

NZePS Quick Reference Guide

System Administrators

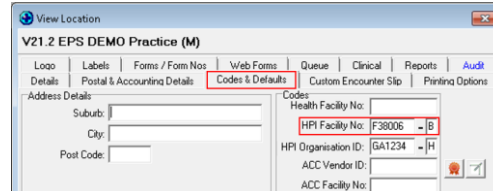


This document is targeted towards Practice Managers with System Administrator access, who will activate NZePS within Medtech.

1. Ensure HPI Facility Number Exists

Setup – Location – Location Settings – Codes & Defaults

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

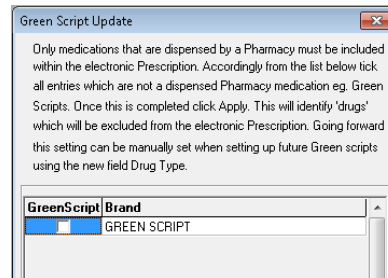


2. Identify Non-Pharmacy Drugs

Utilities – MIMS Prescribing Tools – 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.

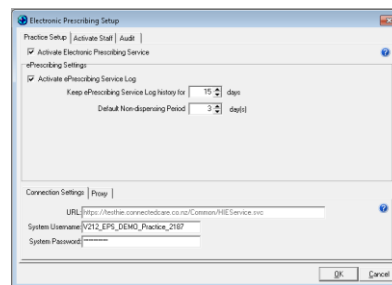
If your practice does not use Green Scripts you can skip this step.



3. Activate Electronic Prescribing for your Practice

Connectedcare – Setup – ePrescribing – 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

Connectedcare – Setup – ePrescribing – Staff Setup

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.

