



Quick Reference

Convenient for clinics
Easier for patients

PBS Botulinum Toxin

- Prescription Upload
- Ordering and Stock Control
- Patient Co-payment

In One Software System

Quick Reference Summary

Pages 3 - 6	Registering and setting up your clinic's BnTRx software
Pages 7 - 10	Being ready for day one of using BnTRx
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Page 25	Resources on www.bntrx.com.au

BnTRx: Making a Start Clinic Software

1

Go to www.bntrx.com.au

On the homepage, click on
Go to BnTRx

BnTRx

[Enquire](#) [How it works](#) [Resources](#) [About](#) [Contact](#)

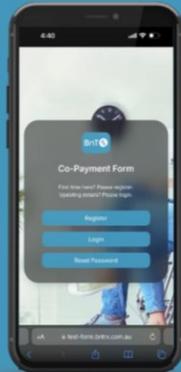
Go to BnTRx

Streamline,
Save time.

A digital solution to the patient form
and prescription rush.

A **free**, simple and secure system
that does your re-ordering with all
companies.

Enquire



2

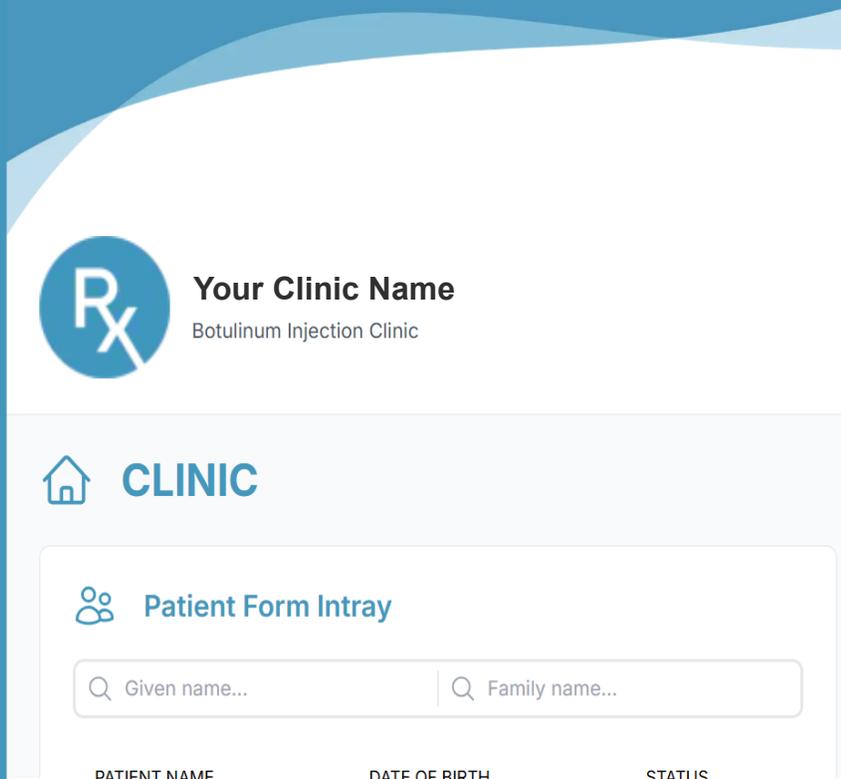
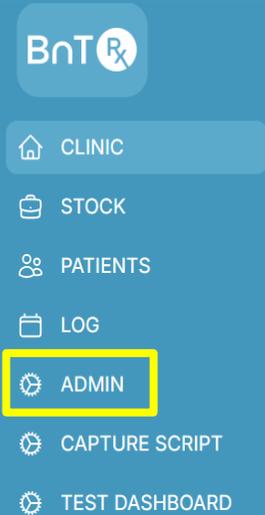
Register your clinic
to attain a login

A screenshot of the BnTRx Register form displayed on a tablet. The form is titled 'BnTRx Register' and includes the following fields: Contact Name, Email, Password, Phone, Practice Name, Address, City, Postcode/Zip, and State. Below the fields is a checkbox area with the text: 'By clicking on "Register" I acknowledge that I have read and agree to the Terms of Use for BnTRx.' and a 'Register' button. The background of the tablet shows a blurred image of a man and a woman sitting in a waiting area, both looking at their phones.

