



Medtech32
NZePS
Signature Exempt Prescribing

Date: April 2020

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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 Medtech32 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 Medtech32 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:

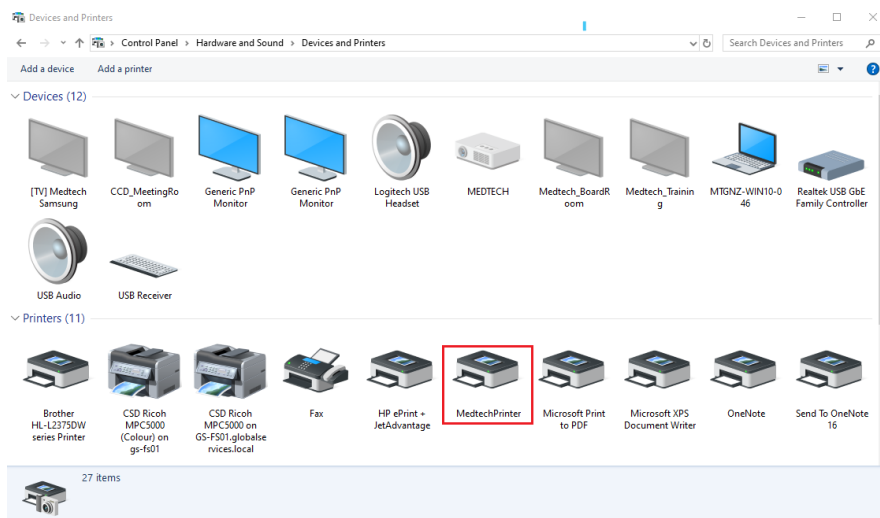
[Access NZePS Activation Information](#)

2. Medtech Printer Installation

To be able to print the NZePS prescriptions in a PDF format for emailing, the Medtech Printer is required to be installed on each workstation that will be emailing the NZePS Prescriptions to the Pharmacy.

Check if the Medtech Printer is already installed

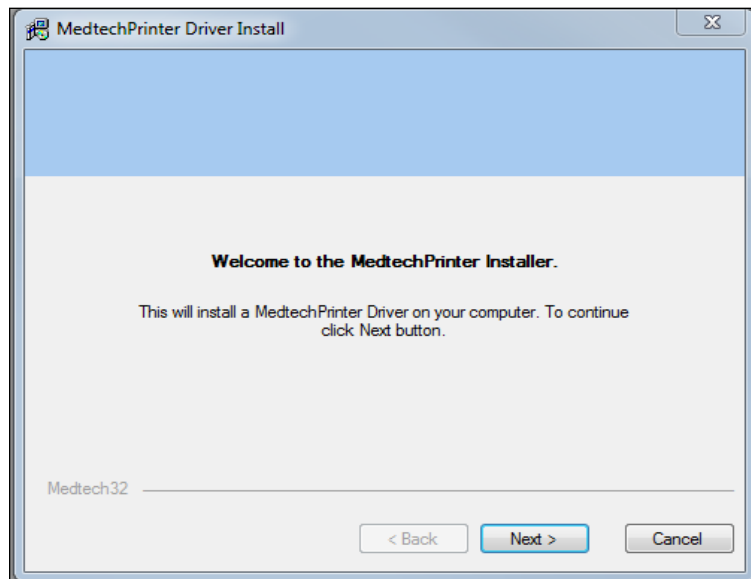
To check if the Medtech Printer is already installed on a workstation installed browse to the Windows Control Panel and check the Devices and Printers setup to ensure it includes the Medtech Printer.



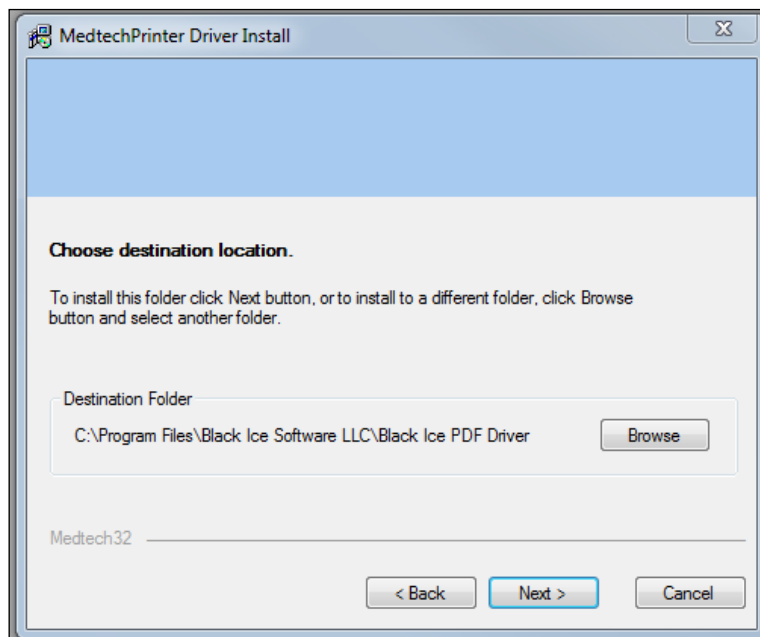
If the Medtech Printer is not available in your Printer Setup, you will need to install the Medtech Printer on the workstation in order to email the NZePS Prescriptions to the Pharmacy.

