New Public Prostheses Database
User Guide

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1   Introduction

The Prostheses database stores information on the Prostheses List: a determination under Section 72-10 (5) of the Private Health Insurance Act 2007. The Prostheses List is reviewed twice each year, allowing new products to be listed, and existing products to be changed or removed. At the end of the review process, an updated Prostheses List is released in a number of different formats. One of these formats is as a Microsoft Access database, with functionality for viewing the Prostheses List and creating reports. This database is known as the Prostheses database.

This document explains how to use the Prostheses database to view the Prostheses List and create reports.

2   Getting Started

Before you can use the Prostheses database, you obtain a copy for your own computer or file system. You must then open the database in Microsoft Access.

2.1   System Requirements

In order to use the Prostheses database, your computer must have the following minimum specifications:

- Pentium 75-megahertz (MHz) or higher processor;
- Microsoft Windows 95 or later operating system, or Microsoft Windows NT Workstation version 4.0, Service Pack 3 or later;
- Microsoft Access 2000 or later;
- 24 MB of RAM;
- 10 MB of available hard-disk space;
- VGA resolution or higher video adapter;
- Microsoft Mouse or compatible pointing device;

For more information, see Microsoft Support Knowledge Base Article 208312: Setup Requirements for Microsoft Access 2000 (http://support.microsoft.com/kb/208312/en-us).

2.2   How to Obtain the Prostheses Database

The Prostheses database can be downloaded from the web site of the Department of Health and Ageing. To do this, open the web page:

> http://www.health.gov.au/internet/wcms/publishing.nsf/Content/prostheses-list-access.htm

Follow the instructions on this page to download and save a copy of the Prostheses database to your own computer or file system.

2.3   How to Open the Prostheses Database

Once you have a copy of the Prostheses database on your computer or file system, you can open it. Saving the database on your file system has added a new file, called "Prostheses", to the folder where you saved it. To open the database, simply double-click on this file. The Prostheses database will open and the main menu will be displayed.
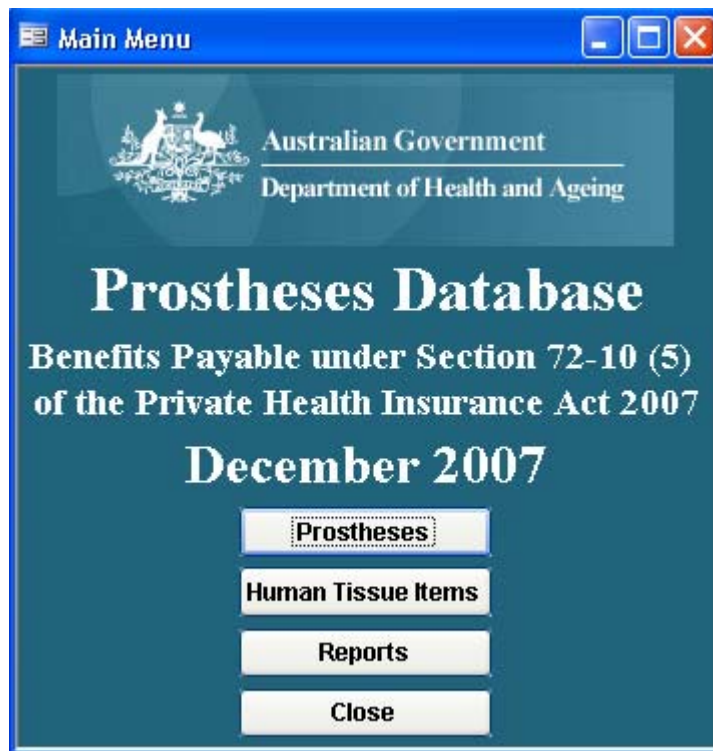
Figure 1: the Main Menu

2.4 How to Close the Prostheses Database

When you have finished with the Prostheses database, you can close it. To do this, click on the **Close** button on the Main Menu (see Figure 1). The database will be closed, and Access will shut down.

3 Viewing the Prostheses List

The Prostheses database allows you to look up any listed item from any cycle stored in the database. Both prostheses and human tissue items can be looked up.