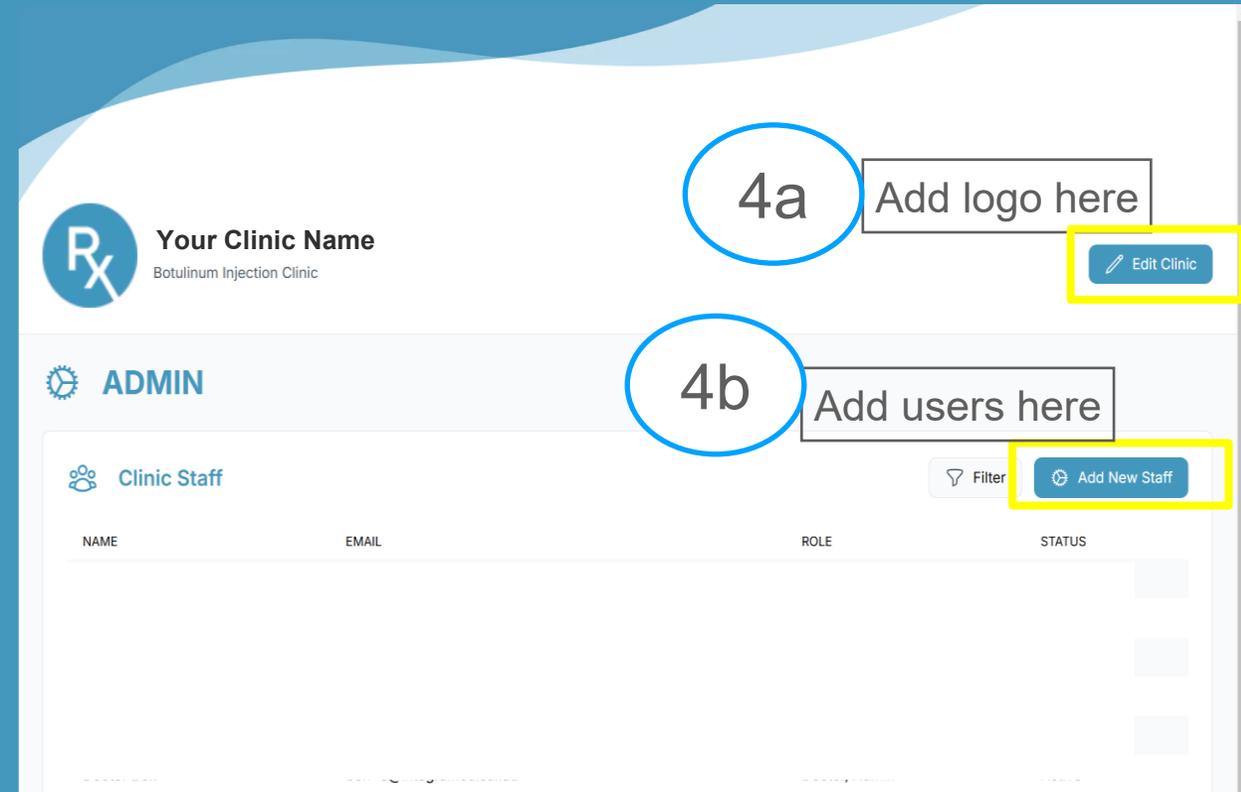
Tip: save this website to your favourites tab

