

Content:

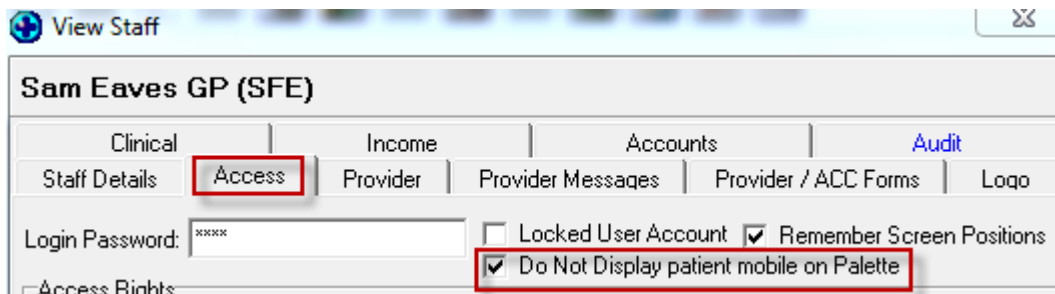
- Patient Palette Mobile Phone Number
- Remembering Screen Size & Position
- Enhancements to Task Reminder Display
- Task Filtering
- Report Header, Footer and Disclaimers
- Extended Attachment Manager
- Password Management
- ManageMyHealth and Connected Care Changes

1. Patient Palette Mobile Phone Number

Version 20.8 allows the options of NOT displaying the patient's mobile phone number on the palette. The ability to show the mobile number on the palette was brought in at Version 20 and some practices found that it caused display issues.

After installing Version 20.8 the default will be to DISPLAY the mobile phone number however this can be changed by altering individual staff members

- 1.1 Setup > Staff > Members
- 1.2 Double Click to open the relevant staff member
- 1.3 Choose the Access tab and tick the Do Not Display patient mobile on Palette



- 1.4 Repeat for each applicable staff member

2. Remembering Screen Size and Position

A number of screens within Medtech have been enhanced to ensure that when they have been re-sized or re-positioned this will be remembered when closing and reopening those screens or after logging out of Medtech.

The following screens can be resized and positioned within Medtech and have their size and position remembered:

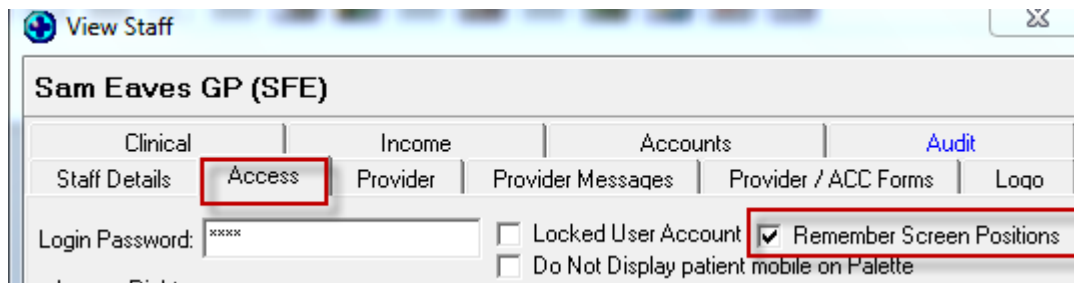
- Patient Manager
- Daily Record
- New consultation
- View Consultation

- New Patient Document (Outbox Document)
- View Patient Document (Outbox Document)
- New Patient Inbox
- View Patient Inbox
- View Provider Inbox
- Appointment Book 1/2/3/4
- Queue 1/2/3/4

Should any other screens be identified which will benefit from this functionality, your feedback would be welcome.

To ensure that screen sizing and placement are remembered:

- 2.1 Setup > Staff > Members
- 2.2 Choose the Access tab
- 2.3 Tick Remember Screen Positions



- 2.4 You will need to repeat this for each Staff Member

3. Task Reminders

Prior to Version 20.8 if a user had multiple Task Reminders setup to Auto Prompt, multiple Task Reminder windows would appear in separate windows.

The user would then have to take action for each reminder.

Version 20.8 shows multiple Task Reminders in One Window in a similar style to Microsoft Outlook Reminders.

The User has the option to Dismiss All, Snooze All or highlight an individual task and complete, open or dismiss.