3.1 How to View a Prosthesis

You can look up the details of any prosthesis listed on the Prostheses List. To do this:

1. From the Main Menu (see Figure 1), click on the **Prostheses** button. The Prostheses List window will appear.
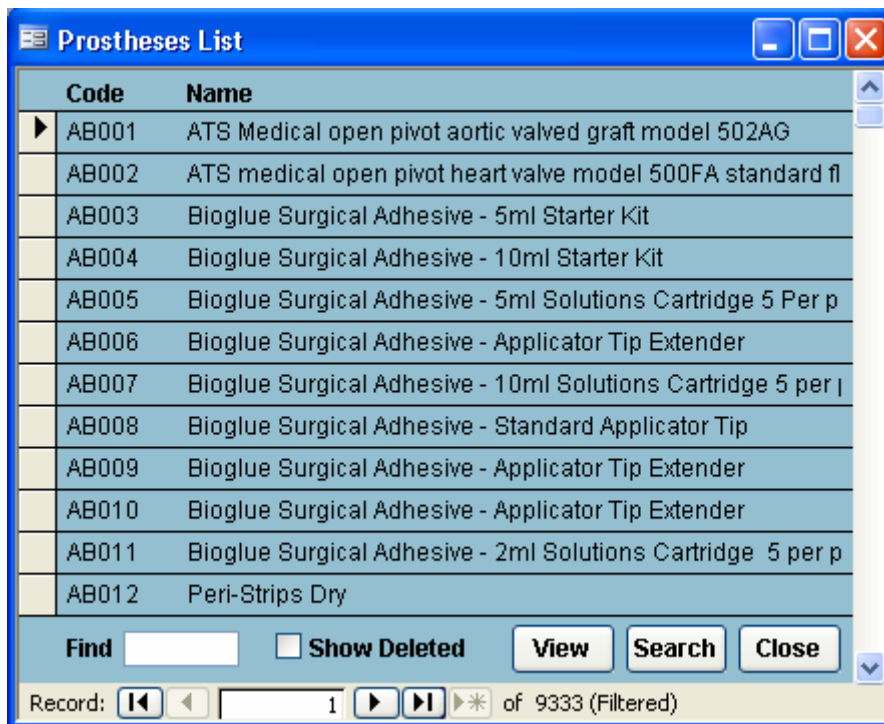
Figure 2: the Prostheses List window

2. If you wish to view a prosthesis that was recently deleted, then click on the **Show Deleted** check box. The list will change to display deleted prostheses as well as current prostheses.

3. To find a prosthesis in the list, start typing its Billing Code in the **Find** field. The list will select the first matching prosthesis.