BnTRx: Making a Start Clinic Software

3 Login to your clinic's BnTRx homepage and go to the *Admin* tab



4 In *Admin*, set up your clinic and add a logo

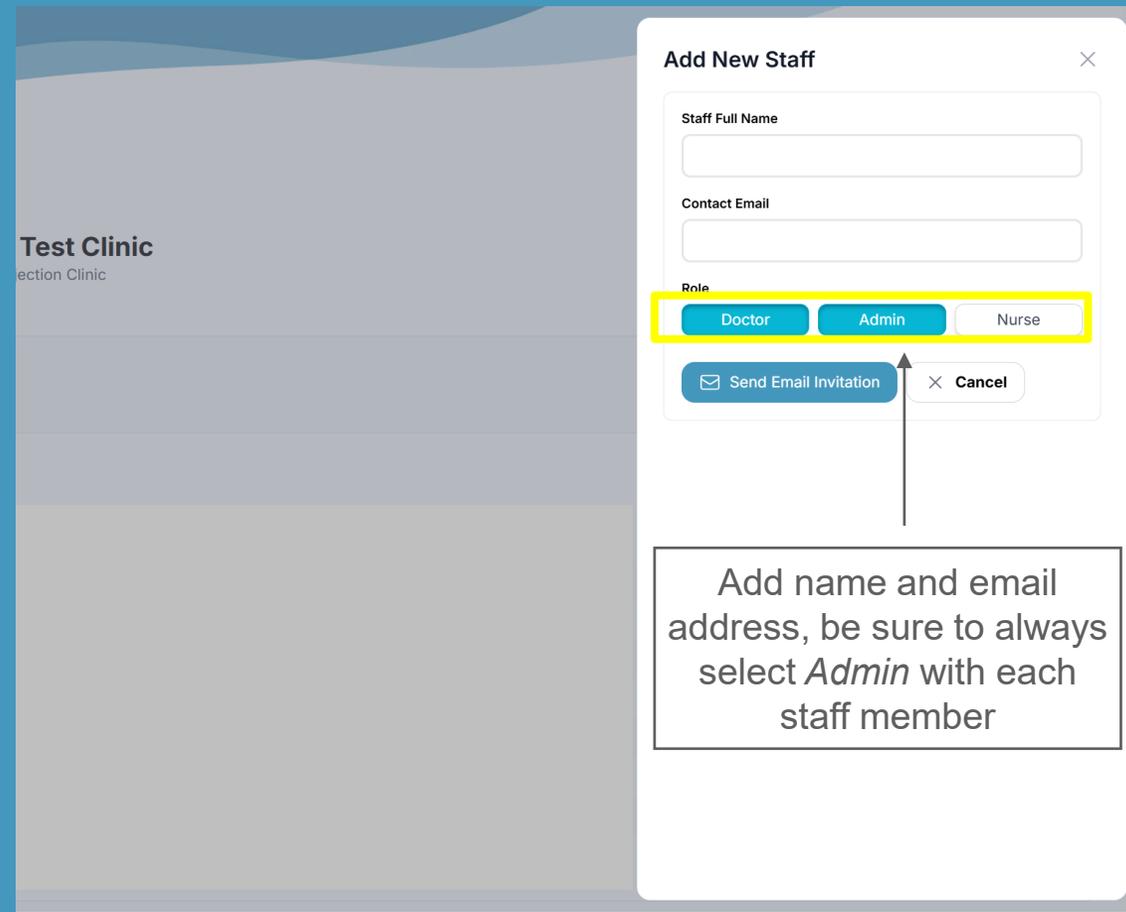
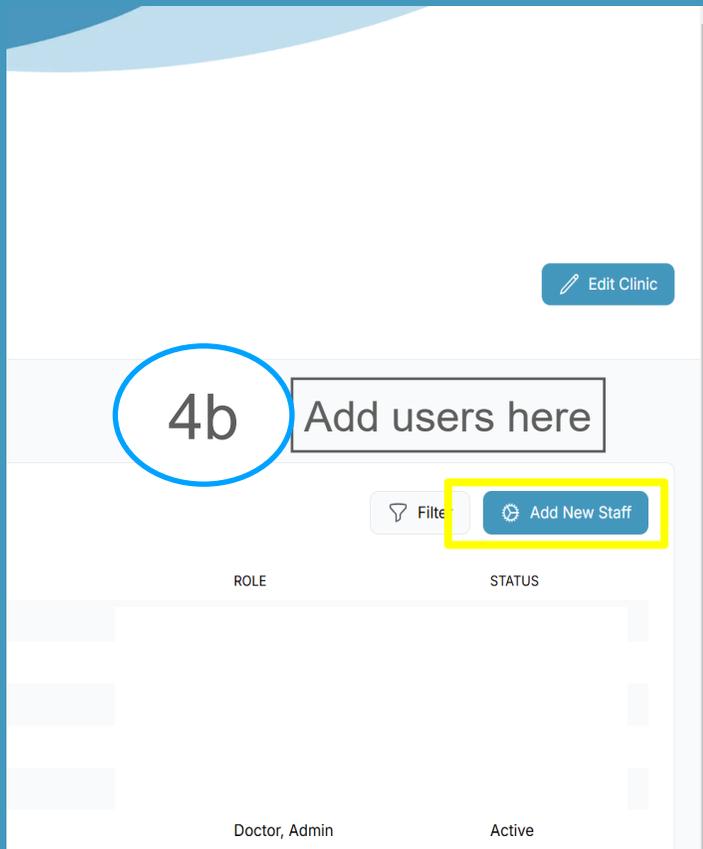


Tip: save to your favourites tab

BnTRx: Making a Start Clinic Software

4

From previous step, *Add New Staff* opens *Add New Staff Box*



BnTRx: Making a Start Clinic Software

4

Set base vial stock numbers in clinic

The screenshot shows the BnTRx Admin interface. On the left is a navigation menu with options: CLINIC, STOCK, PATIENTS, LOG, ADMIN (highlighted), CAPTURE SCRIPT, and TEST DASHBOARD. The main content area displays 'Your Clinic Name: Katie's Test Clinic' and 'Botulinum Injection Clinic'. Below this is the 'ADMIN' section with a 'Clinic Staff' sub-section. A table lists staff members: Dr Ben (drben@highstrclinic) and Dr Kate (drkate@highstrclinic). A mouse cursor is over Dr Ben's name. An 'Edit Staff Details' modal is open, showing fields for Staff Full Name (Doctor Ben), Contact Email (ben+8@integramedical.au), Status (Active), and Role (Doctor, Admin, Nurse). A 'Set Vial Stock (Doctors only)' section is highlighted with a yellow box, containing input fields for BOTOX® 100 (24), DYSPORT® 300 (4), DYSPORT® 500 (24), and XEOMIN® 100 (0). A 'Save Changes' button is visible at the bottom of the modal.

