New Zealand electronic Prescription Service

Medtech32 – Electronic Prescribing Setup Guide

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Intended Audience

This document is targeted towards practice managers who will activate the New Zealand electronic Prescription Service (NZePS) within Medtech32 and has system administrator access.

Prerequisites

The following prerequisites must be met before starting:

1) Contact the Ministry of Health (onlinehelpdesk@moh.govt.nz) for your credentials
2) Make sure the minimum Medtech32 build is **Version 22.4 or later**
3) Your Medtech32 System Administrator must activate you for NZePS for each location you are registered within. The following information is necessary for activation:
   a. **Registration Number**; e.g. NZ Medical Council number for GPs
   b. **HPI CPN**, which is a number allocated by the Ministry of Health to healthcare providers

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Setup

Activing electronic prescribing within your system involves four simple steps.

Step 1: Ensure HPI Facility Number exists

Setup ► Location ► Location Settings ► Practice Name ► Codes & Defaults tab

The Ministry of Health has allocated a unique identifier for your practice. This identifier must be present as shown below:

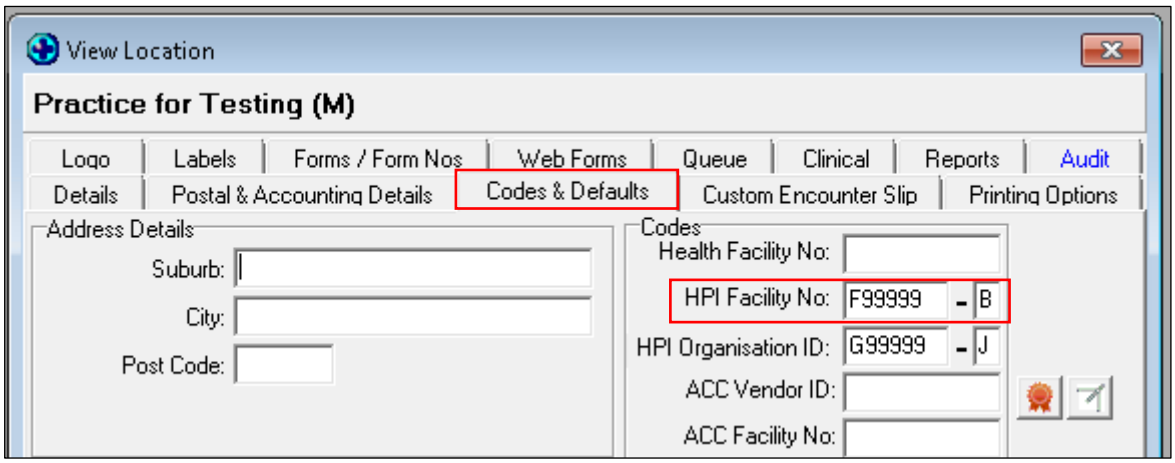

Figure 1 – Checking your HPI Facility number is entered in Location settings

This identifier will be used to ensure responses sent from the pharmacy reach 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.

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Step 2: Identify Non-pharmacy Drugs

Utilities ►MIMS Prescribing Tools ►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 not dispensed by a pharmacy. These are typically known as Green Scripts. The reason for this step is Green Scripts (items not dispensed by a pharmacy) must not be included within the electronic prescription message. Therefore, they must be identified within your system so they can 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.

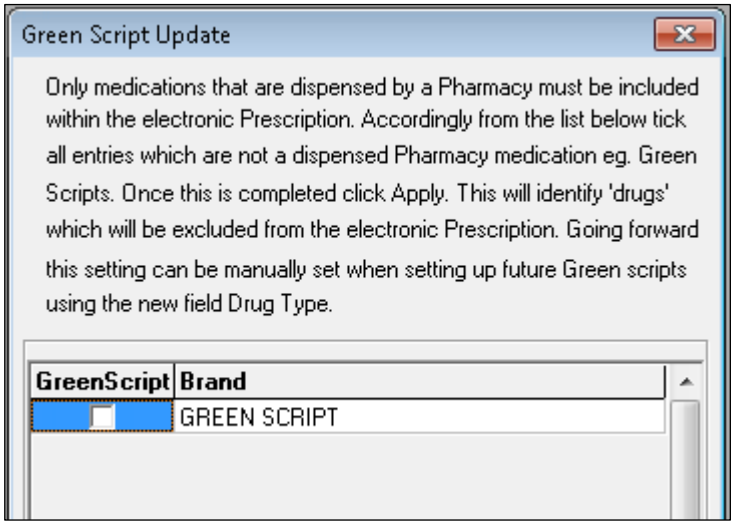

Figure 2 – Non-pharmacy Drugs Utility

Select relevant Green Scripts by ticking them and click the '**Apply**' button. 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 your system.*