4. Select a prosthesis by clicking in the left column next to the correct billing code.

5. Click on the **View** button. The Prosthesis window will appear, displaying the listing details of the selected prosthesis. These details cannot be changed.
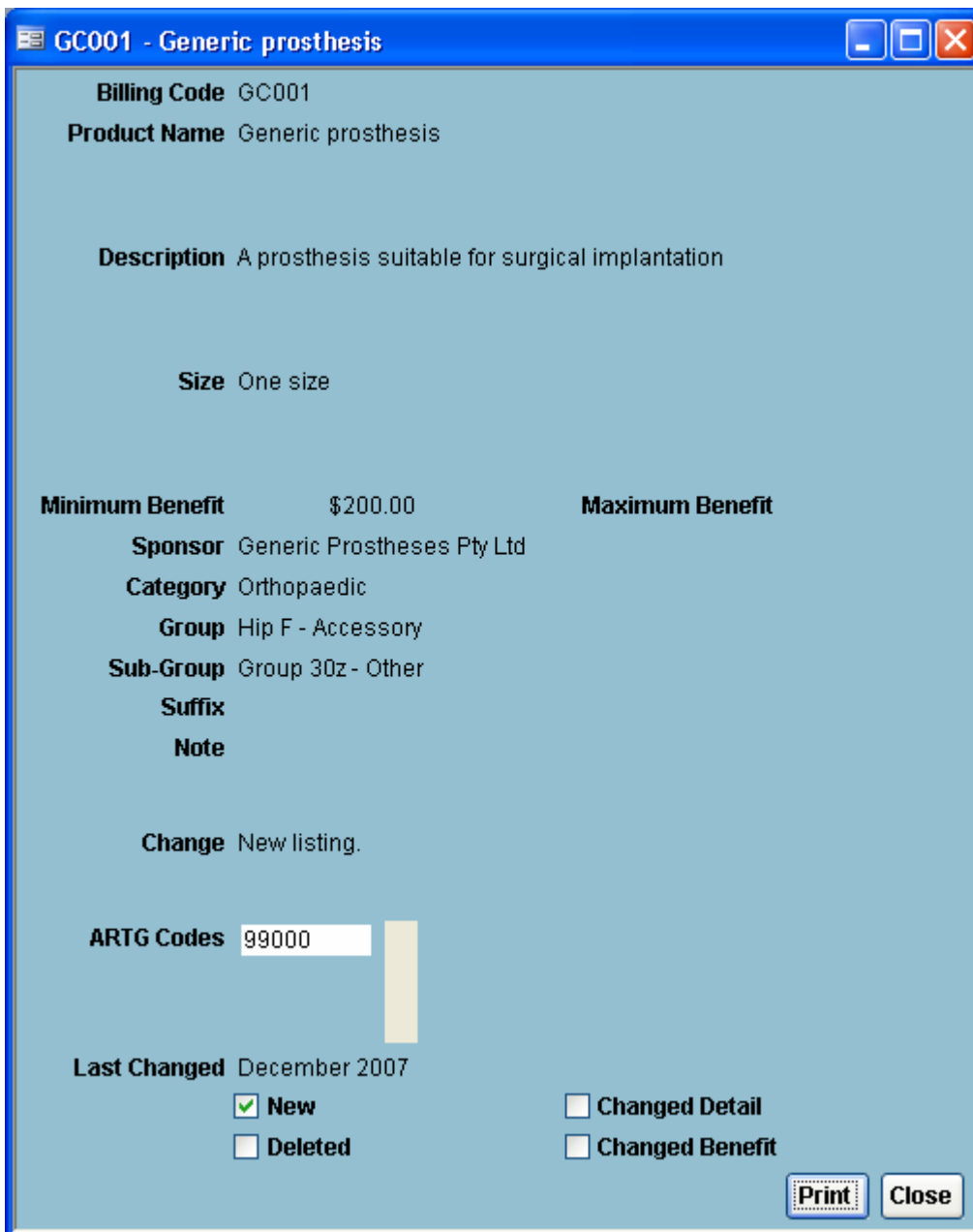
Figure 3: the Prosthesis window

6. To close the Prosthesis window, click on the **Close** button. The Prostheses List window (see Figure 2) will appear.

7. To close the Prostheses List window, click on the **Close** button. The Main Menu (see Figure 1) will appear.

3.2 How to Print a Prosthesis

You can print a paper copy of any prosthesis listed on the Prostheses List. To do this:

1. Follow Steps 1 to 5 from Section 3.1 above.

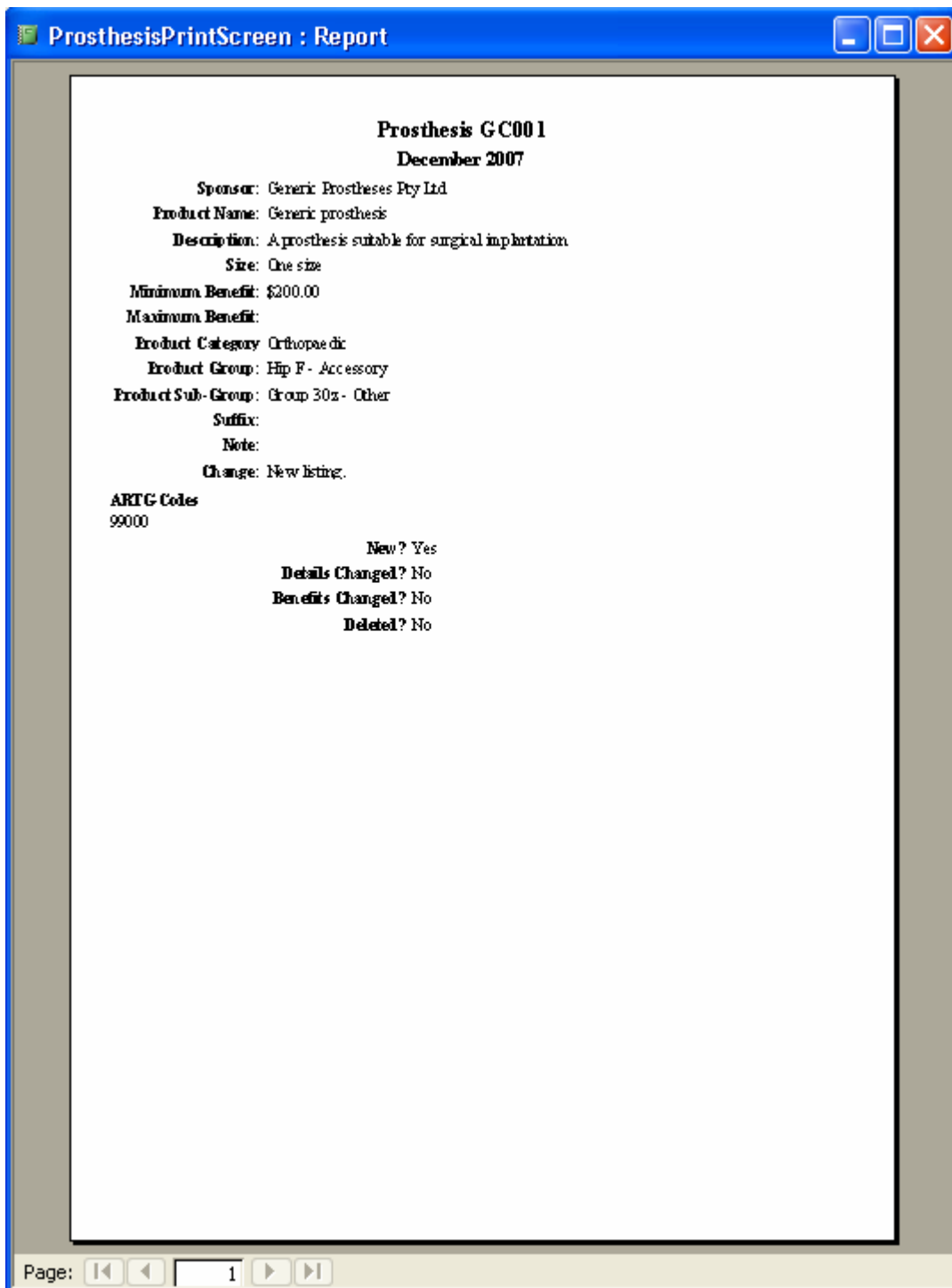2. Click on the **Print** button. A Prosthesis report will be displayed.

Figure 4: a Prosthesis report

3. To print the report, click on the ⊟ icon in the top-left corner of the screen. The report will be printed to the default printer.

4. To close the report, click on the **Close** button at the top of the screen. The report will close, returning you to the Prosthesis window.

5. To close the Prosthesis window, follow steps 6 and 7 in Section 3.1 above.

3.3   How to Search for a Prosthesis

You can search the Prostheses List for prostheses containing a particular word or sequence of letters. To do this:

1.   From the Main Menu (see Figure 1), click on the **Prostheses** button. The Prostheses List window will appear (see Figure 2).