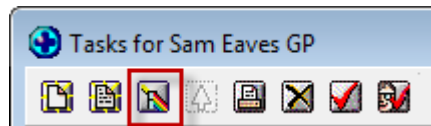
Task Details	Patient	When Due	Due In	Created By
Call Patient regarding new appointment	SMITH Arnie (3263)	Tue 26 Feb 2013 03:04 pm	Today	Sam Eaves GP
Update MIMS		Tue 26 Feb 2013 03:06 pm	Today	Sam Eaves GP
Write Referral Letter to ENT Specialist	MACDONALD Ian (130336)	Tue 26 Feb 2013 03:07 pm	Today	Sam Eaves GP
test		Tue 26 Feb 2013 03:08 pm	Today	Sam Eaves GP

Buttons: Dismiss All, Snooze All, Completed, Open, Dismiss

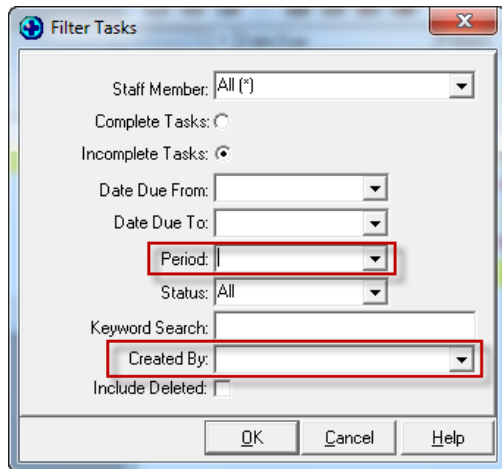
Click Snooze to be reminded again in: 15 minutes

4. Task Filtering

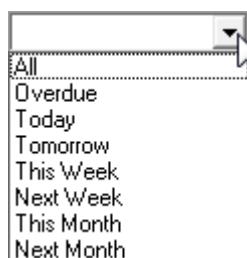
Two enhancements have been made to the Filter Tasks Screen within Staff Tasks.



4.1 The Written By field has been changed to Created By field



4.2 A new Period filter option has been added to enable you to filter the task list by a selected period.



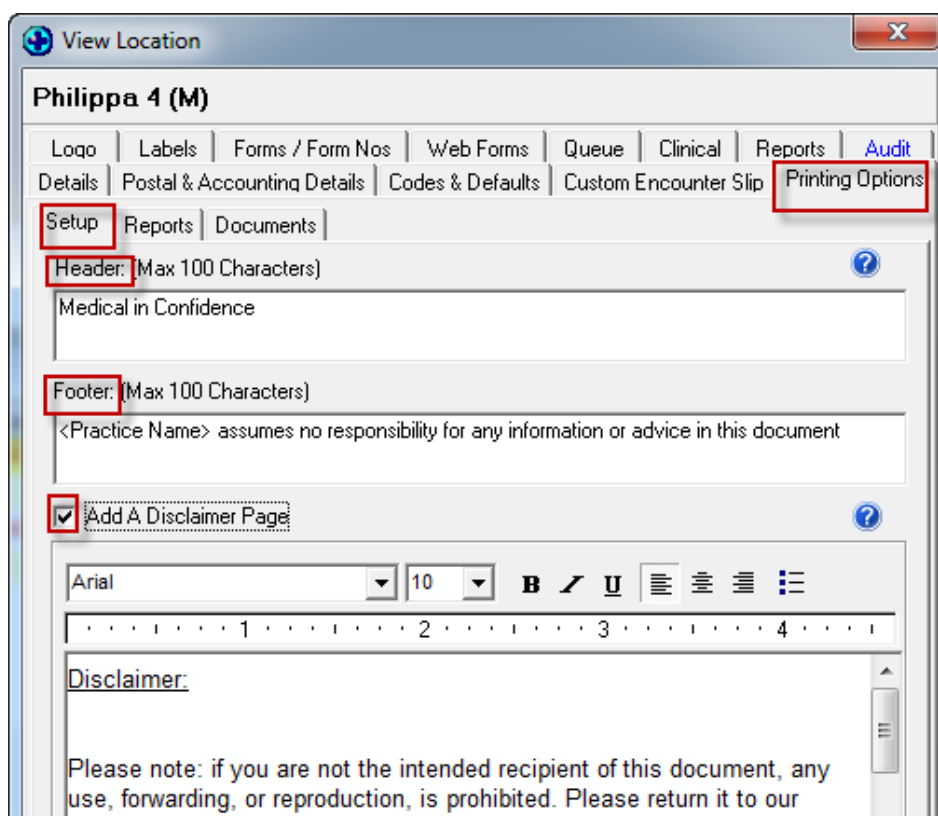
5. Report Header, Footer and Disclaimers