Installing the Medtech Printer

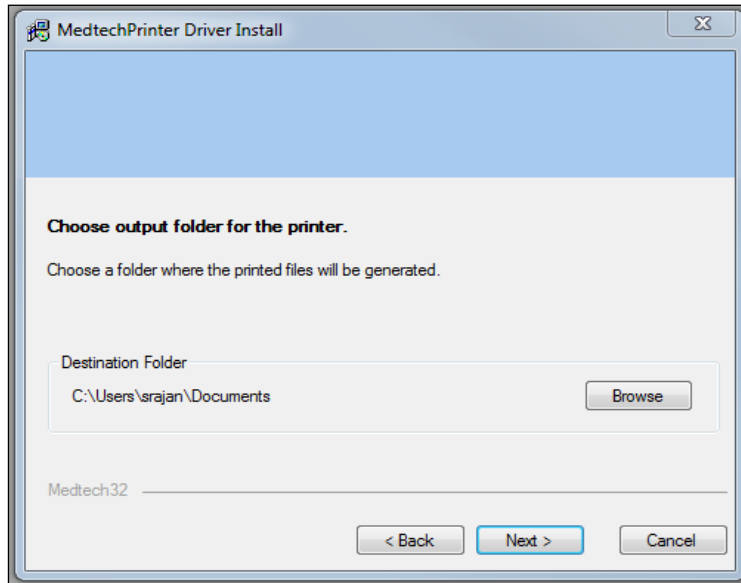
1. Right-click on your MT32.exe and select Run as Administrator.
2. Login to Medtech32 and go to **Utilities > MedtechPrinter > MedtechPrinter**.
3. On executing the MedtechPrinter installation, the following screen is displayed. Click on the '**Next**' button.



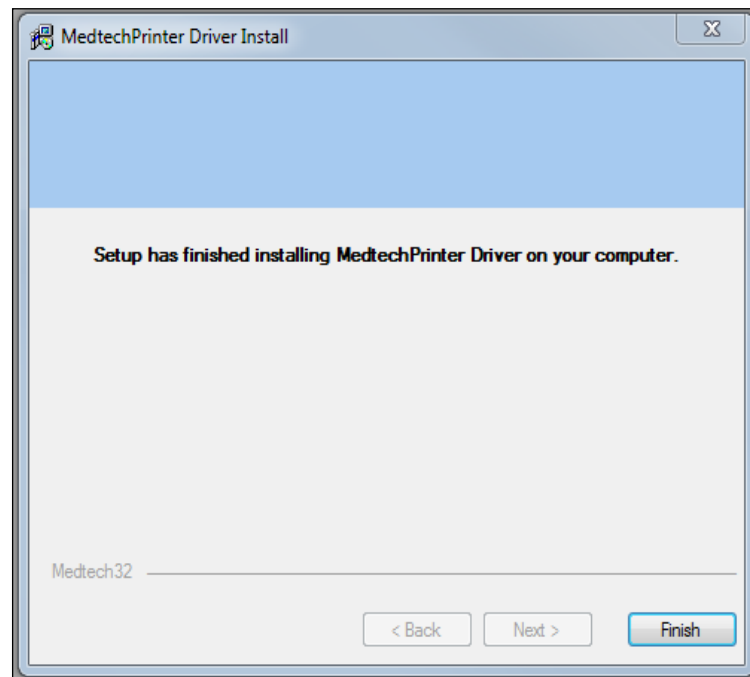
4. Select the destination location and click next