2) *The utility may reveal a number of other user-defined medications that 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* ***Setup ►Clinical ►Drug*** *and searching for the drugs and marking them Inactive.*

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3) *In the future, when new Green Scripts are created the Drug Type '**Green Script**' must be selected via **Setup ►Clinical ►Drug** as shown below. It is this field that is updated by the utility described above.*

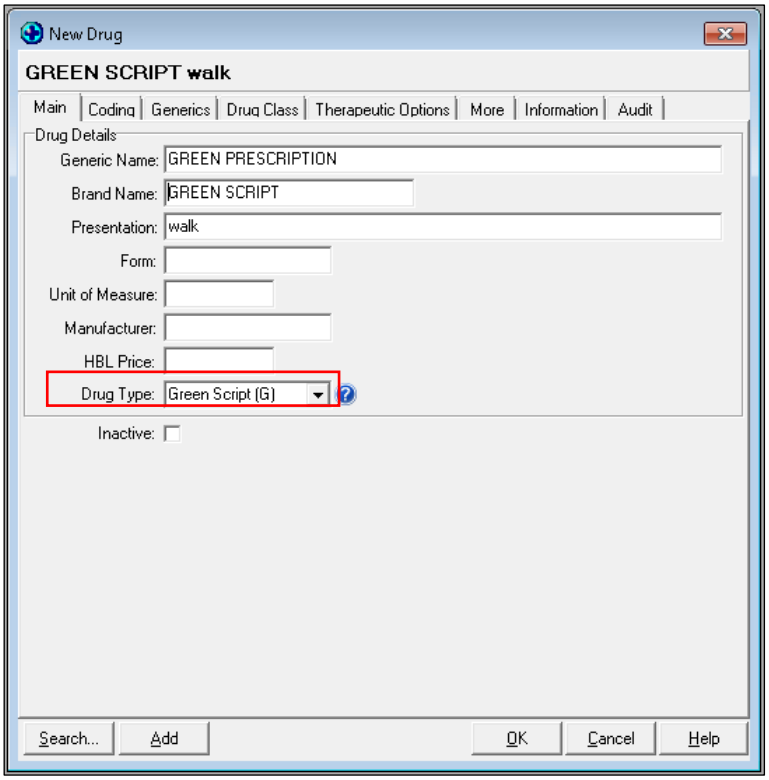

Figure 3 – Drug Setup module

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Step 3: Activate electronic Prescribing

ConnectedCare ► Setup ► ePrescribing

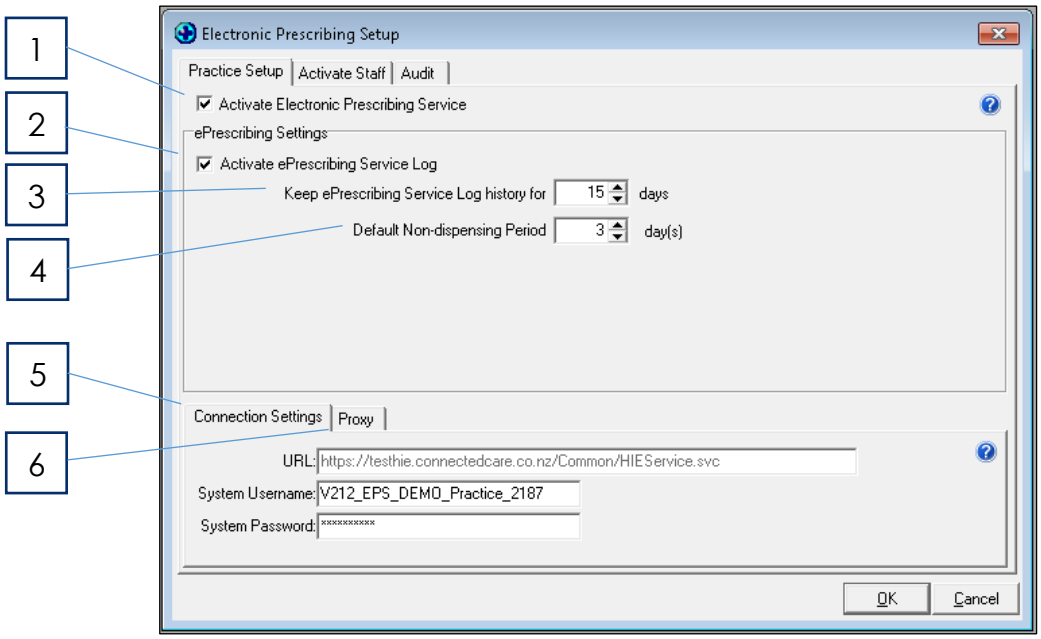

Figure 4 – Activate ePrescribing

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

[2] To enable logging of ePrescribing messages, this checkbox 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 value can be changed to suit the circumstances.