Enhancements have been made to ensure that relevant reports, queries and documents printed from Medtech have the ability to contain in either the header, footer or as a separate page a confidentiality disclaimer, date, time and user name.

- 5.1 Footer Printing within Reports & Query Builder
- 5.2 Any Reports from the Reports Menu within Medtech and Query Builder Reports will include a Footer that shows the date, time and user's staff code.
- 5.3 Setting up Confidentiality Disclaimer**

Confidentiality Disclaimers can be added as a header, footer or a full Disclaimer page.

- a) Choose Setup > Location > Locations Settings
- b) Double click the location
- c) Choose the new tab Printing Options
- d) The setup Tab allows you to add a header or footer up to 100 characters



- e) If preferred tick add a disclaimer page which allows a whole Disclaimer Page to be added
- f) After installing Version 20.8 a default disclaimer is inserted. Practices should review and edit as required

g) The reports tab displays the reports for which the Disclaimers can be applied

Report	Header	Footer	Disclaimer Page
Appoint Reminder (APPR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encounter Slip (ENC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports (REP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

h) Tick as appropriate for which reports you want to apply the Disclaimer to

i) **The Documents tab displays documents**

Documents	Header	Footer	Disclaimer Page
GP2GP Pat Rec Req A4 (#GPT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GP2GP Pat Rec Req A5 (#GPT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication Card (#MDC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior School Imm (4-5Y)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account overdue (ACOD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Exam Recall (AM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asthma Review (ASTH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bone Density (BD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

j) Tick as appropriate for which documents you want to apply the Disclaimer to

k) Note you can use the RIGHT mouse click in each column (Header, Footer, Disclaimer Page) to choose either Select All or Unselect All

6. Extended Attachments Manager

Module > Inbox Attachments Manager (or use paper clip icon from toolbar)

Version 20.8 allows the user to view all Attachments from the Patient Inbox and Patient Outbox. This allows viewing of all attachments in one central location.

This means a Provider will not have to open up each inbox record or outbox document to find and view patient information embedded PDFs etc. E.g. Discharge Summaries in PDF format.

- 6.1 All existing attachments for a patient that were available prior to version 20.8 will be stored in the External tab of the Attachments Manager
- 6.2 Inbox will display all inbox records that have attachments. Where there are multiple Attachments for a single Inbox Record, multiple entries will be displayed in the Inbox tab, one for each Attachment
- 6.3 The reference column of both the Inbox and Outbox will identify the name of the Attachment that will be opened.
- 6.4 The documents with attachments will still be displayed within the outbox and inbox.

7. Password Management

Password Policies have been introduced to ensure Practices can implement better security for their Data and Users within Medtech32.

NOTE - After upgrading to Version 20.8 the default setting of 'No Password Policy' will be applied until the Practice decides to implement a Password Policy.

- 7.1 To Select a Password Policy
- 7.2 Choose the Setup Menu > System Configuration > Password Policy Tab
- 7.3 No Password Policy
- 7.4 Simple Password Policy – criteria includes:
 - 7.4.1 Mandatory passwords & minimum length of 8 characters
- 7.5 Advanced Password Policy criteria includes:
 - 7.5.1 Mandatory passwords & minimum length of 8 characters
 - 7.5.2 Must include the following characters

Contain both upper case (A-Z) and lower case (a-z) letters

Contain at least one number (0-9)

Contain at least one special character (!@#\$\$%^&>)