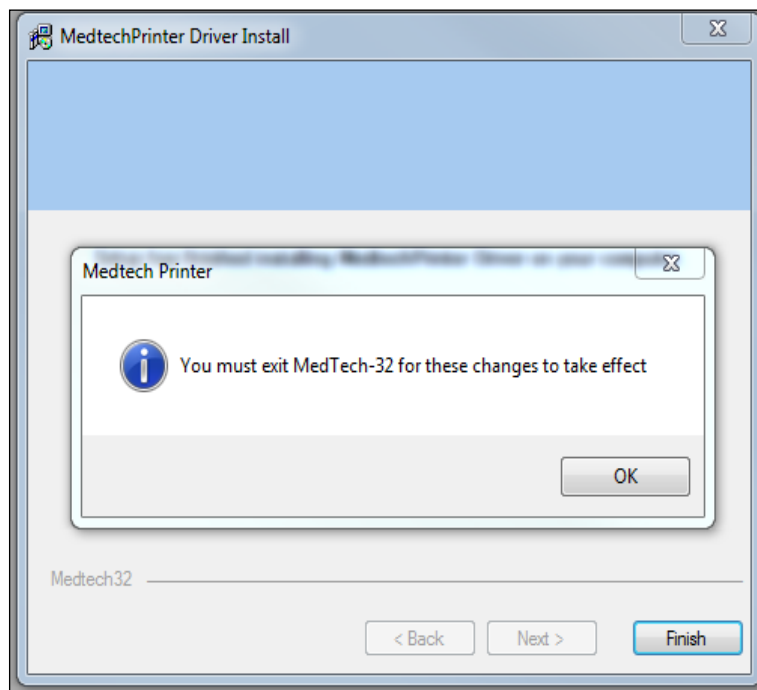
5. Select the destination folder where the PDF file will be created and click **'Next'**.



6. Click **'Finish'**.



- Click 'OK'. Please note that the MedtechPrinter feature will be available in Medtech32 only after closing and restarting Medtech32.



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.

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 Medtech32 Address Book.

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

- Using the Pharmacy Address Book Load Utility provided by Medtech

[Access Medtech32 Pharmacy Address Book Load Utility](#)

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



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

View Address Book

Happy Valley Pharmacy (HVP)

Main | Address Details | Postal Details | **Audit**

Name

Code: Address Type:

Surname:

First Names: Title:

Preformatted Name:

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

View Address Book

Happy Valley Pharmacy (HVP)

Main | **Address Details** | Postal Details | Audit

Location

Street:

Suburb:

City:

Post Code:

Residence:

HPI Facility:

Contact Details

Day Phone: AH Phone:

Fax: Mobile Phone:

Unvisited Ph.: Pager No.:

Email:

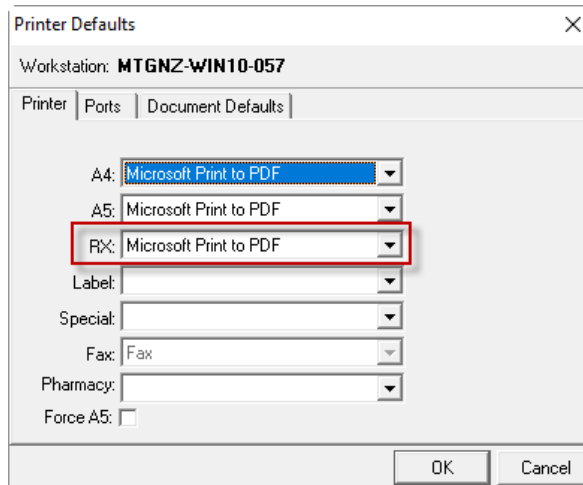
Healthlink Mailbox:

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

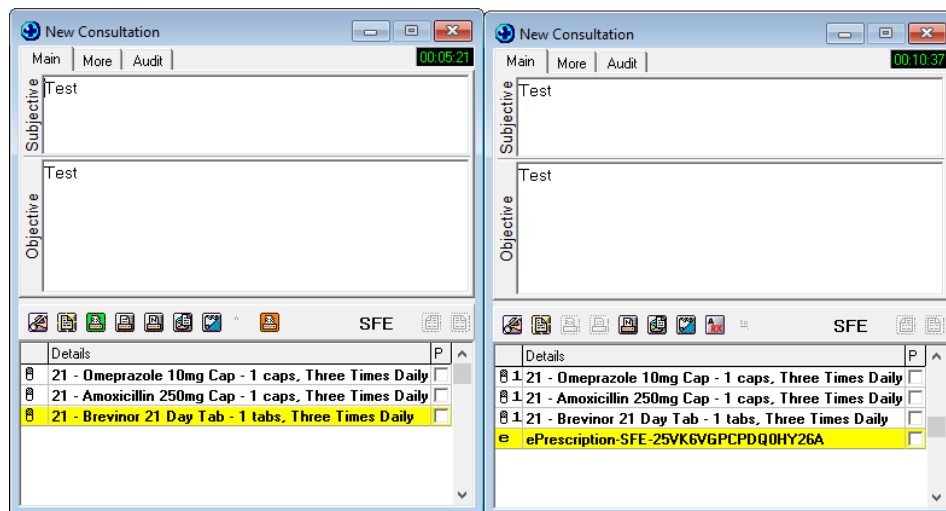
Emailing NZePS Prescriptions

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

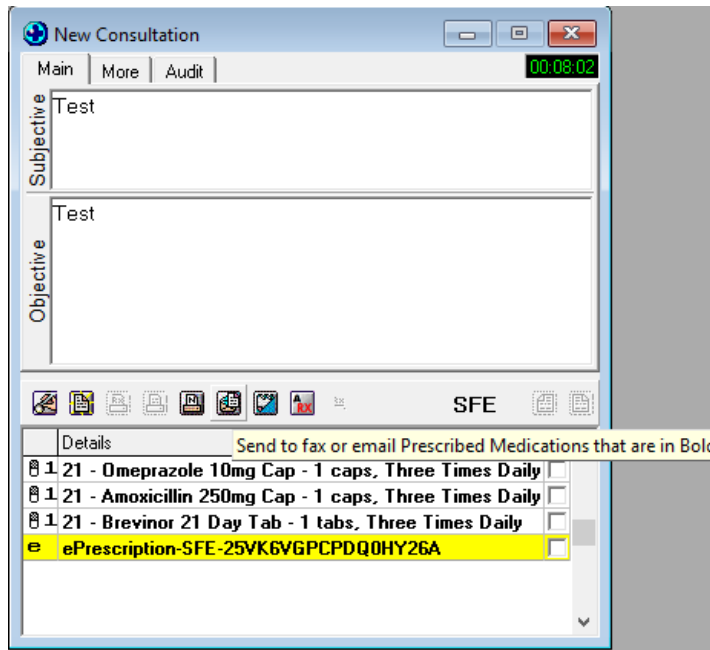
1. Navigate to **File > Print Setup**, and change the RX: Print setup to any installed PDF printer or Microsoft XPS Printer to avoid printing the prescription to a physical printer (ie: to go Paperless)



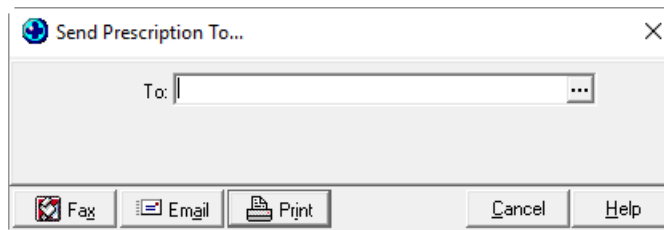
2. Prescribe or Re-prescribe medications for the patient following the existing standard process and click on the 'Print Prescribed Medications that are in Bold' (Green Icon) to generate the NZePS SCID as below.



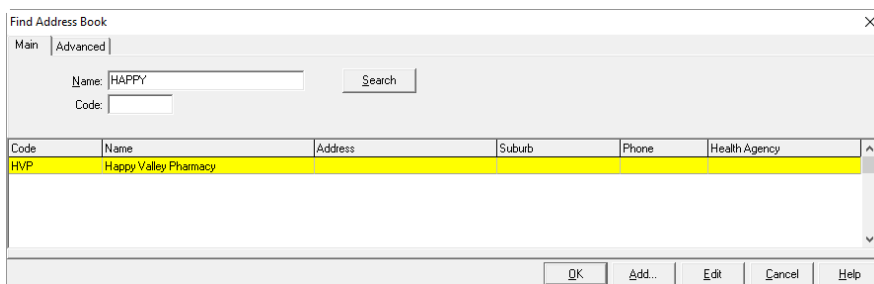
3. You can choose to cancel the print popup that will be displayed for printing the PDF of the prescription or print the script as local copy for future reference.
4. Once the NZePS SCID has been generated, highlight the NZePS SCID and click on the 'Send to fax or email Prescribed Medications that are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