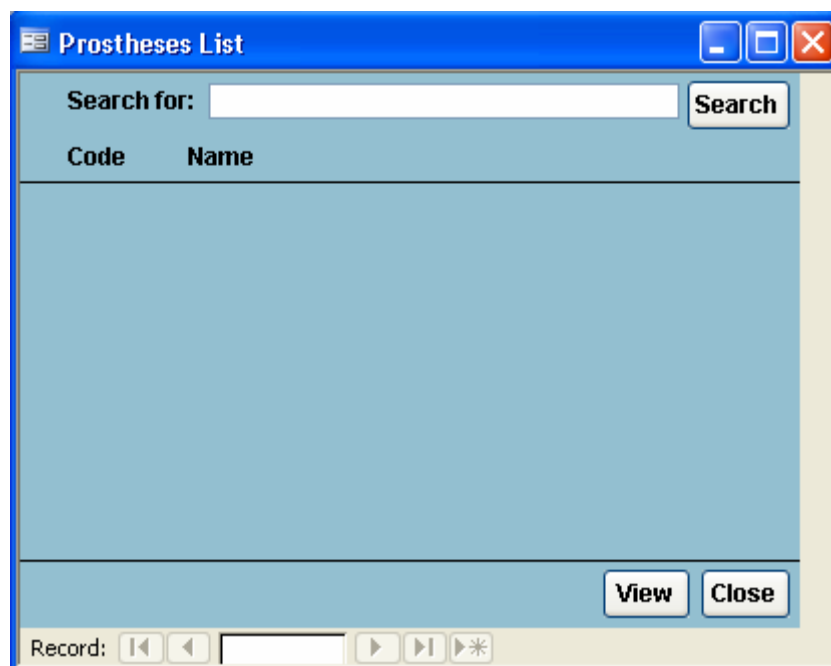2.   Click on the **Search** button. The Prostheses Search window will appear.

Figure 5: the Prostheses Search window

3.   In the **Search for:** field, enter the word that you wish to search for.

4.   Click on the **Search** button. The window will display all prostheses containing the string in their Product Name, Description, Size, Group or Sub-Group.

5.   Select a prosthesis from the search results by clicking in the left column next to the billing code.

6.   Click on the **View** button. The Prosthesis window will appear, displaying the listing details of the selected prosthesis (see Figure 3)..

3.4   How to View a Human Tissue Item

You can look up the details of any human tissue item listed on the Prostheses List. To do this:

1.   From the Main Menu (see Figure 1), click on the **Human Tissue Items** button. The Human Tissue List window will appear.
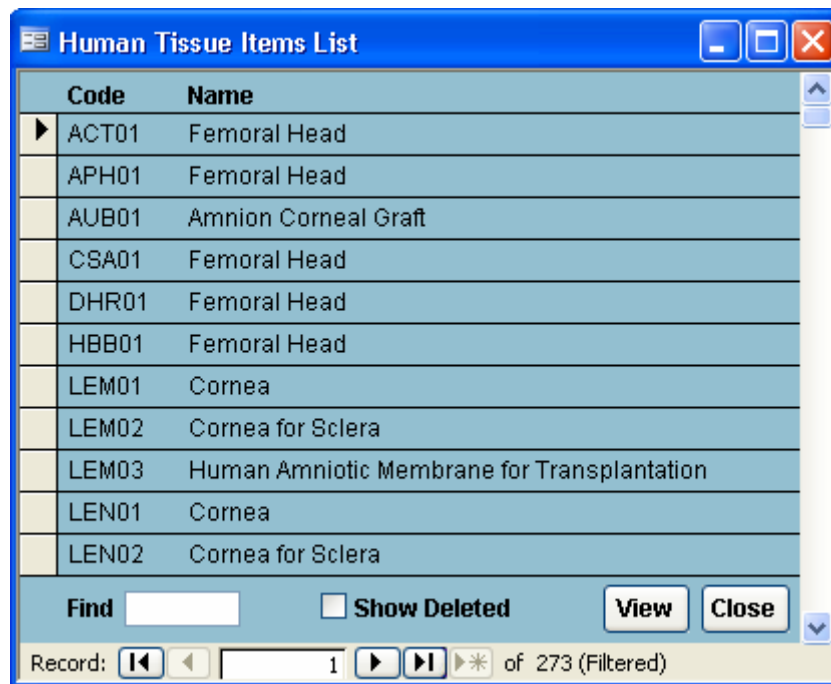
Figure 6: the Human Tissue List window

2. If you wish to view a human tissue item that was recently deleted, then click on the **Show Deleted** check box. The list will change to display deleted human tissue items as well as current items.

3. To find a human tissue item in the list, start typing its Billing Code in the **Find** field. The list will select the first matching human tissue item.