7.6 Password Policy Settings

Policy Settings

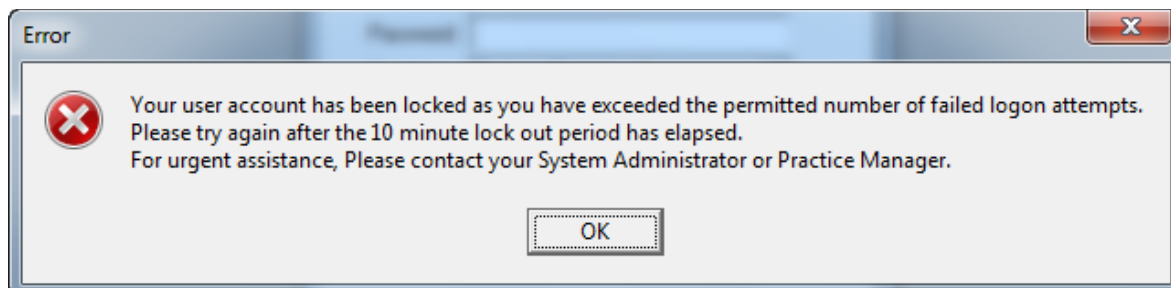
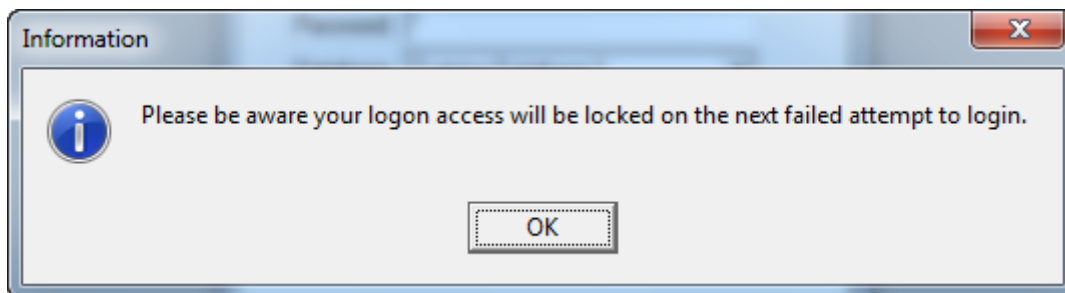
Define Number Of Consecutive Failed Password Attempts Allowed

Lock After: 10 Attempts Lock Out Period: 10 minutes

Allow Maximum Password Age

Password Validity Period: 30 days Display Reminder In 7 days

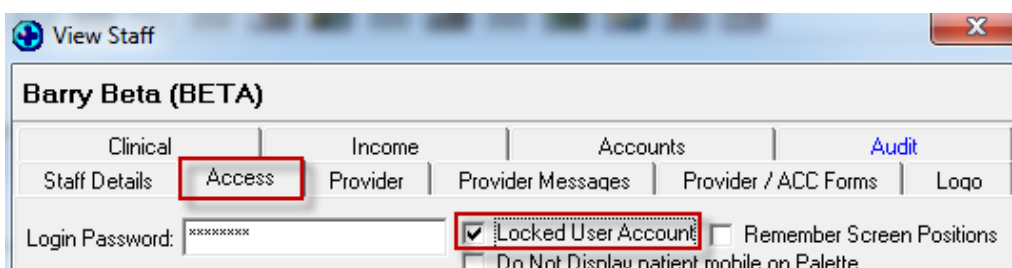
- 7.7 Changing Passwords - Users can change their password by selecting the File menu and Change Password.
- 7.8 Password Strength – while entering a new password the strength of the password will be displayed and it is hoped that this will persuade a user to change their password to a more secure password
- 7.9 Locked User Accounts
 - 7.9.1 If a user enters an incorrect password and there is a Lock After the defined number of attempts (as defined in the Policy Setting) they will be locked out



7.9.2 The user can try to login again after 10 minutes or the System Administrator can manually unlock their account.

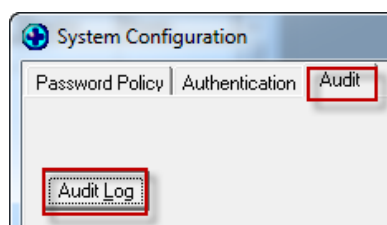
7.9.3 To Unlock a locked User Account

- Choose Setup > Staff > Members – double click to open the staff member that has been locked out.
- Go to the Access Tab and click to UNTICK the Locked User Account option.



