medtech

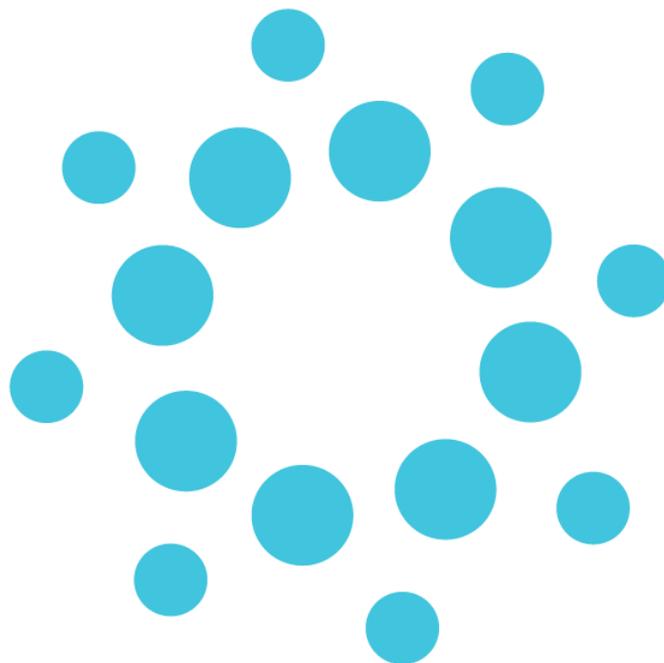# Medtech Evolution electronic Prescribing User Guide

New Zealand electronic Prescription Service (NZePS)

Setup

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Intended Audience

This document is targeted towards practice managers who will activate New Zealand electronic Prescription Service (NZePS) within Medtech Evolution and has system administrator access.

Prerequisites

The following are required before starting:

1) Contact the Ministry of Health (onlinehelpdesk@moh.govt.nz) for your credentials
2) **A minimum of Medtech Evolution version 1.5.7** installed
3) Your Medtech Evolution System Administrator must activate you for NZePS for each location you are registered within. The following information is necessary for activation:
   a. **Registration Numbe**r e.g. **NZ Medical Council number** for GPs
   b. **HPI CPN** which is a number allocated by the Ministry of Health to Healthcare Providers.

Setup

Activating NZ ePrescribing within your system involves four simple steps.

Step 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. This identifier must be present in the space 'HPI Facility Number' as shown below:
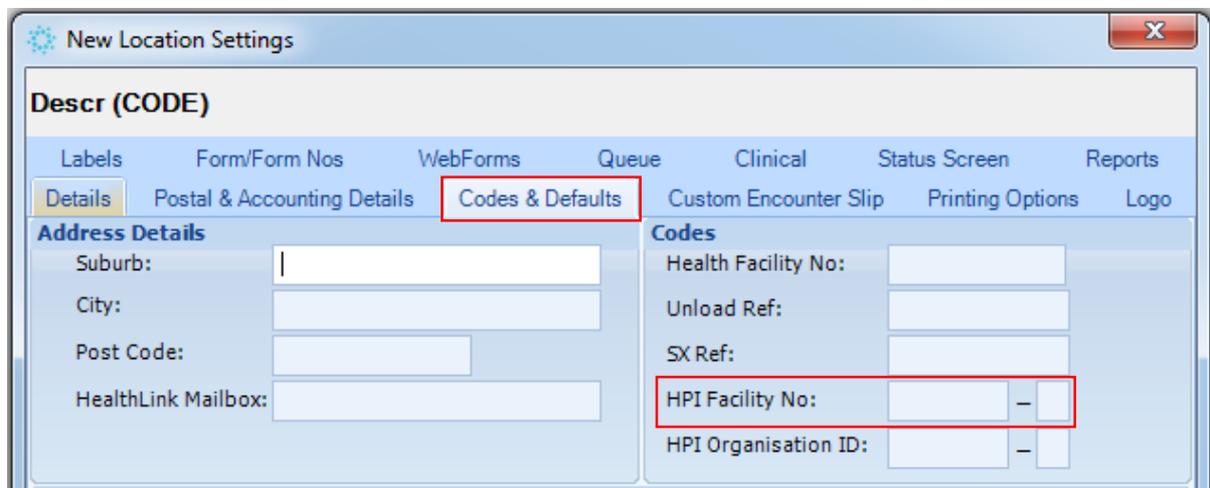

Figure 1 – HPI Facility Number

This identifier will be used to ensure responses sent from the pharmacy reaches the correct destination. It is for this reason this identifier is now printed on the prescription so the pharmacy can identify the source of the prescription.

Step 2: Identify Non-Pharmacy Drugs

Utilities ► Green Script Update.

This step should be performed with support from a prescriber who is familiar with Green Scripts. The objective is to identify all 'drugs' that are <u>not</u> dispensed by a pharmacy. The reason for this step is Green Scripts (items not dispensed by a pharmacy) must not be included within the electronic prescription message; hence they must be identified within your system, so they may be excluded from the electronic prescription.