4. Select a human tissue item by clicking in the left column next to the correct billing code.

5. Click on the **View** button. The Human Tissue Item window will appear, displaying the listing details of the selected human tissue item. These details cannot be changed.
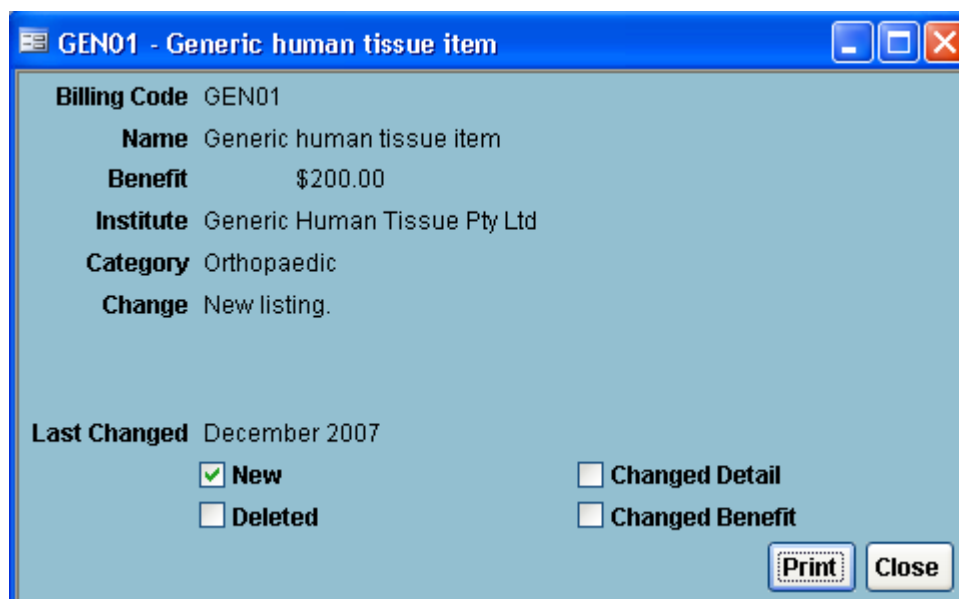

Figure 7: the Human Tissue Item window

6.   To close the Human Tissue Item window, click on the **Close** button. The Human Tissue List window (see Figure 6) will appear.

7.   To close the Human Tissue List window, click on the **Close** button. The Main Menu (see Figure 1) will appear.

3.5   How to Print a Human Tissue Item

You can print a paper copy of any human tissue item listed on the Prostheses List. To do this:

1.   Follow Steps 1 to 5 from Section 3.3 above.

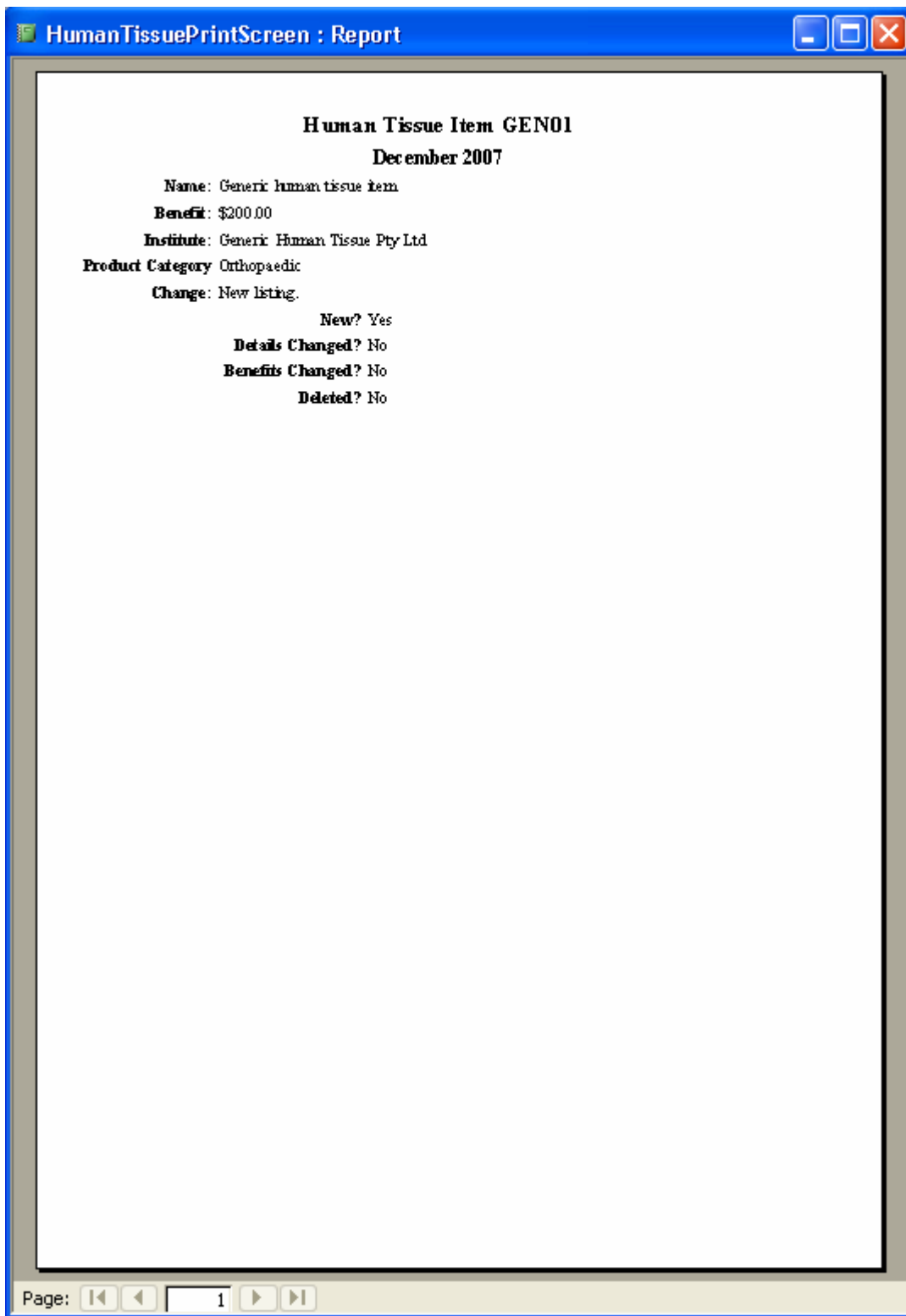2.   Click on the **Print** button. A Human Tissue Item report will be displayed.

Figure 8: a Human Tissue report

3.   To print the report, click on the ⎙ icon in the top-left corner of the screen. The report will be printed to the default printer.

4.   To close the report, click on the **Close** button at the top of the screen. The report will close, returning you to the Prosthesis window.

5.   To close the Prosthesis window, follow steps 6 and 7 from Section 3.3 above.

4   Reports

The Prostheses database can create 19 different reports, showing parts of the Prostheses List or changes from the previous Prostheses List. Once created, each report can be viewed, printed or saved as a word processor file. The Prostheses database reports are:

Prostheses Reports
- Prostheses List (Part A): all prostheses grouped by Category, Group, Sub-Group, Suffix and Sponsor;
- Prostheses List by Sponsor: all prostheses grouped by Sponsor;
- Prostheses List by Category: all prostheses grouped by Category;
- Prostheses List by Billing Code: all prostheses in order of Billing Code;
- New Prostheses: prostheses added to the Prostheses List since the last List, grouped by Sponsor and Category;
- Deleted Prostheses: prostheses removed from the Prostheses List since the last List, grouped by Sponsor and Category;
- Changed Prostheses: prostheses where details have changed since the previous Prostheses List, grouped by Sponsor and Category;
- Prostheses with Changed Benefits: prostheses where the Minimum Benefit or Maximum Benefit has changed since the previous Prostheses List, grouped by Sponsor and Category;
- Prostheses with Changed Details: prostheses where the Product Name, Description, Size, Sponsor, Category, Group, Sub-Group or Suffix have changed since the previous Prostheses List, grouped by Sponsor and Category; and
- Prostheses with Gaps: prostheses that have a Maximum Benefit that is higher than their Minimum Benefit, grouped by Sponsor.

