

Planning for go-live

Complete the following activities in the weeks before your practice plans to begin using Bp Premier. Medicare Minor IDs may take up to 4 weeks to receive.

Task	
Ensure Medicare has been contacted and relevant forms completed to ensure Minor IDs are ready when you go live using Best Practice (can take up to 4 weeks with Medicare).	
Check the availability of IT staff to assist with installation.	
Install an up-to-date copy of Bp Premier on the machine which will function as the live server, and on all desktop machines in the practice.	
Test this setup to ensure all machines can reach the server and there are no unexpected network or firewall issues.	
Check that relevant third-party software is installed and ready to go in Bp Premier.	
Ensure sufficient practice staff have received training on Bp Premier so they are ready to use the system on day one. Please contact our Sales team to enquire about training options and resources.	
Have the following finalised Medicare documentation ready for configuration: NASH Certificate and PIC Code, HPI-O number, Minor ID.	
Ensure your practice has been registered as an organisation in PRODA.	
If necessary, obtain installation media for all integrated third-party software, such as eRx, MediSecure, and secure messaging, ready for installation on the new Bp Premier server PC.	

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