Evolution to send an NZePS prescription directly to a Pharmacy via email, your practice must be on Version 2.0 Build 2.0.0.57 of the Evolution application.

The Version 2.0.0 Build 2.0.0.57 upgrade can be downloaded from the Insight Customer Portal by clicking on the below link:

[Access the Evolution Version 2.0 Build 2.0.0.57 upgrade](#)

3. Email Client

To order to email the NZePS generated prescription to a Pharmacy an email client must be installed on each workstation that will be emailing the NZePS Prescriptions to the Pharmacy.

If your practice is enabled for SMTP email sending, you will also be able to email the NZePS generated prescription to a Pharmacy.

4. Pharmacy Address Book Entries

To send an NZePS generated prescription to a Pharmacy via email, the Pharmacy is required to be available within the practices Medtech Evolution Address Book.

Adding a Pharmacy to your practice Address Book can be completed in one of two ways:

1. Using the Pharmacy Address Book Load Utility provided by Medtech

[Access Medtech Evolution Pharmacy Address Book Load Utility](#)

2. Following the below steps to add a Pharmacy manually:
 - a. Navigate to File > Options > Agencies > Address Book
 - b. Click on the 'Add a new Address Book entry' icon or press 'Ctrl + N'

Surname	First Names	Street Address	Suburb	City	Day Phone	Fax	Spec
AI FX	STEWART	Marine Road	Light House	Lake City			Derma

- c. On the Main tab, enter a Code and Surname (which is the Pharmacy name)

New Address Book

Happy Valley Pharmacy (HVP)

Main Address Details Postal Details

Name

Code: HVP

Surname: HAPPY VALLEY PHARMACY

First Names: Title:

Preformatted Names: Happy Valley Pharmacy

- d. On the Address tab, enter the Pharmacies Email address into the Email field

New Address Book

Happy Valley Pharmacy (HVP)

Main Address Details Postal Details

Location

Street:

Suburb:

City:

Post Code:

Residence:

Organisation:

HPI Facility:

Contact Details

Day Phone: AH Phone:

Fax: Mobile Phone:

Unlisted Ph: Pager No:

Email: hvp@happyvalley.com

Healthlink

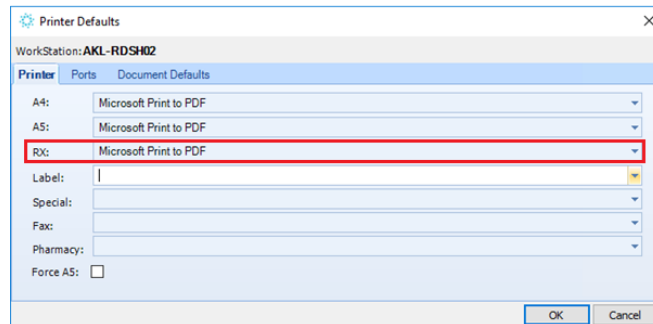
Mailbox:

- e. Click on the OK button to save the Address Book entry

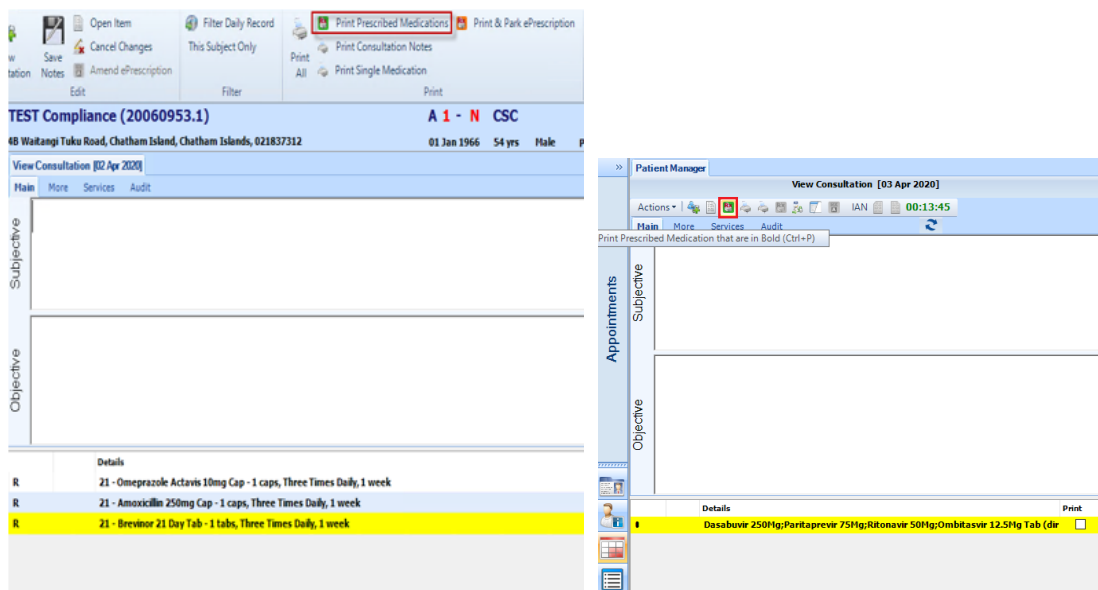
Emailing NZePS Prescriptions

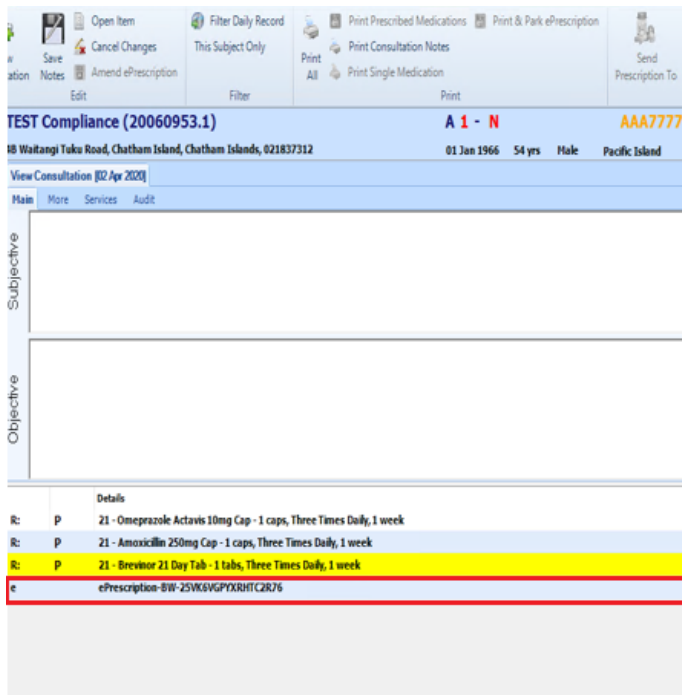
To send an NZePS generated prescription to a Pharmacy via email follow the steps below:

1. Navigate to **File > Print Setup**, and change the RX: Print setup to any installed PDF printer or Microsoft XPS Printer to avoid printing the prescription to a physical printer (ie: to go Paperless)