4c

Doctor's names will appear here (from previous step)

Click on Dr's name to set vial stock

Stock input here auto saves to 'Vials on hand' Under Stock tab (see page 22)

1 Go back to the www.bntrx.com.au website

Locate and click on *Resources*



Enquire How it works **Resources** About Contact

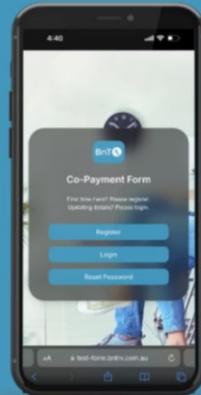
Go to BnTRx

Streamline, Save time.

A digital solution to the patient form and prescription rush.

A **free**, simple and secure system that does your re-ordering with all companies.

Enquire



2 This page will appear



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Go to BnTRx

Resources

	For Clinic Use Co-payment Authorisation and Consent Form Download		For Clinic Use BnTRx User Guide Coming Soon
	For Clinic Use QR Code Download		For Clinic Setup New Account and Delivery Preference Form Download

2

This page will appear; on this page, download this form

BnTRx

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Go to BnTRx

Resources

For Clinic Use

Rx

Co-payment Authorisation and Consent Form

Download

For Clinic Use

Rx

BnTRx User Guide

Coming Soon

For Clinic Use

Rx

QR Code

Download

HPS

For Clinic Setup

New Account and Delivery Preference Form

Download

2

Download this form

HPS Pharmacies
HPS Pharmacies Deakin

New Account and Delivery Preference

This form is required to create a HPS account and select a preference for deliveries.
Please complete this form and email to b.toxin@hpspharmacies.com.au

Clinic Name	
Clinic Address	
Delivery Address <small>(leave blank if same as clinic address)</small>	
Prescriber(s)	
Contact Name and Role	
Clinic Phone	
Clinic Email	
Preferred Delivery Frequency	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly – please specify _____ <input type="checkbox"/> Fortnightly – please specify _____ <input type="checkbox"/> Monthly – please specify _____ Other – please specify _____
Preferred Delivery Day(s)	
Notes/Comments	
Confirmation	
Name: _____	Role: _____
Signature: _____	Date: _____

As BnTRx re-orders your vials based on usage, this form informs the S94 pharmacy (HPS) exactly when you would like the botulinum toxin vials delivered

You can do this for the whole clinic, or by doctor (if you have multiple injectors)

Fill in, scan and email to b.toxin@hpspharmacies.com.au (essential!)

If you like, you can also introduce yourself to HPS by calling on 02 6153 6474 or 02 6153 6470 (not essential!)

3

Vials for the first BnTRx Clinic

- a. Ensure you have stock for your first clinic using the BnTRx system.
 - b. Record the PBS stock you have on hand from your previous method of ordering and delivery*
 - c. This stock will now be presented on PBS scripts to HPS and replenished automatically according to your chosen delivery frequency.
- *Be sure that the initial PBS vials on hand of BOTOX® and/or DYSPORT® come through on prescriptions to HPS over time.*

BnTRx: Making a Start

Patients arriving for treatment

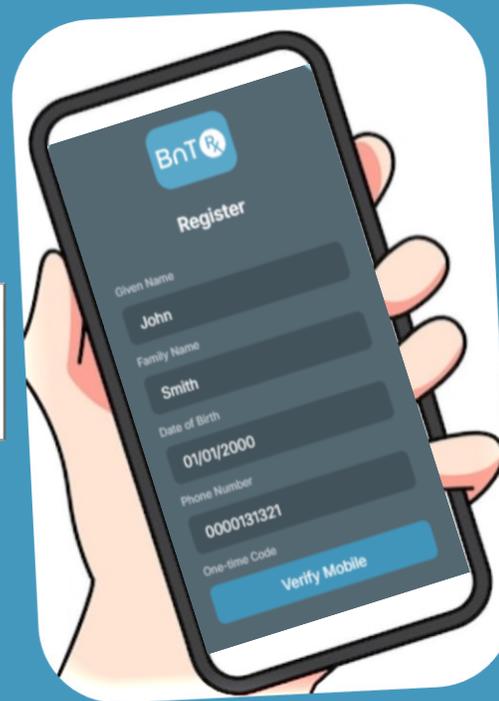
1

Patients need to register (once only) on your clinic's BnTRx site by scanning the QR code

Please scan to complete co-payment



Takes patient to secure registration for PBS co-payment;



(app screens on patient's mobile phone)

Patient follows prompts to;

- Add concessional benefit status
- Connect to clinic
- Proceed to co-payment

only after your injection session.