7.10 Password Policy Auditing

If ANY field in the Password Policy tab is altered the Audit tab will record details as per below within Setup > System Configuration > Audit



Audit Information		
Date: 2013-02-26T16:39:20	Staff: SFE	
Tab Name : Field Name	Before	After
Password Policy: ATTEMPTS	Unchecked	Checked
Password Policy: LOCKAFTER		4
Password Policy: LOCKOUT		10
Password Policy: Policy State	No Password	Advanced Password
Password Policy: REMINDER		7
Password Policy: VALIDITYPERIOD		30

7.11 Last Login Notification

The status bar in Medtech has been modified to display a user's Last Login information. This information will help inform a user as to whether their user account has been accessed or compromised by another person.

PHILLIPA-PC	SFE	Last Login: 26 Feb 2013 04:39 PM	Training Database 1 (M)
-------------	-----	----------------------------------	-------------------------

Refer to Release Notes of Version 20.8 pages 26 and 27 (located on our website.....) for more information on password guidelines.

8. ManageMyHealth and Connected Care Menu Changes

This is applicable to those people who are registered for ManageMyHealth.

8.1 E-Services

When a patient has sent a secure email the field heading of 'Additional Information' has been updated to now say 'Message Body'

MANAGE MY HEALTH ManageMyHealth™

Patient has sent Secure Email

From:	Mrs Jenny Eastman	NHI:	PRP1322
To:	Dr Sam Entwistle		
Received:	27 Feb 2012 03:02 pm		
Service Name:	Lab Result enquiry		
Subject:	Lab Result enquiry		
Attachments:	0		View Attachments Online
Message Body:	sfe staff		

8.2 The message heading 'Provider Secure Email reply', has been updated to now say 'Secure Email – Provider Reply'.

MANAGE MY HEALTH ManageMyHealth™

Secure Email - Provider Reply

From:	Dr. Sam Bell		
To:	John Smith	NHI:	NHI999
Sent:	3 June 2011 : 3.45 pm		
Service Name:	Medical Advice		
Subject:	My Blood Pressure		
Attachments:	2		View Attachments Online
Message Body:	My blood pressure is very high. It has been like this for the last 3 days. You asked me to drop a note if it remains like this. Thanks John		

8.3 Repeat Prescriptions

The Repeat Prescription Request message has been modified so that users can reject a repeat prescription request. A 'Reject Request' button has been added to the message to allow this:



ManageMyHealth™

Repeat Prescription Request			
From:	Mrs Sheryl Sales	NHI:	BAB2345
To:	Dr Sam Entwistle		
Received:	05 Oct 2012 03:16 pm		
Medication Name:	VOLTAREN DICLOFENAC SODIUM 75mg/3ml Inj		
Date Given:	05 Oct 2012 12:36 pm	Long Term:	Yes
Dosage:	1	Frequency:	Three Times Daily(TDS)
Period:	4	Quantity:	12
Directions:	1 vials, Three Times Daily	Status:	
Date Patient Last Invoice:	30 Aug 2012 08:42 am	Date Patient Last Consult:	11 Sep 2012 12:18 pm
Date Last Prescribed:	05 Oct 2012 12:36 pm (3 day(s) ago)		
Patient Note:	5		
Pickup Method:		Urgency:	
Action Taken:	<input type="text"/>		
Repeat Medication		Reject Request	File OK Cancel

8.4 When the Reject Request button is selected, the Action Taken field will be enabled so that users can enter an explanation or reason. The Reject Request button will then be disabled and reworded to inform the user to select the File or OK options on the repeat prescription request.



Repeat Prescription Request			
From:	Mrs Sheryl Sales	NHI:	BAB2345
To:	Dr Sam Entwistle		
Received:	05 Oct 2012 03:16 pm		
Medication Name:	VOLTAREN DICLOFENAC SODIUM 75mg/3ml Inj		
Date Given:	05 Oct 2012 12:36 pm	Long Term:	Yes
Dosage:	1	Frequency:	Three Times Daily(TDS)
Period:	4	Quantity:	12
Directions:	1 vials, Three Times Daily	Status:	
Date Patient Last Invoice:	30 Aug 2012 08:42 am	Date Patient Last Consult:	11 Sep 2012 12:18 pm
Date Last Prescribed:	05 Oct 2012 12:36 pm (3 day(s) ago)		
Patient Note:	5		
Pickup Method:		Urgency:	
Action Taken:	<input type="text"/>		
Repeat Medication	File or OK now...	File	OK
		Cancel	

8.5 When the File or Ok button is selected, the request status will be set to Rejected, the Repeat Prescription Request screen will be closed and the message will be filed or marked as read respectively. The ManageMyHealth™ Message Reply screen for the Patient's repeat prescription request will then be launched so that the Provider can send an email reply explaining why their repeat prescription request was rejected.