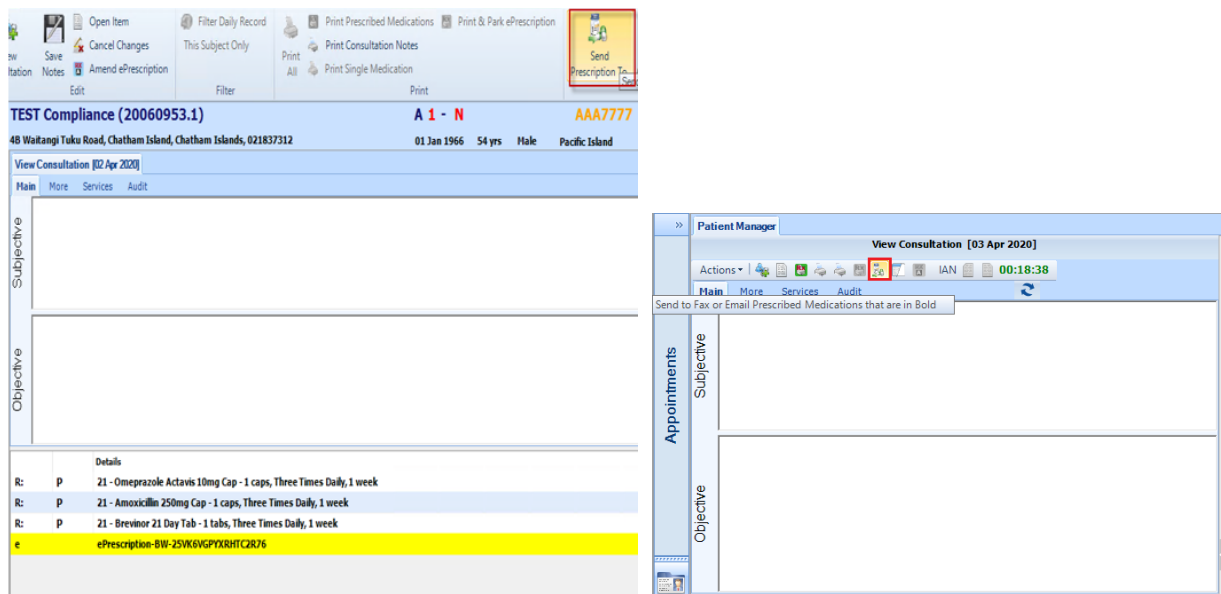


2. Prescribe or Re-prescribe medications for the patient following the existing standard process and click on the 'Print Prescribed Medications that are in Bold' (Green Icon) to generate the NZePS SCID as below.

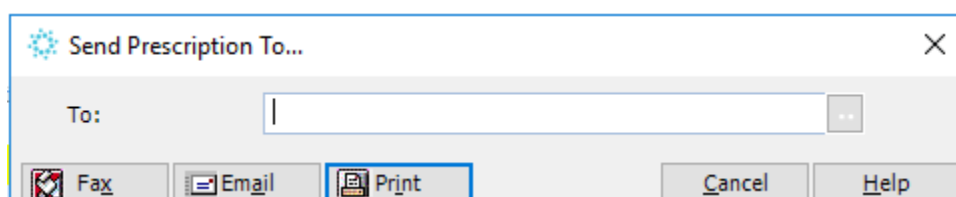




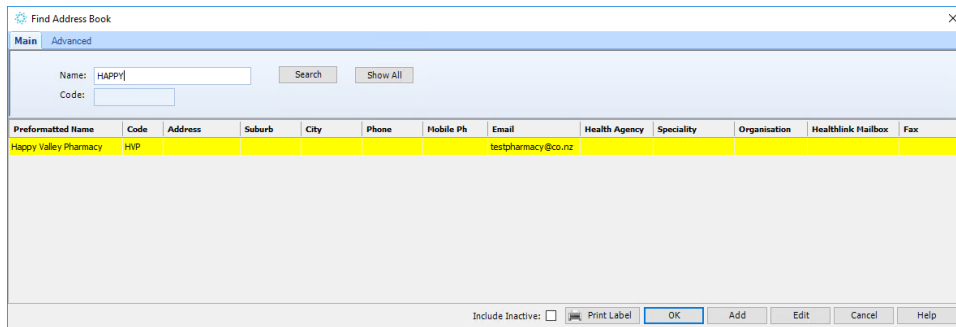
3. You can choose to cancel the print popup that will be displayed for printing the PDF of the prescription or print the script as local copy for future reference.
4. Once the NZePS SCID has been generated, highlight the NZePS SCID and click on the 'Send to fax or email Prescribed Medications that are in Bold' option.



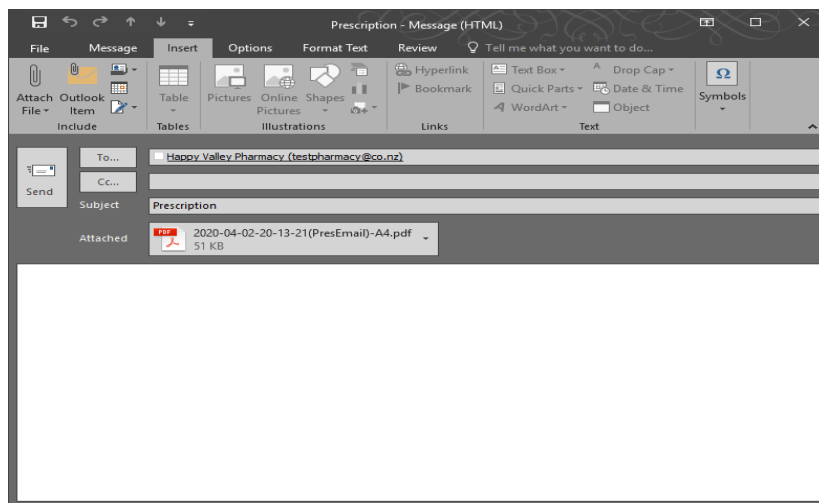
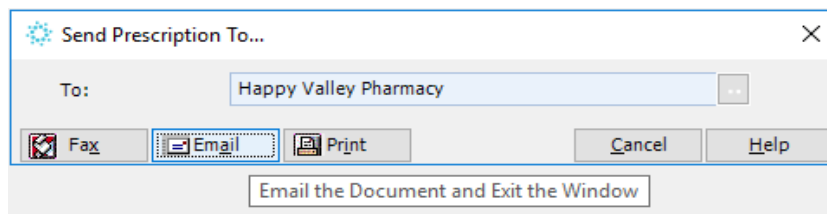
5. The 'Send Prescription To...' screen will be displayed



