

# NZePS Activation

## Activation for New Zealand ePrescription Service

**File ► Options ► Connected Health Information Service ► EPS Setup**

Enhancements have been made to the Electronic Prescribing Setup screen and Activation process for the New Zealand e-Prescription Service to make it easier for Practices to on-board themselves.

**Electronic Prescribing Setup**

Practice Setup
Activate Staff
Audit

**Activation Process**

The activation of NZePS can be initiated by practices themselves.  
 First complete the Connected Health Information Services Request Form available on the Ministry of Health website [Click Here](#)  
 This form is to be signed and mailed to the Ministry of Health at [onlinehelpdesk@moh.govt.nz](mailto:onlinehelpdesk@moh.govt.nz)  
 The Ministry of Health will process the application and provide your practice with the relevant information needed.  
 Once the above steps are completed for NZePS with the Ministry of Health, your practice can activate NZePS by accepting the Terms and Conditions and Ongoing Monthly Fees conditions below.

**User Guides and Training Videos**  
 User Manuals and Training Videos for NZePS features and workflow within your PMS can be located on the Medtech website in the following location:  
[www.medtechglobal.com/chis](http://www.medtechglobal.com/chis)

**ePrescribing Settings**

Activate ePrescribing Service Log

Keep ePrescribing Service Log history for  days

Default Non-dispensing Period  days

**Connection Settings** Proxy

URL:

System UserName:

System Password:

**Authorisation & Approval to Activate**

I have the necessary authority to accept the on-going monthly service fee based on the number of Medtech PMS licenses. I authorise Medtech Limited to charge this additional on-going monthly service fee along with my regular on-going PMS Monthly Support and Maintenance Fees.  
 The on-going monthly service fees can be located on the Medtech website: [Click Here](#)  
 The number of licenses your practice has can be identified by navigating to Help > View License details

Medtech offers you access to the Medtech NZePS modules subject to your Medtech License and Service Agreement. By activating the NZePS service in your Medtech PMS system you accept these terms and conditions.  
 Medtech License and Service Agreement information can be located on the Medtech website: [Click Here](#)

## NZePS Activation

The activation of NZePS can be initiated by practices themselves if you have installed Medtech Evolution Version 1.9.0.420 or later.

You can find your Electronic Prescribing Setup screen by navigating to File > Options > Connected Health Information Service > EPS Setup.

To activate NZePS for your practice:

- Complete the Connected Health Information Services Request Form available on the [Ministry of Health website](#)
- Sign and email the Connected Health Information Services Request Form to the Ministry of Health at [onlinehelpdesk@moh.govt.nz](mailto:onlinehelpdesk@moh.govt.nz)
- The Ministry of Health will process the application and provide your practice with the relevant information needed for configuring the NZePS service within Medtech Evolution.

## Authorisation and Activation Process

Once the above steps are completed for NZePS with the Ministry of Health, your practice can activate NZePS by accepting the [Terms and Conditions](#) and [Ongoing Monthly Fees](#) as part of the **Authorisation and Approval to Activate** process within the Medtech Evolution Electronic Prescribing Setup screen.

**Authorisation & Approval to Activate**

I have the necessary authority to accept the on-going monthly service fee based on the number of Medtech PMS licenses. I authorise Medtech Limited to charge this additional on-going monthly service fee along with my regular on-going PMS Monthly Support and Maintenance Fees.

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Activate

OK Cancel

## Terms and Conditions

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Medtech License and Service Agreement information can be located on the [Medtech website](#).

### Termination of NZePS Service:

**Practices are advised that they must provide Medtech with no less than one months' notice if they wish to deactivate the NZePS service.**

## Ongoing Monthly Fees

**To assist practices with enabling NZePS during the coronavirus outbreak, Medtech will waive the Ongoing Monthly Fees for the use of NZePS for practices for a period of 3 months.**

Consistent with Ministry of Health policy, the Ministry has funded Medtech for the cost of developing the NZePS functionalities in Medtech Evolution. This means there is no additional license fee to be paid by practices for NZePS functionalities in Medtech Evolution however, the Ministry of Health will not be funding Medtech for ongoing support, maintenance and operating costs for the NZePS Connected Health Information Service and these costs remain the responsibility of the individual practices.

As such, practices will be required to cover the following costs:

- An on-going Monthly Service Fee to cover the on-going costs for the support, maintenance and operating costs. The on-going fees payable by the practice will depend on number of licenses your practice has.

You can identify the number of licenses your practice has by navigating to Help > View License Details.

An indication of the Ongoing Monthly Service Fees for NZePS can be located on the [Insight Customer Portal](#).

