Release Notes & Installation Instructions
Medtech Evolution

Pharmacy Address Book Load Utility

(April 2020)
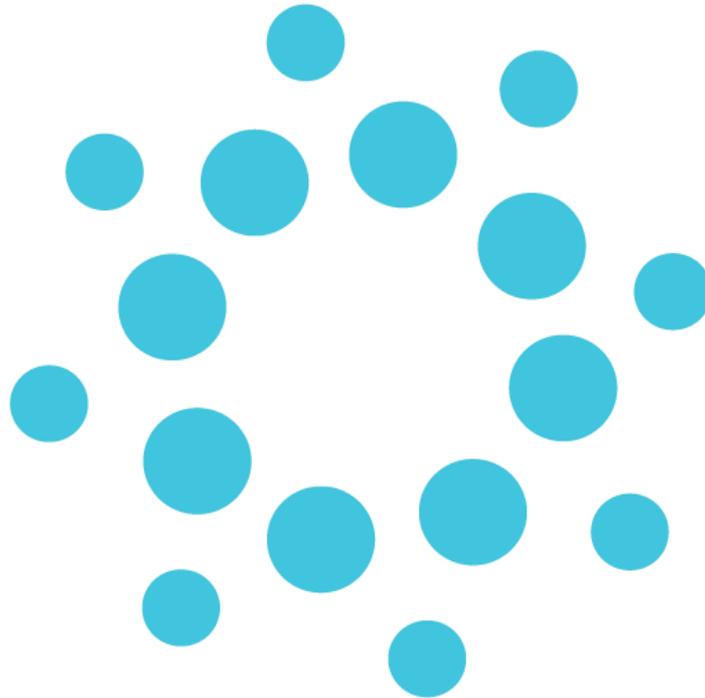
This document contains important information for Medtech Evolution users. Please ensure that it is circulated amongst all relevant staff. We suggest that the document is filed safely for future reference.

Pharmacy Address Book Load Utility

The Ministry of Health have introduced new rules to make it easier for you to provide electronic prescriptions to support virtual care. This is especially important during this Covid-19 epidemic when exchanging paper prescriptions between prescriber, patient and pharmacy is burdensome, challenging and unsafe.

We have worked with the Ministry of Health to provide practices with a utility to load local Pharmacies into the Address Book. This utility will provide a quick and easy way for practices to add the Pharmacies that are local to them into the Address Book along with their email addresses so that they are available for selection when emailing the NZePS prescription.

Installation Prerequisites Checklist

1.	Check to ensure Medtech Evolution is installed. There is no minimum version required for running this utility	☐
2.	Users are not required to be logged out before running this release. However, users will need to close and reopen the Address Book to see the updates (if it was open at the time of running the utility).	☐
3.	Ensure you are logged onto Windows with Full Administrative rights when performing ANY installation, update or maintenance tasks.	☐
4.	Ensure you are logged onto the Medtech Evolution Application Server.	☐
5.	Check that this document has been reviewed and understood.	☐