Proceed to payment

Add payment method

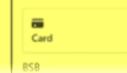


Card number



AU Direct Debit

Add payment method



BSB



Account number

QR codes are available in Resources at www.bntrx.com.au

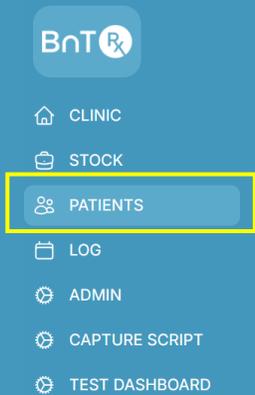
BnTRx: Making a Start

Patients arriving for treatment

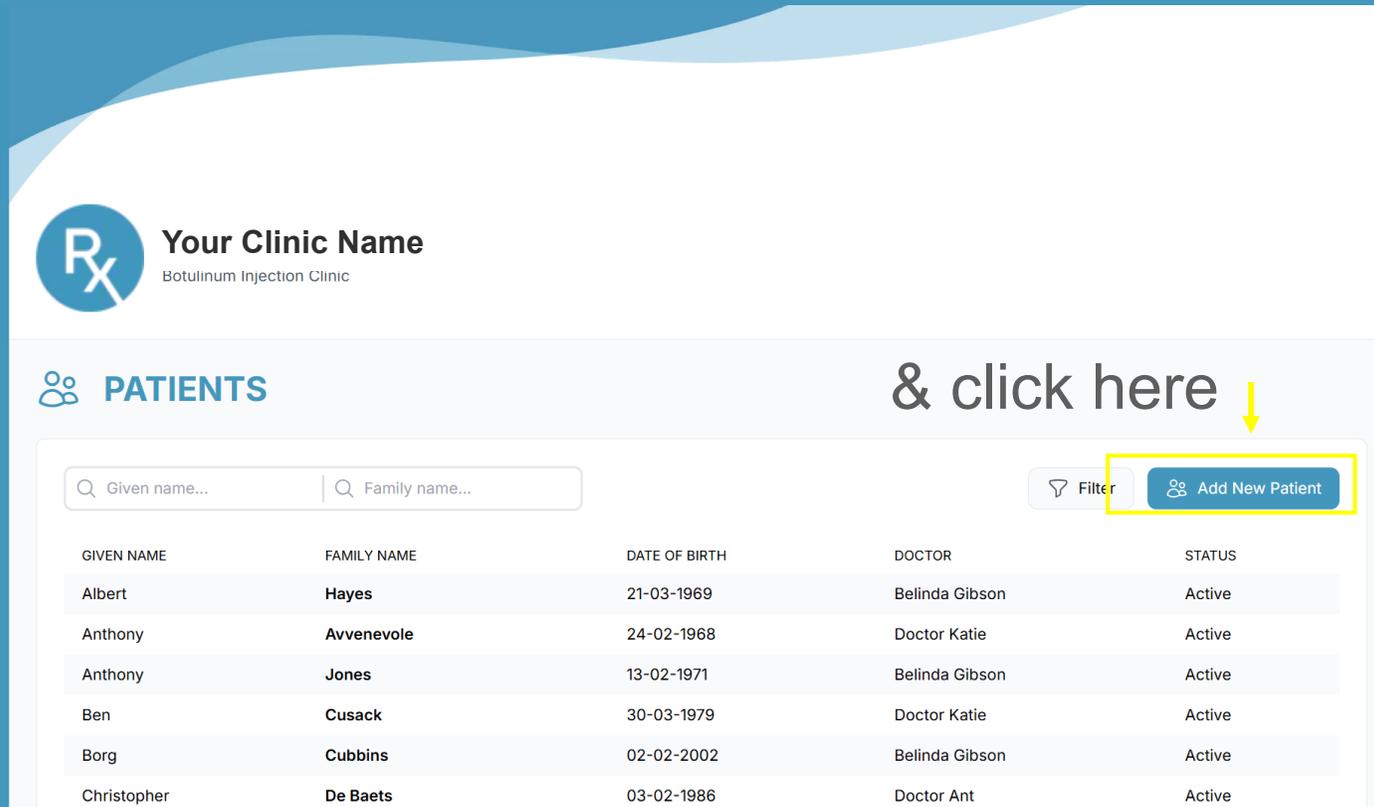
1 Patients need to register (once only) on your clinic's BnTRx site by scanning the QR code

If a patient can't manage the QR code registration....(e.g., no phone, elderly..)

Go to →



A vertical navigation menu for the BnTRx system. At the top is the BnTRx logo with a close button (X). Below it are several menu items, each with an icon: CLINIC (house icon), STOCK (box icon), PATIENTS (group of people icon), LOG (document icon), ADMIN (gear icon), CAPTURE SCRIPT (script icon), and TEST DASHBOARD (dashboard icon). The PATIENTS item is highlighted with a yellow box.



