



Medtech Evolution Activation of BPACNZRx (BPACNZRx) Integration User Guide

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Activation of BPACNZRx

Activating the BPACNZRx NZF integration for the first time

Help ► About Drug Formulary

The **About MIMS** menu item from the Help menu drop-down has been changed to **About Drug Formulary**. Through the **About Drug Formulary** menu an organisation can choose either the BPACNZRx (NZF) or MIMS drug formulary for activation.



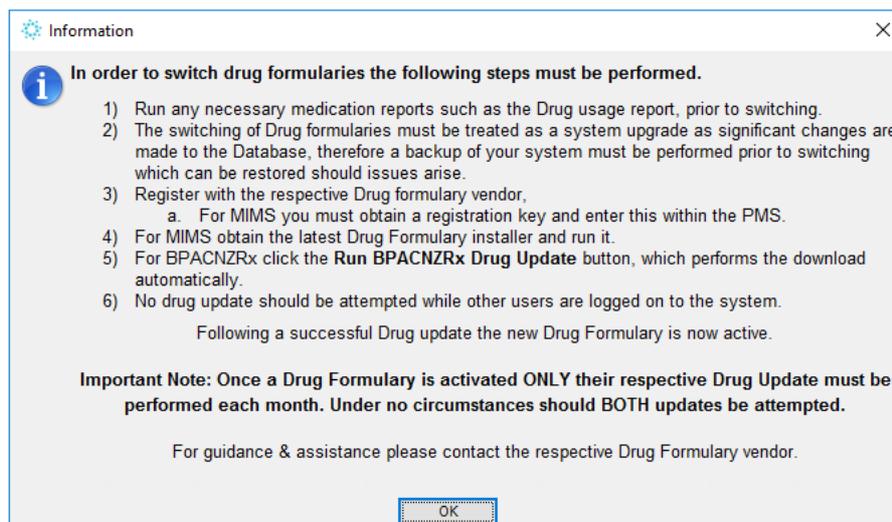
Important Note – For practices connected to and using HealthOne

If your practice is connected to and uses HealthOne, you are required to complete additional steps during the BPACNZRx Activation Process to Disable HealthOne BEFORE activation, and Enable HealthOne AFTER activation.

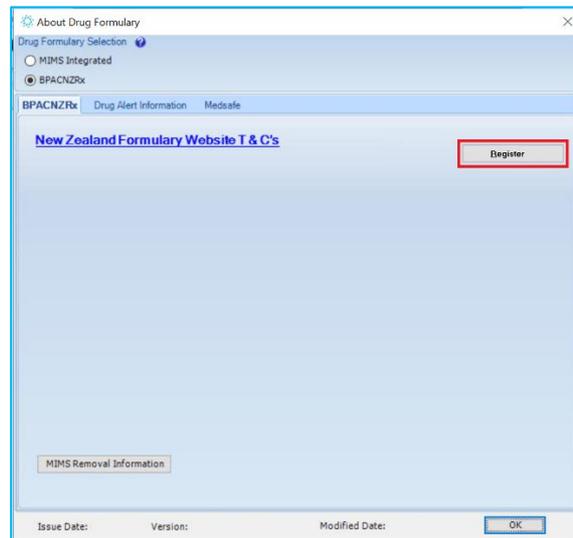
These additional steps are NOT required if your practice does not use HealthOne.

To activate BPACNZRx drug formulary:

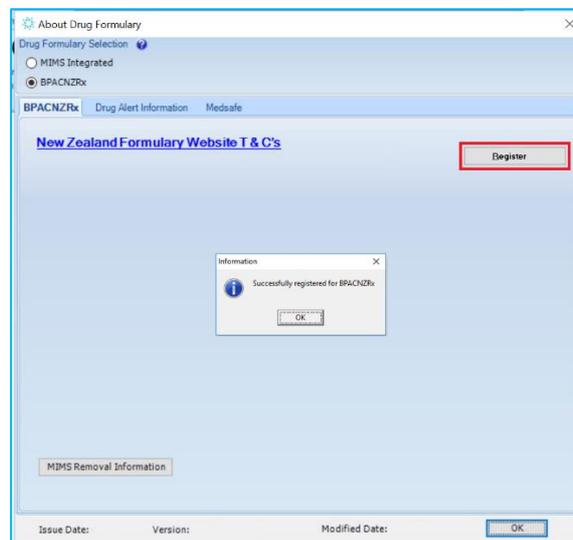
1. **For practices connected to and using HealthOne only** – download and run the **Evolution-Disable-Healthone-Triggers** update provided as part of the Version 4.0 release. (*If your practice does not use HealthOne – please skip this step*).
2. Ensure you are logged into Medtech Evolution as a user with System Admin access rights
3. Select Help > About Drug Formulary
4. Select the BPACNZRx option under the 'Drug Formulary Selection' section
5. The following prompt is displayed