Human Tissue Reports
- Human Tissue List (Part B): all human tissue items grouped by Category and Name;
- Human Tissue List by Sponsor: all human tissue items grouped by Sponsor;
- Human Tissue List by Category: all human tissue items grouped by Category;
- Human Tissue List by Billing Code: all human tissue items in order of Billing Code;
- New Human Tissue: human tissue items added to the Prostheses List since the last List, Category;
- Deleted Human Tissue: human tissue items removed from the Prostheses List since the last List, grouped by Category;
- Changed Human Tissue Items: human tissue items where and details have changed since the previous Prostheses List, grouped by Category;
- Human Tissue with Changed Benefits: human tissue items where the Benefit has changed since the previous Prostheses List, grouped by Category; and
- Human Tissue with Changed Details: human tissue items where the Name has changed since the previous Prostheses List, grouped by Category.

Other Reports
- Prostheses Sponsors: all organisations sponsoring prostheses for listing on the Prostheses List; and
- Human Tissue Institutes: all organisations sponsoring human tissue items for listing on the Prostheses List.

Other reports can be produced using Microsoft Access' report functionality. This requires some knowledge of using Microsoft Access.

4.1 How to Create a Report

Any of the report listed above can be created by the Prostheses database. Once created, it can be viewed, printed or saved as a word processor file. To create a report:

1. From the Main Menu (see Figure 1), click on the **Reports** button. The Report Menu will appear.
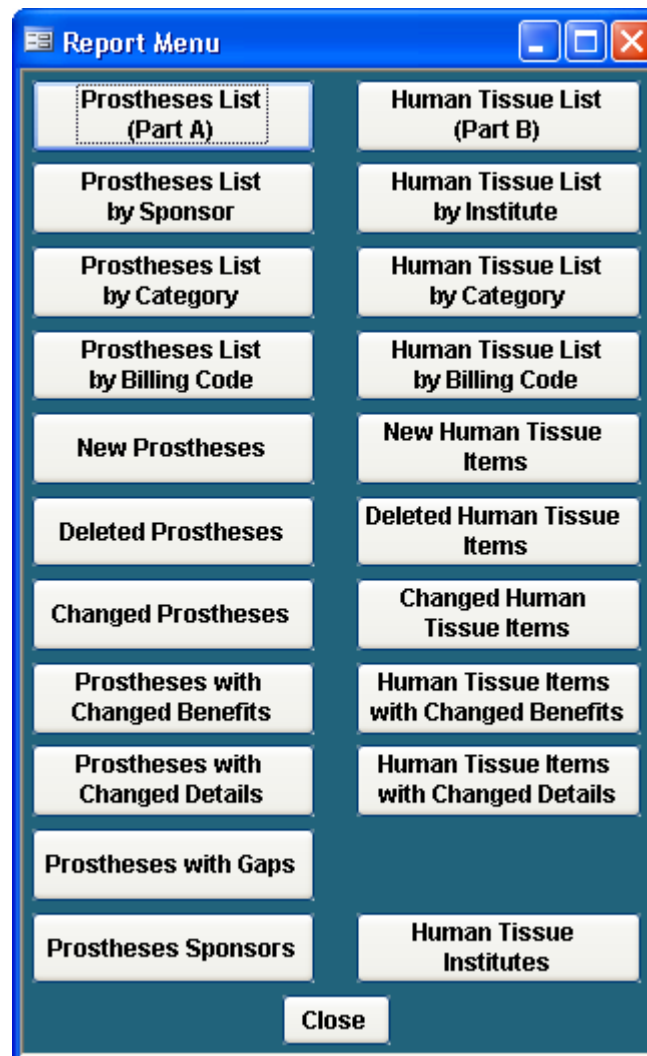

Figure 9: the Report Menu

2. Click on the button corresponding to the report that you want to view. The report will be displayed on the screen.

Figure 10: a Prostheses database report

3.   To print the report, click on the ⊟ icon in the top-left corner of the screen. The report will be printed to the default printer.

4.   To save the report as a word processor file, click on the **W** icon at the top of the screen. A window will appear, informing you of the progress in converting the report to a Rich Text Format (.rtf) file. Once the conversion is completed, the file will be opened in Microsoft Word.

5.   To close the report, click on the **Close** button at the top of the screen. The report will close, returning you to the Report Menu.

6.   To close the Report Menu, click on the **Close** button. The Main Menu (see Figure 1) will appear.