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[5] The Connection Settings are necessary to connect to the New Zealand ePrescription Service. If your environment uses 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

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Step 4: Activate Prescribers

ConnectedCare ► Setup ► ePrescribing

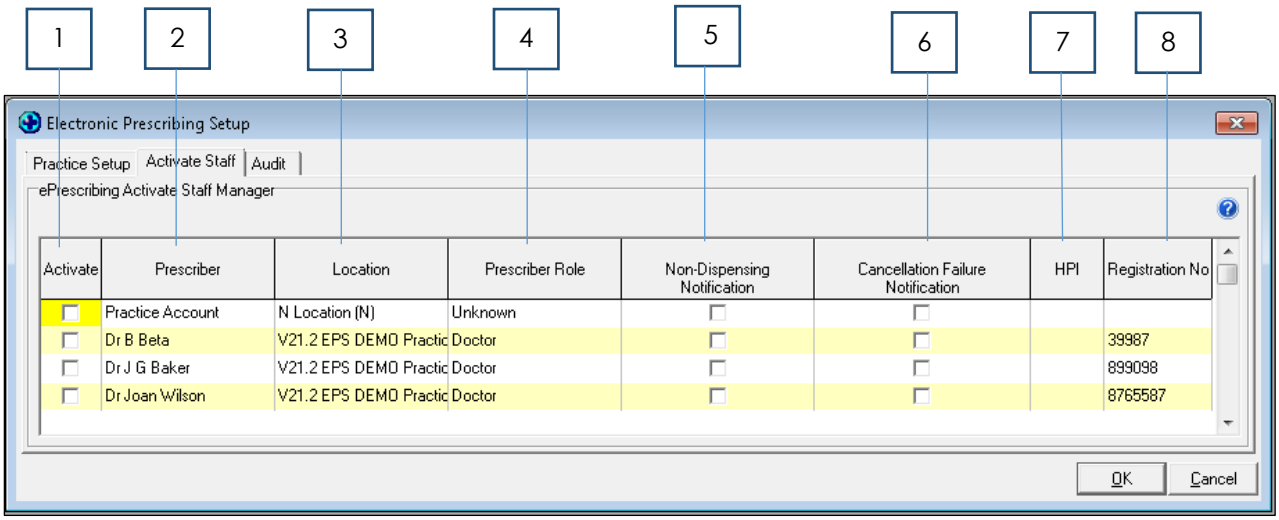

Figure 5 – Activate Prescribers

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

To be activated, the prescriber must be a Provider and Service Provider and must have a HPI CPN Number and relevant Registration No., which can be updated within **Setup ► Staff ►Members ► Staff Name ► Provider** tab.

[1] To enable ePrescribing for a staff member, this checkbox must be ticked. A right click mouse menu is provided to select or deselect all staff. If prescribers are not activated, the prescribing process does not change and no 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 **Setup ► Staff ► Members ► Staff Name ►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 **Setup ► Staff ►Members ► Staff Name ► 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.

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

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

Using this feature will have some impact on the practice's Internet usage, which should be monitored if there are concerns with extra data usage costs.

[6] When cancelling a medication, there is an option for a Staff task to be created if the cancellation fails. By default, the '**Notify me with a Staff Task if Cancellation request Fails**' checkbox is selected 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 checkbox.

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

To update this field please go to **Setup ►Staff ►Members ► Staff Name ►Provider** tab.

[8] This is a unique identifier provided by the prescriber's registering body (e.g. NZ Medical Council). It 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 **Setup ►Staff ►Members ► Staff Name ►Provider** tab.

HINT:

If for any reason a Prescriber wants to stop using ePrescribing, they can be deactivated by unticking the 'Activate' checkbox. Once these changes are saved by logging out of Medtech32, 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:

- Medtech32 application [**Help ► Contact Support**]
- Online Chat: www.medtechglobal.com
- Email: support@medtechglobal.com
- Phone: **0800 2 MEDTECH (633 832)**

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