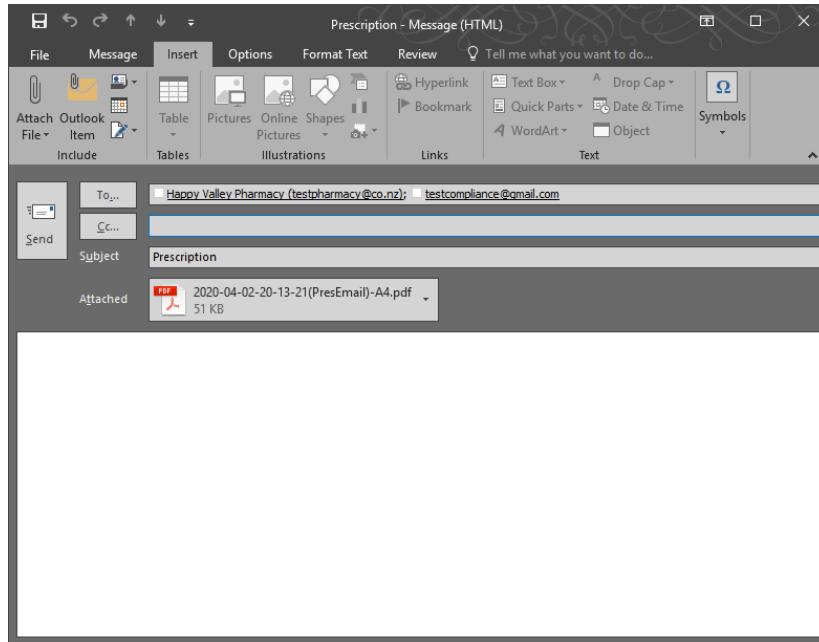
- Click on the 'Ellipsis (...)' button to open the Find Address Book screen to search the Address Book for the Pharmacy that you would like to email the Prescription to, and click on OK to select the Pharmacy record.



- Once the Pharmacy Address Book entry has been selected, click on the 'Email' button to launch the Email Screen with the PDF copy of the NZePS Prescription attached as below.



From the email screen, you can send the email directly to the Pharmacy **OR** to the patient by adding the patient email id **OR** send to both patient and Pharmacy by providing two-email ids.



In addition you have the ability to edit the Email Subject, and add text to the Email Body if required also.

You can also view the NZePS Prescription by clicking on the attached PDF document from the email screen.

Testing Patient(A4)



Bruce Wayne		Item Count: <input type="text"/>
NZMC Reg No. 75395122	HPI Facility: F2N060-E	Subsidy Card: <input type="text"/>
Mr Compliance Test		
4B Waitangi Tuku Road, Chatham Island, Chatham Islands, 8016		
M Ph: 021837312		
W/H Ph:		
GMS: A3	DOB: 01 Jan 1966	NHI: AAA7777

Rx 2/04/2020
 Dispense stat list medicines once only unless Frequent Dispense specified

Omeprazole Actavis 10mg Cap
 Sig: 1 caps. Three Times Daily, 1 week
 Mite: 21 caps

Amoxicillin 250mg Cap
 Sig: 1 caps. Three Times Daily, 1 week
 Mite: 21 caps

Bruce Wayne _____

Important Note: If your practices is enabled for SMTP, the Email screen will not be presented to you to add / edit the email content.

Additional Information

For additional information on Signature Exempt Prescriptions and Remote Prescribing requirements, please refer to the Ministry of Health website at the following link:

[Access information on Signature Exempt Prescriptions and Remote Prescribing](#)



Contact Us

support@medtechglobal.com

www.medtechglobal.com



0800 263 3832

Level 1

48 Market Place
Viaduct Harbour
Auckland 1010



Microsoft Partner
Gold Application Development