The main interface for managing patients. At the top left is the clinic logo (Rx) and name "Your Clinic Name" with the subtitle "Botulinum Injection Clinic". Below this is a header for "PATIENTS" with a search bar containing "Given name..." and "Family name...". To the right of the search bar is a "Filter" button and an "Add New Patient" button, which is highlighted with a yellow box. Below the header is a table of patient records.

GIVEN NAME	FAMILY NAME	DATE OF BIRTH	DOCTOR	STATUS
Albert	Hayes	21-03-1969	Belinda Gibson	Active
Anthony	Avvenevole	24-02-1968	Doctor Katie	Active
Anthony	Jones	13-02-1971	Belinda Gibson	Active
Ben	Cusack	30-03-1979	Doctor Katie	Active
Borg	Cubbins	02-02-2002	Belinda Gibson	Active
Christopher	De Baets	03-02-1986	Doctor Ant	Active

& click here ↓

1 Patients need to register (once only) on your clinic's BnTRx site by scanning the QR code

If a patient can't manage the QR code registration....(e.g., no phone, elderly..)

Manually fill in
& confirm

The screenshot shows the 'Add New Patient' form in the BnTRx application. The form is titled 'Add New Patient' and contains the following fields and options:

- Given Name** and **Family Name**: Text input fields.
- Date of Birth**: Text input field with a calendar icon, placeholder 'dd/mm/yyyy'.
- Status**: Dropdown menu with 'Active' selected.
- Mobile Phone** and **Email**: Text input fields.
- Address**: Text input field.
- Co-Payment Method**:
 - Consent to act as agent?
 - Concession card holder?
 - Medicare/PBS (dropdown menu)
 - Safety Net card holder?
- Doctor**: Dropdown menu with 'Select Doctor' selected.
- Condition**: Grid of buttons for selecting a condition:
 - Blepharospasm, Hemifacial Spasm
 - Cervical Dystonia, Chronic Migraine
 - Spasticity Upper Body, Spasticity Lower Body
 - Axillary Hyperhidrosis, Overactive Bladder
 - Sialorrhea, Equinus foot paed
 - Equinus foot adult, Detrusor overactivity
 - Other
- Buttons**: 'Confirm New Patient' (highlighted with a yellow box) and 'Cancel'.

BnTRx: Making a Start

Patients arriving for treatment

1 Patients need to register (once only) on your clinic's BnTRx site by scanning the QR code

If a patient can't manage the QR code registration....(e.g., no phone, elderly..)

Manually fill in & confirm

Given Name: _____ Family Name: _____
Date of Birth: dd/mm/yyyy Status: Active
Mobile Phone: _____ Email: _____
Address: _____
Co-Payment Method: Consent to act as agent? Concession card holder? Medicare/PBS Safety Net card holder?
Doctor: Select Doctor
Condition: Blepharospasm, Hemifacial Spasm, Cervical Dystonia, Chronic Migraine, Spasticity Upper Body, Spasticity Lower Body, Axillary Hyperhidrosis, Overactive Bladder, Sialorrhoea, Equinus foot paed, Equinus foot adult, Detrusor overactivity, Other
Buttons: Confirm New Patient, Cancel

As these patients are not consenting on the app, please have them sign this form (& keep on file)

BnTRx Enquire How it works Resources About Contact Go to BnTRx

Resources

- Co-payment Authorisation and Consent Form** (For Clinic Use) - Download
- BnTRx User Guide** (For Clinic Use) - Coming Soon
- QR Code** (For Clinic Use) - Download
- HPS New Account and Delivery Preference Form** (For Clinic Setup) - Download

2

Patients that have been successfully registered either by QR code or manually will appear here in your BnTRx clinic page

2a

Click on the name to confirm the information and move the patient to your *Registered Patients and Clinic* lists

The screenshot shows the BnTRx clinic interface. On the left is a navigation menu with 'CLINIC' highlighted. The main content area is titled 'Your Clinic Name Botulinum Injection Clinic'. Below this, there are two sections: 'Patient Form Intray' and 'Registered Patients'. The 'Patient Form Intray' section contains a table with one patient entry, 'Jones Kelly', whose name is highlighted with a yellow box and an arrow pointing to the text box in the instruction. The 'Registered Patients' section contains a table with five patient entries.