If your practice does not use Green Scripts or does not prescribe non-Pharmacy items this utility does not need to be run.
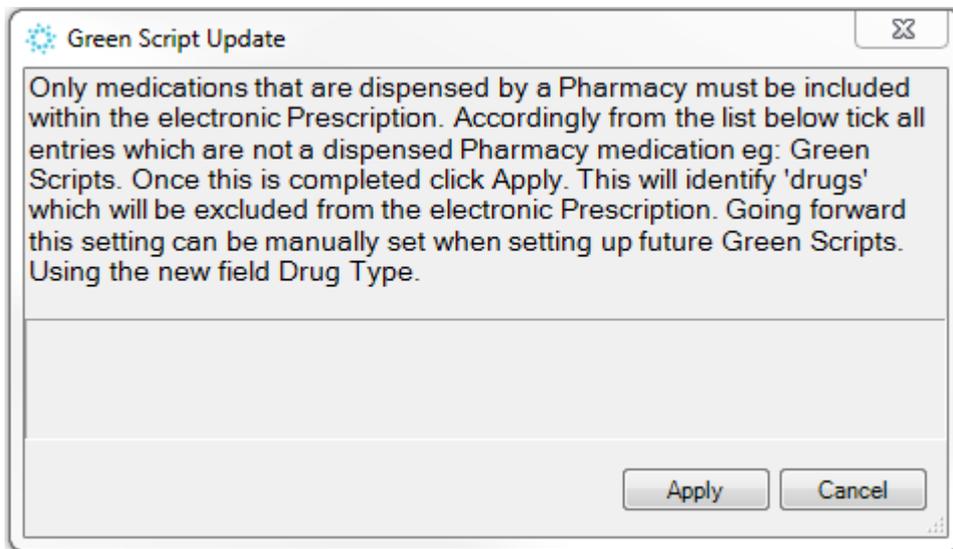

Figure 2 - Non-Pharmacy Drugs Utility

Select relevant Green Scripts, if any, by ticking them and select Apply. Once it is processed the utility should be closed.

HINTS:

1) *It is envisaged non-pharmacy drugs will start with "Green" however this is dependant how these have been setup within you system.*
2) *The utility may reveal a number of other user-defined medications which are either no longer used or have duplicates. Consideration should be given to mark these items inactive if they are no longer used. This is achieved via* **File ►Options► Clinical ►Drug** *and searching for the Drug and then marking them Inactive.*

3) When new Green Scripts are created in the future the Drug Type '***Green Script***' must be selected via ***File ►Options ►Clinical ►Drug*** as shown below. It is this field which is updated by the utility described above.

Figure 3 - Drug Setup module

Step 3: Activate electronic Prescribing

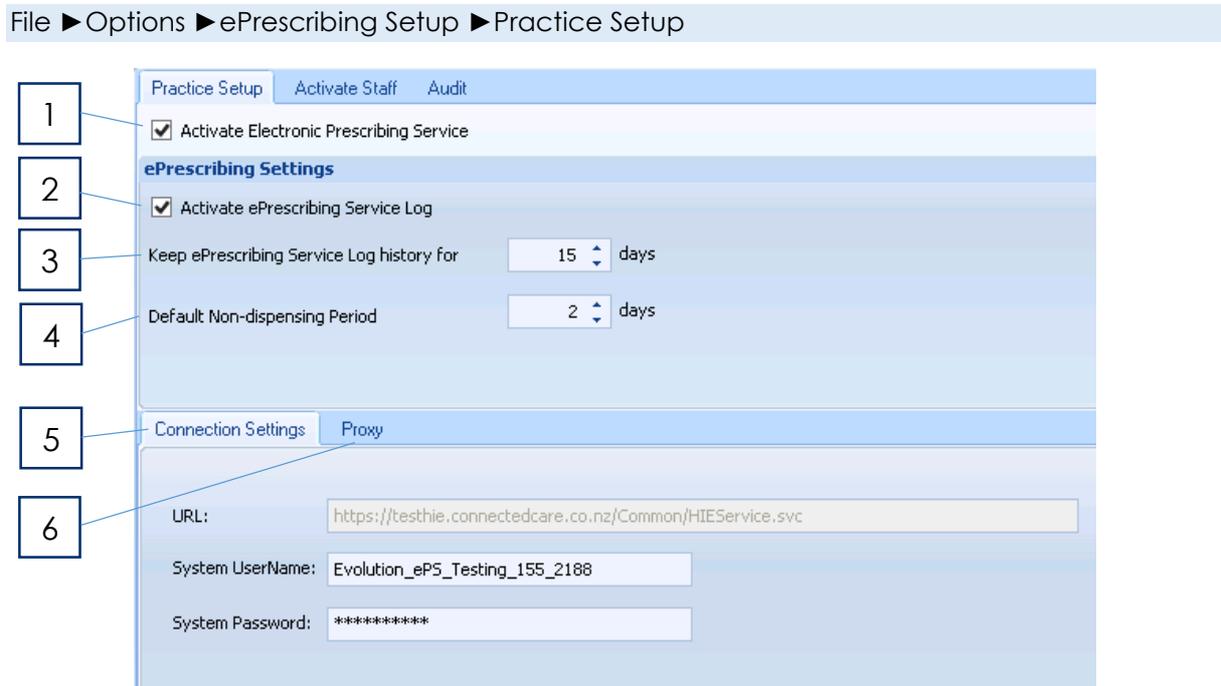File ►Options ►ePrescribing Setup ►Practice Setup