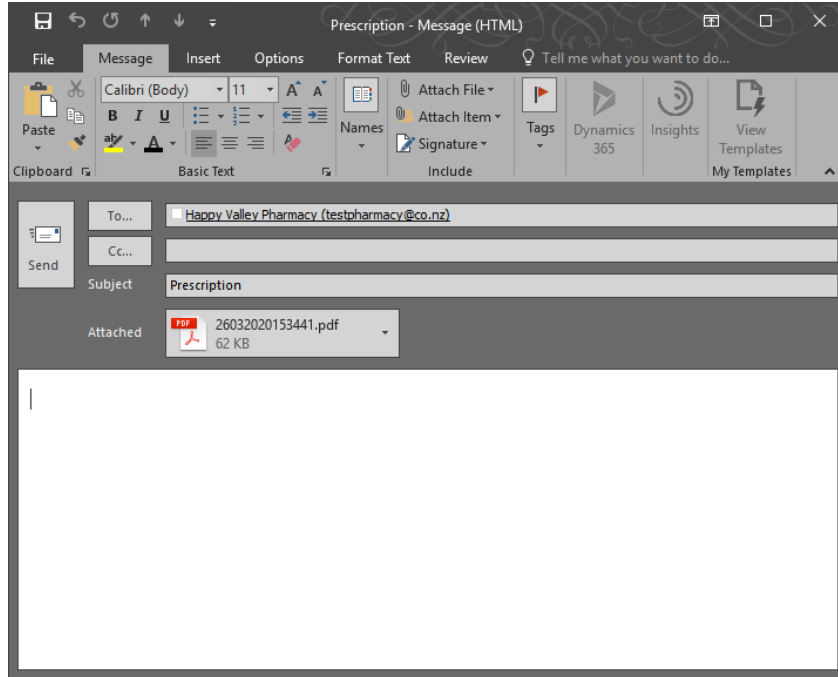
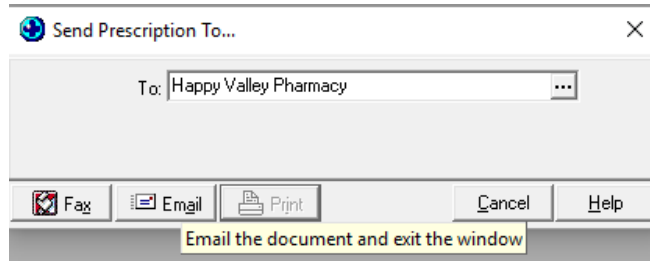
5. The 'Send Prescription To...' screen will be displayed



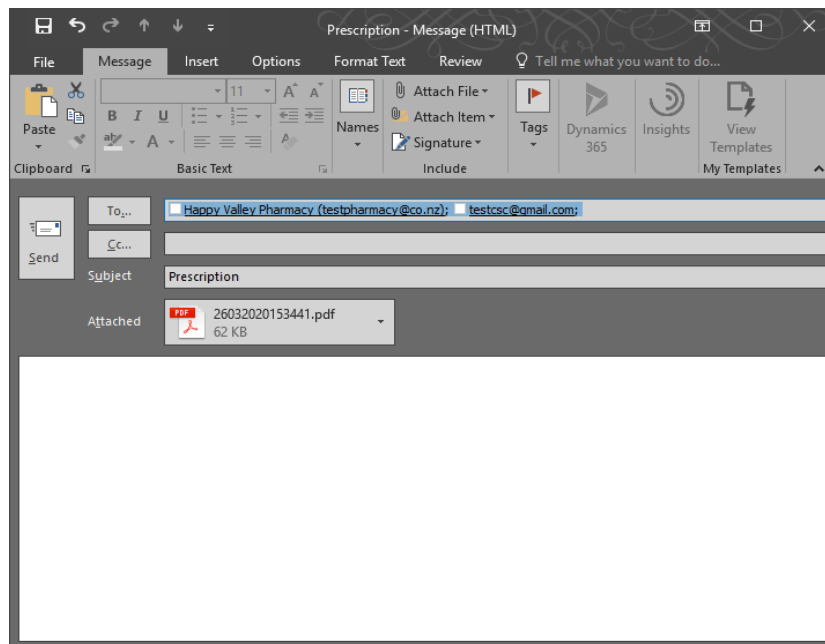
6. Click on the 'Ellipsis (...)' button to open the Find Address Book screen to search the Address Book for the Pharmacy that you would like to email the Prescription to, and click on OK to select the Pharmacy record.



7. 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.

COPY ONLY


Dr Sam Eaves Item Count:
NZMC Reg No. 8765587 HPI Facility: F1V076-E Subsidy Card:
Page 1 of 2


Csc Test
132 Molesworth Street, Taita, Lower Hutt 5011
GMS: A4 O DOB: 24 Dec 1978 NHI: ZAY9510

Rx 26 Mar 2020 2:52 pm
Dispense stat list medicines once only unless Frequent Dispense specified

Omeprazole 10mg Cap
Sig: 1 caps, Three Times Daily
Mitte: 21 caps
(Generic Substitution Allowed)

Amoxicillin 250mg Cap
Sig: 1 caps, Three Times Daily
Mitte: 42 caps
(Generic Substitution Allowed)

 25VRE6VQKNTD05GR882

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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](#)



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