PATIENT NAME	DATE OF BIRTH	STATUS
Jones Kelly	30-10-1965	Form

PATIENT NAME	DATE OF BIRTH	STATUS
Albert Hayes	21-03-1969	Active
Anthony Avvenevole	24-02-1968	Active
Anthony Jones	13-02-1971	Active
Ben Cusack	30-03-1979	Active
Borg Cubbins	02-02-2002	Active

2a

Select the doctor from the drop-down, the condition, and then click *Confirm and Create Order*

Confirm New Patient from Form

Given Name	Family Name
Jones	Kelly
Date of Birth	Status
30/10/1965	Form
Mobile Phone	Email
06161964732	
Address	
12 Wood Street, WOODEND VIC 3442	
<input type="button" value="View Co-Payment Method in Stripe"/>	
<input checked="" type="checkbox"/> Consent to act as agent?	Doctor
<input type="checkbox"/> Concession card holder?	Select Doctor
Medicare/PBS	Condition
<input type="checkbox"/> Safety Net card holder?	Blepharospasm
	Hemifacial Spasm
	Cervical Dystonia
	Chronic Migraine
	Spasticity Upper Body
	Spasticity Lower Body
	Axillary Hyperhidrosis
	Overactive Bladder
	Sialorrhea
	Equinus foot paed
	Equinus foot adult
	Detrusor overactivity
	Other
<input type="button" value="Confirm New Patient"/>	<input type="button" value="Confirm and Create Order"/>
	<input type="button" value="Cancel"/>

Match Existing Record

Given name... Family name...

Given Name	Family Name
Date of Birth	Status
dd/mm/yyyy	
Mobile Phone	Email
Address	

Ignore this section unless you have the BnTx Interact software in your clinic

2a

Note: Patients are now here permanently unless removed.
For subsequent visits, select from this list to move them to the clinic list

Select the doctor from the drop-down, the condition, and then click *Confirm and Create Order*

Having completed previous, the patient now appears in your *Registered Patients* list as well as *Today's Clinic List*

The screenshot shows the BnTRx CLINIC interface. On the left is a sidebar menu with options: CLINIC, STOCK, PATIENTS, LOG, ADMIN, CAPTURE SCRIPT, and TEST DASHBOARD. The main content area is divided into three sections:

- Patient Form Intry**: A search bar with 'Given name...' and 'Family name...' fields. Below is a table with one patient: Jones Kelly, born 30-10-1965, status 'Form'.
- Registered Patients**: A search bar with 'Given name...' and 'Family name...' fields. Below is a table with six patients: Albert Hayes, Anthony Avvenevole, Anthony Jones, Ben Cusack, and Borg Cubbins, all with 'Active' status.
- Today's Clinic List**: A search bar with 'Search orders...' and a table with three orders.

At the bottom left of the interface is a 'Logout' button.

3

Processing patients post treatment

BnTRx

CLINIC

STOCK

PATIENTS

LOG

ADMIN

CAPTURE SCRIPT

TEST DASHBOARD

Patient Form Intray

Given name... Family name...

PATIENT NAME	DATE OF BIRTH	STATUS
Jones Kelly	30-10-1965	Form

< 1 >

Registered Patients

Given name... Family name...

PATIENT NAME	DATE OF BIRTH	STATUS
Albert Hayes	21-03-1969	Active
Anthony Avvenevole	24-02-1968	Active
Anthony Jones	13-02-1971	Active
Ben Cusack	30-03-1979	Active
Borg Cubbins	02-02-2002	Active

< 1 2 3 4 >

Today's Clinic List

Search orders...

DATE	PATIENT	DATE OF BIRTH	DOCTOR NAME	MEDICATION	UNITS	VIALS	STATUS
16-12-2024	Anthony Avvenevole	24-05-1976	Doctor Ben				Incomplete
04-12-2024	John DEMO PATIENT	01-04-1972	Doctor Ben				Incomplete
16-12-2024	Albert Hayes	21-03-1969	Belinda Gibson	DYSPORT®	500	3	Draft
02-12-2024	Borg Cubbins	02-02-2002	Doctor Ben	YFOMING	100	1	Draft

Clinic patients are now sitting in this list until a after treatment

Collate scripts to confirm treatment, click on patient name

3a

Processing patients post treatment

...Click on patient name

Select drug and number of vials used from script, then *Save as Draft*

Edit Order

Patient: **John DEMO PATIENT** Date of Birth: **01-04-1972** Status: **Draft**

Session Date: 04-12-2024
Treating Physician: Doctor Ben
Conditions: Blepharospasm, Hemifacial Spasm, Other
Concession Card Holder: Yes
Safety Net Card Holder: No
CoPayment Method: None (Invoice)

Medication Name **Vials**
BOTOX® 100 2

Option 1 - Phone
Scan the QR Code to upload photo.

Option 2 - Computer
Drag and drop or click to select files.

