

NZePS Quick Reference Guide System Administrators

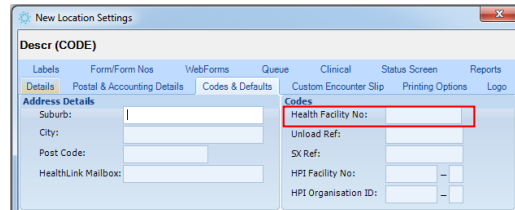


This document is targeted towards Practice Managers with System Administrator access, who will activate NZePS within Medtech.

1. Ensure HPI Facility Number Exists

File – Options – Location – Location Settings – Codes & Defaults Tab

The ministry of health have allocated a unique identifier for your practice. Ensure this is present in your location settings.

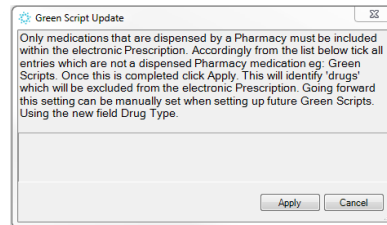


2. Identify Non-Pharmacy Drugs

Utilities – Green Script Update

This step should be performed with a doctor who is familiar with Green Scripts. Run the utility to identify and exclude any Green Scripts from electronic submission.

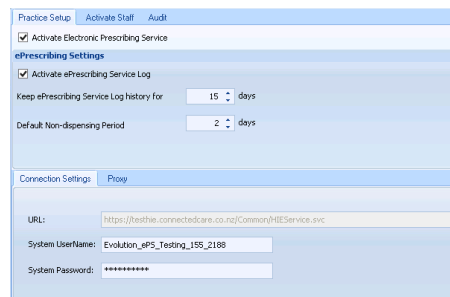
If your practice does not use Green Scripts you can skip this step.



3. Activate Electronic Prescribing for your Practice

File – Options – ePrescribing Setup – Practice Setup

Complete all fields in the 'practice setup' section to activate your practice to use NZePS. For more information on what these fields mean, and recommended settings, please refer to the full NZePS User Guide – Setup.



4. Activate Prescribers

File – Options – ePrescribing setup – Activate Staff

Complete all fields in the 'activate staff' section to choose which providers will be activated to use NZePS.

For more information on what these fields mean, and recommended settings, please refer to the full NZePS User Guide – Setup.

Activate	Prescriber	Location	Prescriber Role	Non-Dispensing Notification	Cancellation Failure Notification	HPI	Registration No
<input type="checkbox"/>	8	Evolution ePS Testing 1.5.50M	Doctor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	91657391
<input type="checkbox"/>	8	Evolution ePS Testing 1.5.50M	Doctor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45361458
<input checked="" type="checkbox"/>	ePS Doctor	Evolution ePS Testing 1.5.50M	Midwife	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1848CD 45642324
<input type="checkbox"/>	ePS Doctor2	Evolution ePS Testing 1.5.50M	Doctor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4038407963
<input type="checkbox"/>	Nurse Provider4	Evolution ePS Testing 1.5.50M	Doctor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	342714357
<input type="checkbox"/>	Nurse Provider5	Evolution ePS Testing 1.5.50M	Doctor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3465494254
<input type="checkbox"/>	Nurse Provider6	Evolution ePS Testing 1.5.50M	Doctor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6475464518
<input type="checkbox"/>	Nurse Provider7	Formal(Fee)	Nurse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	485424045
<input type="checkbox"/>	Service User	Evolution ePS Testing 1.5.50M	Doctor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	System Administrator	Evolution ePS Testing 1.5.50M	Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Test GP	Evolution ePS Testing 1.5.50M	Doctor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1848CD 547517817
<input type="checkbox"/>	Z	Evolution ePS Testing 1.5.50M	Nurse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	249542257