Location of Installer

1. Visit the Insight Customer Portal at:
   https://insight.medtechglobal.com/downloads/evolution-general-practice/

2. Enter your User Name and Password

3. Locate the update called **Pharmacy Address Book Load Utility (April 2020)** in the list.

4. Download & review the supporting **Release Notes & Installation Instructions** for this release.

5. Download and install the update when convenient for your.

Pharmacy Address Book Load Installation

1. Ensure that you have completed and checked all the items in the **Installation Prerequisites Checklist** above.

2. Download the **Pharmacy Address Book Load Utility (April 2020)** installer as described above.

3. Double-click on the Installation **EXE** to start the installation process.

4. If any security warnings appear in your environment, select **'Run'**.

5. The **Pharmacy Address Book Load Utility** installation will proceed. Click on 'Next' to continue.
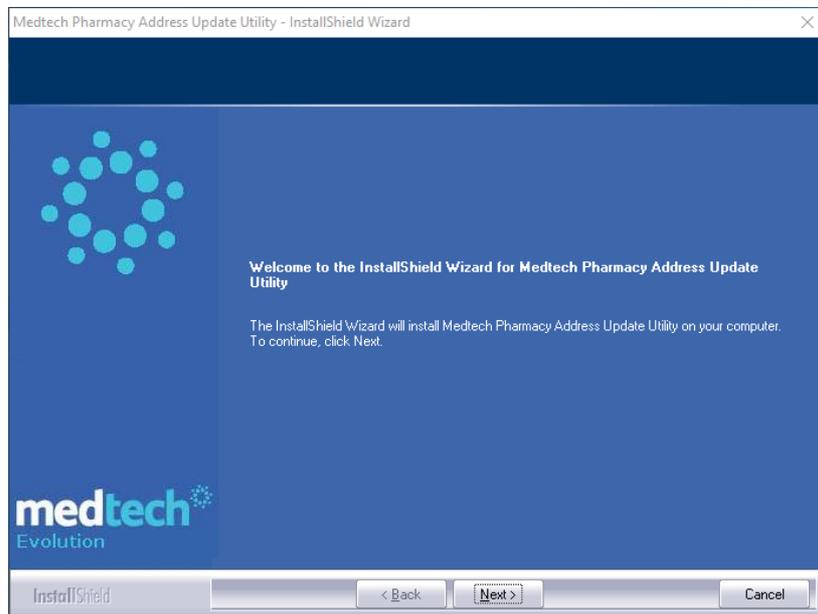
6. The **Pharmacy Address Import** screen will be displayed
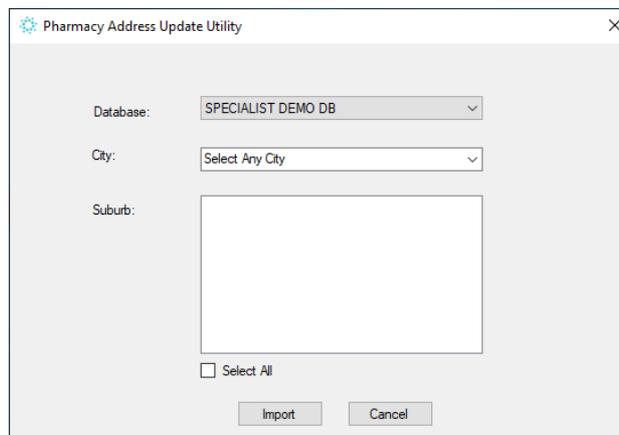
   a. Select the 'Database' where you would like the Pharmacy Address Book entries to be added from the database drop down list
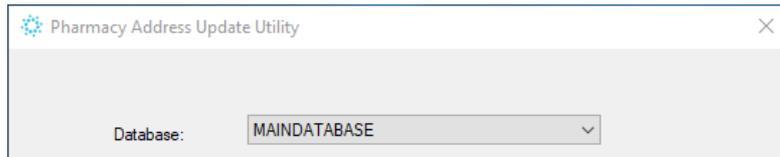
b. Select the 'City' relevant for your practice from the City drop down list.
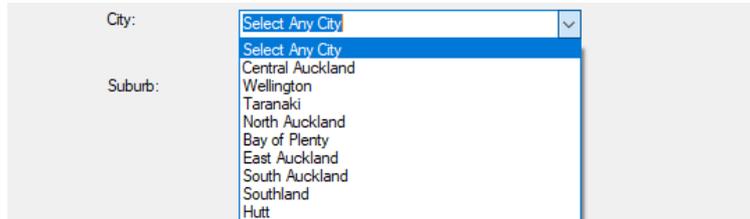
Selecting a City will present you with a list of the Suburbs available that have Pharmacies which can be loaded into your practice Address Book.

c. Select any of the the 'Suburbs' relevant to your practice from the Suburb selection list by ticking it
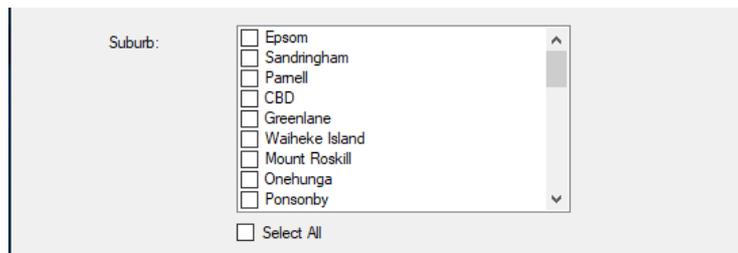
Selecting a Suburb will load all Pharmacies located in that Suburb into your practice Address Book.

You can select as many Suburbs as you require to ensure your practice is covering all of the local Pharmacies in your Area.

If you would like to load the Pharmacies for all Suburbs, click on the Select All option at the bottom of the Suburb selection list.

7. Click on the '**Import**' button when you are ready to proceed with the Pharmacy Address Book load
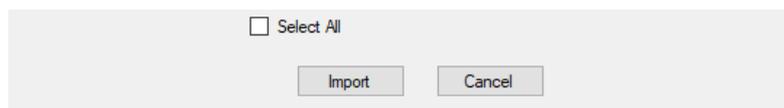
8. Once the Pharmacy Address Book load has completed, the following message will be displayed
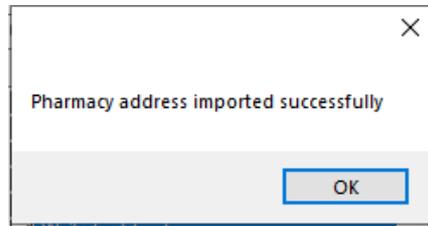
9. Click on '**OK**' to close the message prompt, and return to the Pharmacy Address Import utility screen.

   You can continue with another selection if you would like to add Pharmacies from other Cities / Suburbs into your practice Address Book.

10. Click on '**Cancel**' to close the Pharmacy Address Import utility screen.
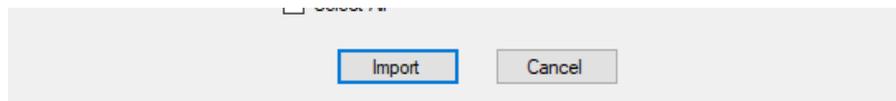
Pharmacy Address Book Details

Once the Pharmacy Address Book Load Utility has been run for your practice, the Pharmacy entries for the selected Cities and Suburbs will be added into your practice Address Book (Home tab > Address > Search).

The Pharmacy entries will include Physical Address, Contact Numbers and Email Address.