

MedTel News

December 2009

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MedTel Release PBA Version 3.9

This version of PBA 3.9 contains all of the changes for the two October 1st, Schedule of Benefits issued by the MOH. It also contains changes for the Northern APP groups. It does not currently have the latest Search Schedule included, this will be complete prior to the holidays.

We recommend you **BACKUP** the current data prior to loading this software upgrade.

This version **WILL NOT** load on windows 98 or windows ME. Also, loading this version will disable the Palm module and Scheduler for our clients running older releases.

To perform a backup:

1. Sign into PBA.
2. Click on Main in the top left corner.
3. Choose Backup/Restore Database.
4. Close the main PBA window.
5. In the center of the window choose your backup destination. If you wish to backup to a destination other than the one displayed, click on Browse.
6. Click on the green 'Perform Backup' button. The backup window will close when the backup is complete.

To load the PBA V3.9 upgrade, do the following:

1. Make sure the backup has been performed.
2. Place the CD in the drive, and follow the on-screen instructions.
3. When prompted, click on **PERFORM UPGRADE**. **DO NOT** select 'Overwrite and Re-Install', all billing and patient data will be erased if the option is selected.
4. PBA will open upon completion of the upgrade.

Please ensure we have your current email on file so we can continue to contact you.

MedTel Release PBA Version 3.9 – Northern APP

Northern APP members please perform the following routines. PBA has added a feature which will put your error code 66 claims into ARCHIVE and not into Partial Paid claims. This change will only effect claims processed once the upgrade is complete and NEW RA files are processed. To move existing error code 66 claims please do the following.

Complete a backup if you haven't already.

Log on to your SOLO billing logon, not your GROUP logon.

You need to reprocess any previous RA files from November and/or December. In PBA, please click on TOOLS, Maintenance Utilities, Reprocess RA File. Please click on the file to reprocess then click on the RE-PROCESS button at the bottom.

PBA will look into the inbox for all EDT clients. You will need to copy the file from the area PBA stores it back to your INBOX. Please open MY COMPUTER on your desktop. The file is typically stored in C:/Program Files/PBA/Communication/Download/2009-nov. Right click on the PK file then choose COPY. In MY COMPUTER use the BACK button until you are at C:/Program Files/PBA/Communication/Inbox. RIGHT CLICK in Inbox and choose PASTE. The PK file will now be in the inbox. Now process the file as normal.

1. SUBMISSION AND RA
2. READ RA FILES

The files should move from Partial Payments to Claims in Archive. PBA will have now process the payment file twice and your claims will appear to be double paid. We need to Remove Duplicate OHIP Payments.

You need to complete another backup.

TOOLS
Maintenance Utilities
Remove Duplicate OHIP Payments
PROCESS at the bottom of the window.

MedTel Release PBA Version 3.9 - VISTA/Win7

If you are going to load PBA as a new installation on VISTA or Windows7, please contact us for special instructions.