

Bp Premier Quick Start to Applying a Data Update

Updating the drug database

Best Practice Software releases data (drug) updates at the beginning of each month. Updates include Pharmaceutical Benefits Scheme (PBS) change and MIMs medicine information, Medicare Benefits Schedule (MBS) fee updates, and updated word processor templates and management reports.



Important: *Bp Premier drug database updates should be applied by a system administrator. With all system updates, Best Practice Software recommends performing a Best Practice backup prior to performing any changes.*

Data (drug) updates are available for download from www.bpsoftware.net. As soon as they are available for download, we will email each practice our 'elevate' newsletter to the main contact we have registered for the practice. If you would like to be notified about updates, contact the Best Practice Software relationship support team on +61 7 3223 7700.

Update the drug database regularly to ensure that providers are prescribing up-to-date medication and that your Medicare claims use the current fees. A reminder message will appear when logging into Bp Premier if the drug database date is more than 3 months old.

DOWNLOADING THE BP PREMIER DATA (DRUG) UPDATE



Tip: *The Bp Premier data (drug) update only needs to be installed on the Bp Premier server and can be run LIVE meaning that all users can be accessing the system while the update is being performed.*

1. Log onto the Bp Premier Server machine.
2. Open your internet browser and browse to www.bpsoftware.net.
3. Select **Updates > Data update** from the menu. The **Bp Data Update** page will appear.



4. Read the information provided to ensure that your system has the prerequisite program and drug updates. Each month there are two updates made available:

- Incremental - if your system has the previous month's update
 - Comprehensive - if you have missed at least one previous data update
5. If you are not sure which update you require, please contact General Products Support.



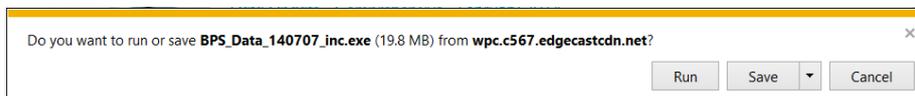
Tip: To check the drug (data) database version you are currently using, log into Bp Premier on the server and select Help > About.

6. Click on the **Download** button below the section for the data update you require.

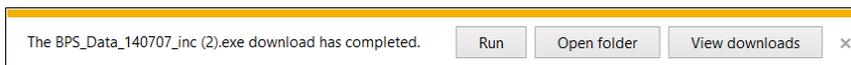
Depending upon the internet browser that you are using you will get different messages.

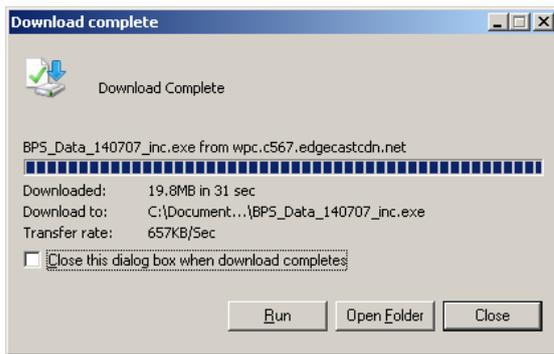
MICROSOFT INTERNET EXPLORER

1. A dialog box will appear (similar to the examples shown here).



2. You will be prompted to either **Run** or **Save**. Do not select **Run**, because this will attempt to run the update over the internet. Instead, press the **Save** button.
- In newer operating systems, the file will be downloaded to your **downloads** folder. If you want to save the file to a different folder, press the arrow to the right of the **Save** button, select **Save as**, and browse to the folder you wish to save the file in.
 - In older operating systems, the file will download to the last folder used. If you want to save the file to a different folder, press the **Save** button and browse to the folder you wish to save it in.
3. A dialog box will appear confirming the filename and that the download has completed.

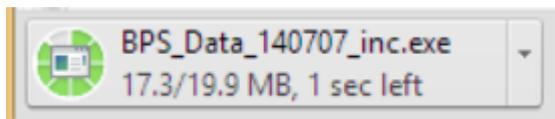




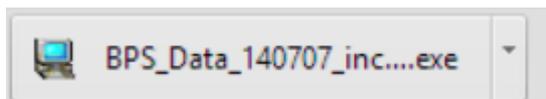
4. To run the update immediately, press the **Run** button.
5. To run later, press the **Open folder** button. Take a note of which folder the file has been saved in, so you can come back to it later.
6. Run the file to install the update.

GOOGLE CHROME

A dialog box will appear towards the bottom of the screen and you will see the progress of the file being downloaded.



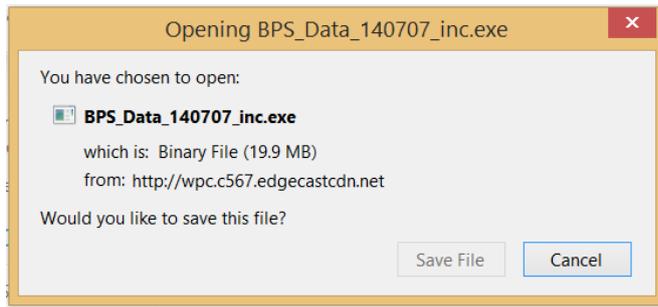
Once the download is complete, the progress display will disappear and the icon will change.



- To run the update immediately, left click on the **down arrow** to the right of the dialog box and select **Open**.
- To run later, select **Show in folder** and take a note of which folder the file has been saved in so you can come back to it later.

MOZILLA FIREFOX

A dialog box will appear to show the file to be downloaded.