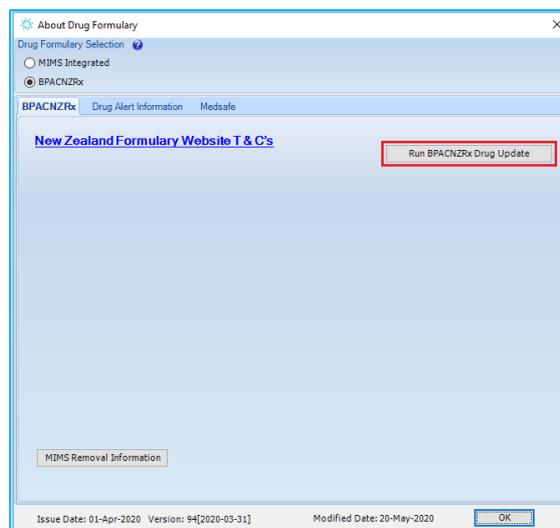
6. Click on OK to continue.
7. View the 'New Zealand Formulary Website T & C's' by selecting the provided link
8. Click on the '**Register**' button



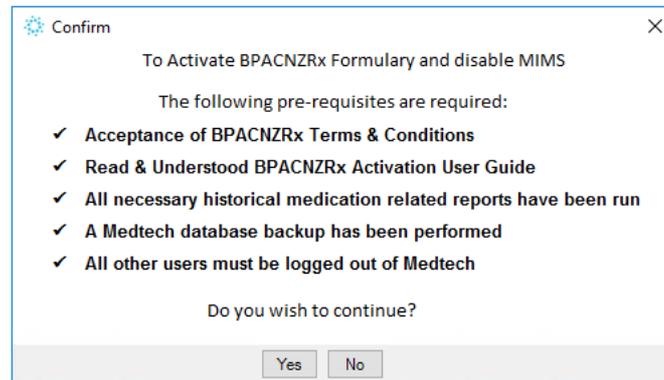
9. A registration validity check will be performed and if the registration is found to be valid, the following prompt will display.



10. The Register button will update to 'Run BPACNZRx Drug Update'.



11. Click on the 'Run BPACNZRx Drug Update' button to start the file download process.
12. Once the download has completed, BPACNZRx Activation prompt will be displayed with details of the pre-requisites necessary before the activation of BPACNZRx.



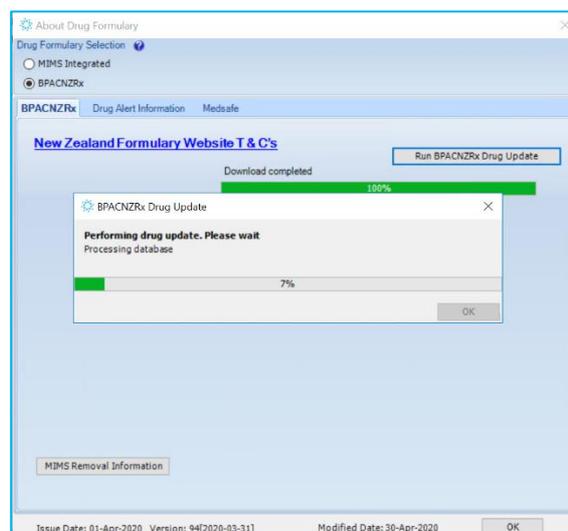
Important Note – Activation Process Information

Activation of BPACNZRx should be treated as a system upgrade and therefore all other users must be logged out of Medtech Evolution at the time of activation. The activation process may take some time to complete and is dependent on the size of the database, and as such it is recommended that activation of BPACNZRx be completed at a time where the practice is not required to be operational for a period.

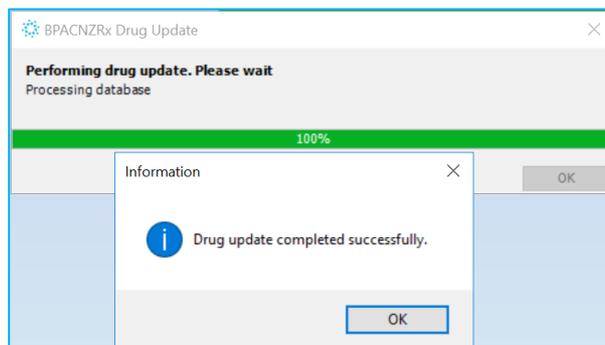
Please ensure all pre-requisite requirements are completed before completing the activation of the BPACNZRx functionality.