Message Reply Back to Inbox Back to Message

Arnold, Smith (Arnold Smith) M 78 Yrs DOB:01 Feb 1934 **NHI#: ELV1195**

NO PIC H: 987 5674 Show Summary (Front Page)
View Patient Summary

To: Arnold Smith

Service Type: Repeat Prescription

Subject: Re:RRP : Repeat Prescription Attach Files

Requested Medications:

Arnold Smith (M) DOB : 01 Feb 1934	NHI : ELV1195 Chart No.3263
Requested Drug(s): amoxil paediatric drops 125mg/1.25ml oral drops(amoxycillin)	4 Days
Directions : 1 mlis, Three Times Daily (dabigatran etexilate)	21 Days
Directions : 1 caps, Three Times Daily	

-----REPLY-----

From:Arnold Smith
Sent:4/10/2012 4:16:42 p.m.
To:Sam Eaves
Subject:RRP : Repeat Prescription

tks4

Request Status: Billed and Close Close without billing Needs More Info

Save as Draft Send Message Cancel

8.6 Repeat Medication Option

If the Repeat Medication button is selected, the Action Taken field will be enabled and the Repeat Medication button will be disabled and reworded to inform the user to select the File or Ok options on the repeat prescription request.

MANAGE MY HEALTH ManageMyHealth™

Repeat Prescription Request

From:	Mrs Sheryl Sales	NHI:	BAB2345
To:	Dr Sam Entwistle		
Received:	05 Oct 2012 03:16 pm		
Medication Name:	VOLTAREN DICLOFENAC SODIUM 75mg/3ml Inj		
Date Given:	05 Oct 2012 12:36 pm	Long Term:	Yes
Dosage:	1	Frequency:	Three Times Daily(TDS)
Period:	4	Quantity:	12
Directions:	1 vials, Three Times Daily	Status:	
Date Patient Last Invoice:	30 Aug 2012 08:42 am	Date Patient Last Consult:	11 Sep 2012 12:18 pm
Date Last Prescribed:	05 Oct 2012 12:36 pm (3 day(s) ago)		
Patient Note:	5		
Pickup Method:		Urgency:	
Action Taken:	<input type="text"/>		

When the File or Ok button is selected, the Patient's Medication screen will be opened with the repeat medication added to the grid table. A New Consultation screen will also be launched with the repeat prescription added to the details, as per normal repeat prescription functionality.

9. A number of Application Issue Resolutions are included in Version 20.8 – please refer to V20.8 release notes.

10. Patient Outbox & Patient Advanced Forms – Healthlink eReferral display

Previously all eReferrals created using the Healthlink eReferral form were displaying with a description of Healthlink Forms in the Patient Outbox Subject field. Version 20.8 will now display the details of the type of referral that has been created for the Patient.

Tck	Date	Document	Subject	Folder	Prov
<input type="checkbox"/>	12 Nov 2012	WFORM	Cardiology referral to Auck	N/A	SFE
<input type="checkbox"/>	7 Nov 2012	WFORM	Breast referral to Auckland	N/A	SFE
<input type="checkbox"/>	5 Nov 2012	WFORM	Breast referral to Auckland	N/A	SFE
<input type="checkbox"/>	30 Aug 2012	WFORM	HealthLink Forms	N/A	SFE
<input type="checkbox"/>	25 Jun 2012	WFORM	MSD Medical Certificate	N/A	SFE

The same applies to parked Advanced Forms

11. Konnect Suremed Form

Konnect Suremed Form has been enhanced. Please refer to the Konnect Release notes attached to V20.8 release notes. You could also refer to the Konnect Website and view their video:

<http://konnect.co.nz/services/suremed/>