Press the **Save File** button. The download will commence. While it is downloading an arrow will appear in the right hand corner. When finished the arrow will disappear. The downloaded file will be found in your downloads folder.

- To run the update now, browse to this folder and run the update.
- To run the update at a later stage, make a note of the folder that the file has been downloaded to.

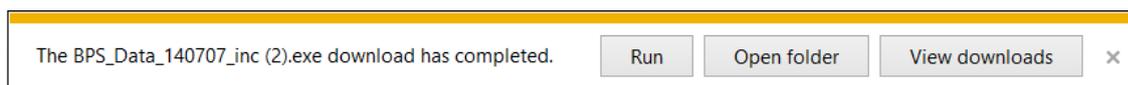
INSTALLING THE BEST PRACTICE DATA UPDATE



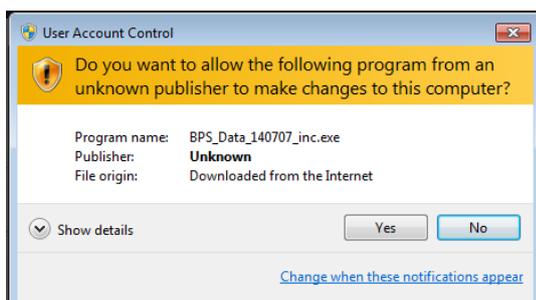
Important: Ensure that you have performed a Bp Premier Backup.

Once you have downloaded the drug update utility as outlined above you will now need to install it on the Bp Premier server. The update does not need to be applied to any client machines as all the changes are applied to a central drug database.

1. If you have the **download complete screen** still **visible** press the **Run** button now. **Alternatively browse** to the folder where the update was downloaded to and **double click** on the drug update **file**. The file will be called something like **BPS_Data_140707_inc.exe**.



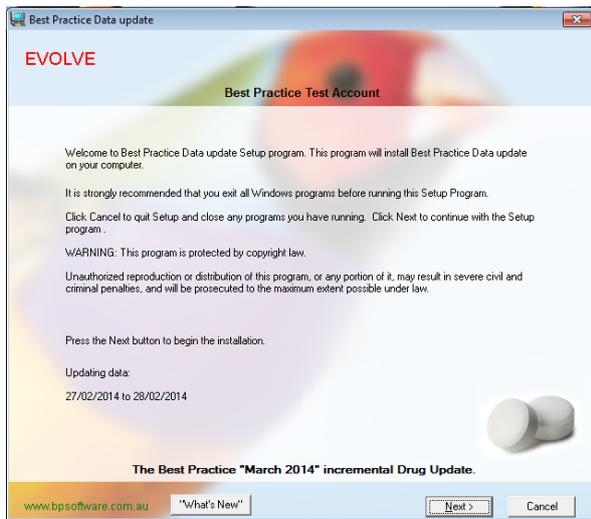
2. If a message appears giving a security warning saying the update is from an unknown publisher. Ensure you have selected the file you have downloaded from our website and press **Yes** to continue to run the update.



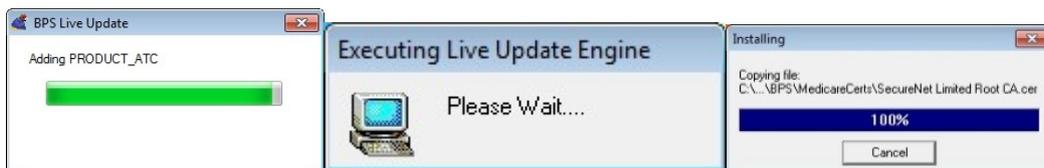
- If a screen appears similar to the one below, the file downloaded is not the correct size and you should download it again.



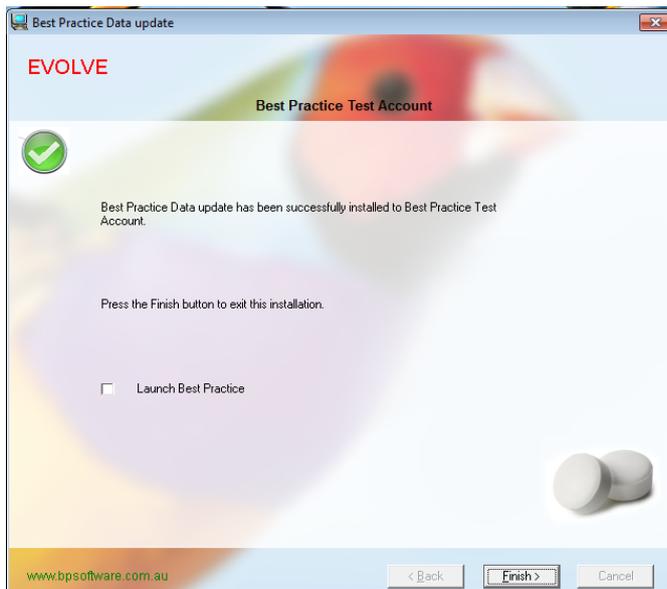
- The **Welcome** screen will appear. Click **Next** to continue.



- Bp Premier drug update will now install files to your server that it requires to update your system. (**Do not cancel** unless instructed by a Best Practice Support Technician).
- Various screens will appear to indicate the process. (This can take some time to install – please be patient)



- When complete the screen to the left will be displayed.



8. The update is now complete. Click **Finish** to exit the installation screen.
9. Log into Best Practice and go to **Help > About > System info**. The **Last drug update** field should reflect the date of this new Drug Update.