It is recommended that you perform a Database Back Up process prior to your practice activating BPACNZRx if one has not been completed recently.

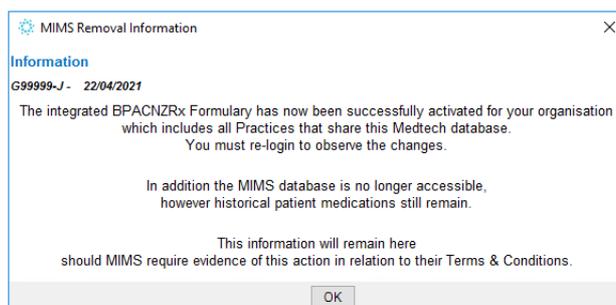
After ensuring all the pre-requisites are completed, click on the Yes option to continue with the BPACNZRx activation. The BPACNZRx Activation Process will be performed and the NZF Drug Update installed.



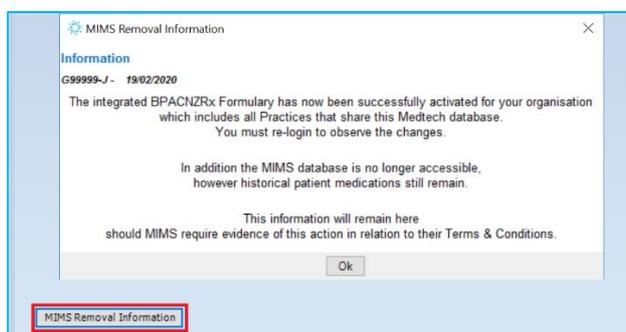
13. Once the NZF Drug Update and BPACNZRx Activation Process has been completed click on OK to the information prompt displayed.



14. The following MIMS Removal Information prompt will be displayed



These details will be automatically saved into the Medtech Evolution database and remain accessible from the Help > About Drug Formulary window by clicking on the 'MIMS Removal Information' button should MIMS require evidence of this action in relation to their Terms & Conditions.



15. Click on OK to close the Information prompt
16. **For practices connected to and using HealthOne only** – download and run the **Evolution-Enable-Healthone-Triggers** update provided as part of the Version 4.0 release. *(If your practice does not use HealthOne – please skip this step).*

After BPACNZRx activation the MIMS drug database will no longer be accessible, however, historical patient medications and medical warnings will still be displayed.

To view all the changes to the Medtech Evolution application and the prescribing and medical warning changes on the patient record you must log out and back into Medtech Evolution.

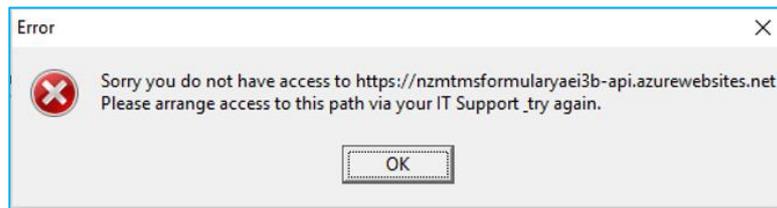
Important Note – BPACNZRx Registration

If during the BPACNZRx activation it is identified that your practice does not have a valid registration you will be prompted with a messaging advising that your 'Organisation's BPACNZRx registration is no longer current'

If this occurs, please contact BPAC NZ on 0800 633 236 or email contact@bpacnrx.org to renew or establish your registration for BPACNZRx

Important Note – NZF Monthly Update Download

If the download of the NZF Monthly Update fails due to user access to the download location the following message will be displayed:



Please contact your practice IT Support for assistance in ensuring that you have access to the specified location and try the NZF Monthly Update download process again once access has been provided.

Switching from BPACNZRx back to MIMS

If the situation arises where your practice would like to change from the BPACNZRx integrated formulary back to the MIMS drug formulary you are advised to contact the Medtech Support Team to discuss the process for the activation of MIMS.

It is recommended that before contacting Medtech Support you complete the following:

1. Contact MIMS to re-establish the practice's MIMS Subscription, and obtain Registration details
2. Download and have available the latest MIMS drug formulary (Full Installation) from the MIMS website for Medtech Evolution