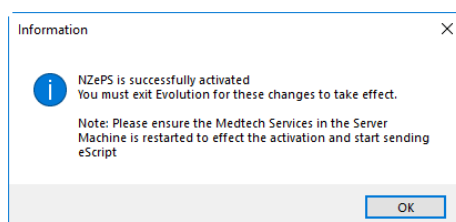
## Activation

### IMPORTANT INFORMATION - SYSTEM REQUIREMENTS

**Before activation of the NZePS service within Medtech Evolution it is important that you ensure that your infrastructure meets the minimum requirements for using the NZePS service within Medtech Evolution as outlined in the [System Requirements Specification Guide](#).**

To activate the NZePS service within Medtech Evolution:

1. Select the **check boxes** to indicate
  - Acceptance of the Terms and Conditions
  - Acceptance of the Ongoing Monthly Fees for your practice
2. Select the **Activate** button
3. Once the activation process has been completed, you will be prompted with the following message:



4. Your User Name and Password will be automatically created and added to the screen as part of the activation process.
5. Click on the **OK** button to close the message prompt
6. Exit Medtech Evolution and complete the required restart of your Medtech Services before you start to use the NZePS service within Medtech Evolution.

## Signature Exempt Prescribing

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.

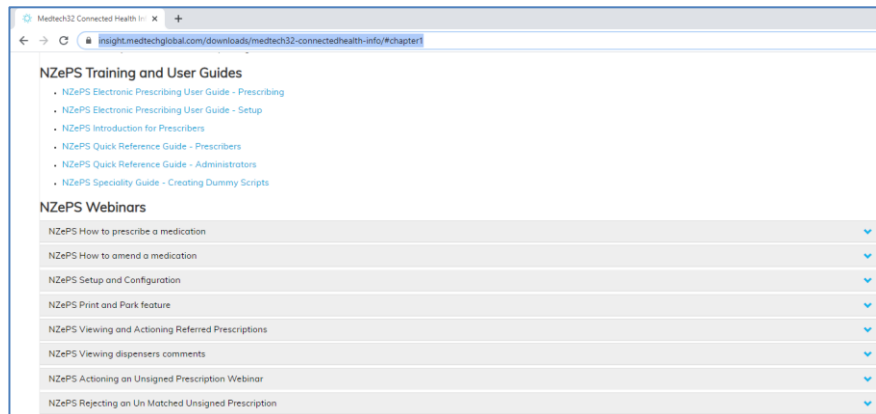
The Medtech Evolution application has been approved by the Ministry of Health for Signature Exempt Prescriptions by allowing you to attach the Signature Exempt Prescription to an email to send it to the community pharmacy on behalf of your patients.

We have prepared a step by step guide for Medtech Evolution NZePS practices which details the process to follow within the Medtech Evolution application to send an NZePS prescription directly to a Pharmacy via email. This guide also details the pre-requisites that are required before you will be able to email your prescriptions.

[Access the Medtech Evolution Emailing Signature Exempt Prescriptions Guide](#)

## Self-Training Guides and Training Webinars

Self-Training Guides and Training Webinars for NZePS functionality within Medtech Evolution can be located on the Insight Customer Portal under the [NZePS section](#).



Please review the Medtech Evolution NZePS Documents and Webinars to get an overview on how to use NZePS within Medtech Evolution.

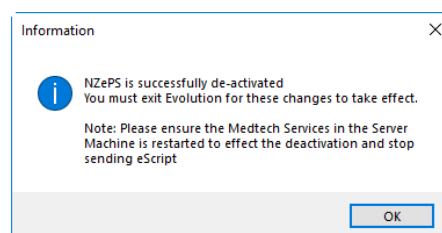
If you have queries after reviewing the provided training material, please contact the Medtech Training Team at [TrainingNZ@medtechglobal.com](mailto:TrainingNZ@medtechglobal.com).

## De-activation

If for any reason you would like to de-activate the NZePS service within Medtech Evolution you have the ability to do this yourself from within the Electronic Prescribing Setup screen.

To de-activate the NZePS service within Medtech Evolution:

1. Select the **De-activate** button
2. Once the de-activation process has been completed, you will be prompted with the following message:



3. Click on the **OK** button to close the message prompt
4. Exit Medtech Evolution and complete the required restart of your Medtech Services to complete the de-activation of the NZePS service within Medtech Evolution.

If you are interested in learning more about the New Zealand e-Prescription Service please see <https://insight.medtechglobal.com/downloads/evolution-connectedhealth-info/#chapter1> or contact [salesnz@medtechglobal.com](mailto:salesnz@medtechglobal.com).