Medtech32

New Zealand Formulary (BPACNZRx)

BPACNZ**Rx**
Powered by the NZF

Downloading and Running Monthly Drug Updates

(February 2020)

These release notes contain important information for Medtech32 users. Please ensure that they are circulated amongst all relevant staff. We suggest that this document is filed safely for future reference.

Contents

Monthly Drug Updates

Help ► About Drug Formulary OR **Tools ► Clinical ► Drug Update**

The NZF Monthly Download availability will be advised to registered practices by BPAC directly as soon as the monthly update is available.

The NZF monthly drug updates can be downloaded and performed directly from the About > Drug Formulary window within the Medtech32 application.

To download and install the NZF monthly drug update:

1. Ensure you are logged into Medtech32 as a user with System Admin access rights
2. Select Help > About Drug Formulary
3. Select the BPACNZRx tab
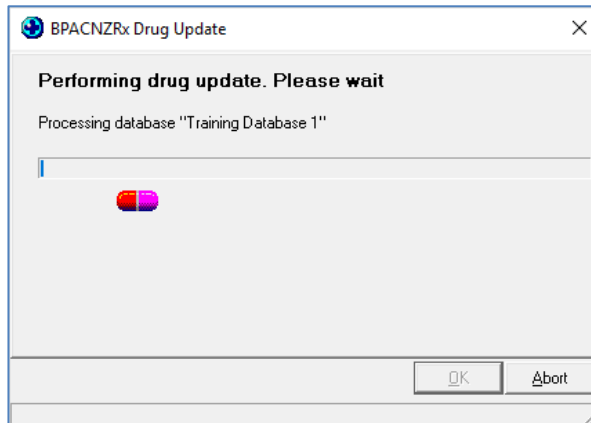4. Click on the 'Run BPACNZRx Drug Update' button
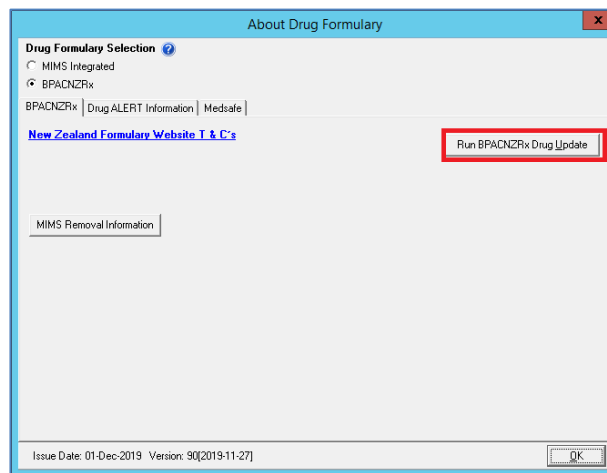
5. The download of the most recent monthly drug formulary will commence

6. Once the NZF Monthly Drug Update has downloaded the following prompt will be displayed:
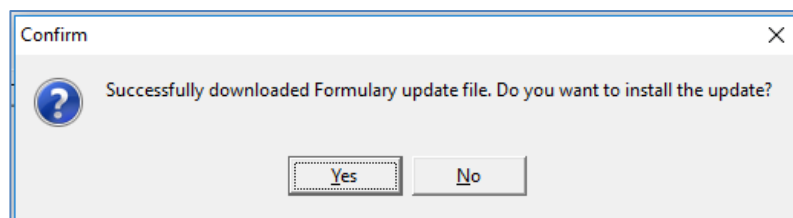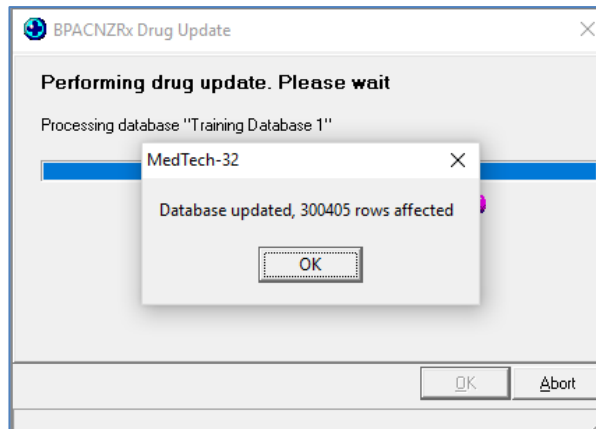
<u>If you would like to complete the Drug Update at this time:</u>

7. Clicking on the 'Yes' option will continue to perform the Drug Update

8. Once the NZF Drug Update process has been completed click on OK to the information prompt displayed.

<u>If you would like to complete the Drug Update at a later date:</u>

9. Clicking on the 'No' option will close the Drug Update screen and return you to the About > Drug Formulary window. Click on OK to close the screen.

10. When you are ready to complete the Drug Update, repeat the same process as described above. The Tools > Clinical > Drug Update feature has been removed when BPACNZRx is activated.

Important Note – NZF Monthly Update Download

If the download of the NZF Monthly Update fails due to the practice's BPACNZRx registration having expired you will be prompted with a message advising that your 'BPACNZRx user registration has expired, and your medications information may be out of date'.

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

In addition all users should be logged out of Medtech32 during the Drug Update process.

Meet Sara – she's here to help!

Are you looking for a quick answer to your support query or changes related to this release?

Sara, our Virtual Support Chat Bot is available within our Insight Customer Portal 24 hours a day, 7 days a week, whenever you need help.

All you need to do is type a question, and Sara will provide the answer. She has been trained on most of the questions we get asked regularly on our Support Desk.

If Sara cannot answer your support query, she will assist you in creating a Support Ticket or can pass you onto a member of our Customer Care team.

If you would like to ask Sara your next support query, log into Insight at insight.medtechglobal.com