Figure 4 - Activate ePrescribing

[1]   Medtech will automatically activate NZ ePrescribing and will advise you when this has been actioned.

[2]   To enable logging of ePrescribing messages this must be ticked. This should be ticked initially to ensure the ePrescribing messaging service is functioning correctly. It should also be activated if problems are experienced to allow diagnosis of any errors that may be preventing ePrescribing messages from being sent.

[3]   The default value is 15 days. This value can be increased if a longer period of logs is required for diagnosis of a problem.

[4]   This is a default value used at the time of prescribing a medication.

If a Prescriber wants to know if a patient does not pick up their medications within a certain time period this default value is used.

However, at the time of prescribing a medication this default can be changed to suit the circumstances.

[5]   The Connection Settings are necessary to connect to the New Zealand ePrescription Service. If your environment utilises a Proxy Server these details must be entered to ensure connectivity.

The Connection Settings will be automatically established as part of the upgrade process.

[6]   If your environment uses a Proxy Server these details must be completed.

Please obtain the following information from your Technician and enter the following details:

Server: provide the IP Address of the Proxy Server.

Port: provide the port number used to connect to the Proxy Server.

System Username & System Password: provide the authentication details to access the Proxy Server.

Step 4: Activate Prescribers

File ►Options ►ePrescribing setup► Activate Staff

Figure 5 - Activate Prescribers

This tab provides a consolidated grid to individually activate Prescribers for the ePrescription Service.

For a Prescriber to be activated they must be a Provider & Service Provider and must have a HPI CPN Number & relevant Registration No which can be updated within **File ►Options ►Staff ►Members**.

[1]   To enable ePrescribing for a staff member this must be ticked. A right mouse menu is provided to select or deselect all staff. If prescribers are <u>not</u> activated the prescribing process does not change and <u>no</u> electronic version of the prescription is sent to the New Zealand ePrescription Service.

[2]   Only staff members who have Provider and Service Provider ticked within **File ►Options ►Staff ►Members ►Staff Details tab** will appear in this list.

[3]   For multiple locations staff must be activated for each location.

[4]   This value is derived from the Staff Affiliation field within **File ►Options ►Staff ►Members ►Provider tab**; however the prescriber role must be checked to ensure it is accurate. For example a GP may be defined as a Doctor in one location but a Locum Doctor within another location.

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[5]   This is a default setting which can be changed if necessary when prescribing a medication.

          If a prescriber wants to receive medication status changes (e.g. repeats remaining and dispensed) for the majority of prescriptions this field should be ticked.

          Using this feature will have some impact on the practices internet usage which should be monitored if there are concerns with extra data usage costs.

[6]   When cancelling a medication it can be chosen whether to receive a staff notification should the cancellation fail. This default setting is used at the time of cancelling a medication but can be changed at the time if necessary. Given there are potential clinical risks involved it is recommended this feature is activated by ticking this field.

[7]   The HPI is a unique identifier for the prescriber provided by the Ministry of Health which is displayed information only and cannot be changed from this module.

          HPI is mandatory to be activated for NZ ePrescribing.

          To update this field please go to **File ▶Options ▶Staff ▶Members ▶Provider tab**.

[8]   This is a unique identifier provided by the Prescriber's registering body (e.g. NZ Medical Council) which is displayed information only and cannot be changed from this module.

          Registration no. is mandatory to be activated for the NZ ePrescription Service.

          To update this field please go to **File ▶Options ▶Staff ▶Members ▶Provider tab**.

HINT:

If for any reason a Prescriber wants to stop using ePrescribing they can be deactivated by un-ticking them. Once these changes are saved by logging out of Medtech Evolution the Prescriber will return to normal prescribing. They will still receive any outstanding dispensing reminders and they will be able to reprint an ePrescription should it be necessary.

For further information, or any other queries regarding these features, please contact Medtech Support via one of the following options:

- Via the Medtech Evolution application [Help ► Contact Support]

- By online chat www.medtechglobal.com

- By email to support@medtechglobal.com

- By fax to 0800 MEDTECH (633 832)

- By phone on 0800 2 MEDTECH (633 832)