NO ATTACHMENTS YET - PLEASE UPLOAD AT LEAST ONE SCRIPT

Save as Draft **Delete** **Submit Order**

3b

Processing patients post treatment

Edit Order

Patient: **John DEMO PATIENT** Date of Birth: **01-04-1972** Status: **Draft**

Session Date: 04-12-2024
Treating Physician: Doctor Ben
Conditions: Blepharospasm, Hemifacial Spasm, Other
Concession Card Holder: Yes
Safety Net Card Holder: No
CoPayment Method: None (Invoice)

Medication Name: BOTOX® 100 Vials: 2

Option 1 - Phone
Scan the QR Code to upload photo.

Option 2 - Computer
Drag and drop or click to select files.

NO ATTACHMENTS YET - PLEASE UPLOAD AT LEAST ONE SCRIPT

Buttons: Save as Draft, Delete, Submit Order

Save as Draft..
Enables the appearance of a QR code to upload script

Scan mobile phone, follow the prompts to upload the script for that patient

3c

Processing patients post treatment

Edit Order

Patient: **John DEMO PATIENT** Date of Birth: **01-04-1972** Status: **Draft**

Session Date: 04-12-2024
Treating Physician: Doctor Ben
Conditions: Blepharospasm, Hemifacial Spasm, Other
Concession Card Holder: Yes
Safety Net Card Holder: No
CoPayment Method: None (Invoice)

Medication Name: BOTOX® 100 Vials: 2

TO COMPLETE THIS ORDER, PLEASE UPLOAD AN IMAGE OF THE PRESCRIPTION FOR THE PHARMACY.

Option 1 - Phone
Scan the QR Code to upload photo.

Option 2 - Computer
Drag and drop or click to select files.

Image of script appears

Now click on *Submit Order* to complete

Save as Draft Delete Submit Order

BnTRx: Ongoing

Check stock on hand, submitted and on order

1

Check progress of submitted scripts for vial status by clicking on *Stock* tab

The screenshot shows the BnTRx application interface. On the left, a sidebar contains navigation options: CLINIC, STOCK (highlighted with a yellow box), PATIENTS, LOG, ADMIN, CAPTURE SCRIPT, and TEST DASHBOARD. The main content area displays the clinic name 'Your Clinic Name' (Botulinum Injection Clinic) and the 'STOCK' tab. A table below shows vial status by doctor, with columns for Doctor, Medication, Vials on hand, Submitted, Ordered with HPS, and Total. Three arrows point from the text 'Shows on hand, submitted and on order by doctor' to the respective columns in the table.

Doctor	Medication	Vials on hand	Submitted	Ordered with HPS	Total
Belinda Gibson	BOTOX® 100	24	0	2	26
Doctor Ant	BOTOX® 100	15	0	2	17
Doctor Ant	DYSPORT® 500	10	0	0	10
Doctor Ben	BOTOX® 100	19	0	2	21

2

Click on Doctor's name to enable order box

The screenshot shows the BnTRx application interface. On the left is a navigation menu with options: CLINIC, STOCK, PATIENTS, LOG, ADMIN, CAPTURE SCRIPT, and TEST DASHBOARD. The main area displays the clinic name 'Katie's Test Clinic' and a 'STOCK' table. An arrow points from the text 'Click on Doctor's name to enable order box' to the 'Belinda Gibson' entry in the 'STOCK' table. The 'STOCK' table has columns for Doctor and Medication.

Doctor	Medication
Belinda Gibson	BOTOX® 100
Doctor Ant	BOTOX® 100
Doctor Ant	DYSPORE® 500

Overlaid on the right is a 'Reconcile Orders' dialog box. It shows 'Confirming Delivery' for 'Belinda Gibson' with 'BOTOX® 100' and '2 vials'. There is an input field for 'Enter batch number' and a 'Confirm' button. Below this is a table with columns for Order Date, Patient, and Vials, with checkmarks in the rightmost column.

Order Date	Patient	Vials	
			✓
21-12-2024	Anthony Jones	2	✓

An arrow points from the text box below to the checkmarks in the table.

Confirm order against each patient (if desired) or select all. Vials will then be added to stock on hand column

BnTRx: Ongoing Treatment Log

A full treatment log accumulates automatically and can be found under the tab *Log*

Your Clinic Name
Botulinum Injection Clinic

Treatment History | **Delivery History**

Search treatments... | Filter

DATE	PATIENT	DATE OF BIRTH	DOCTOR NAME	MEDICATION	UNITS	VIALS	STATUS
17-12-2024	Anthony Jones	13-02-1971	Belinda Gibson	BOTOX®	100	2	Received
13-12-2024	Albert Hayes	21-03-1969	Belinda Gibson	BOTOX®	100	2	Received
13-12-2024	Anthony Avvenevole	24-05-1976	Doctor Ben	BOTOX®	100	3	Received
10-12-2024	Clara Jones	30-10-1967	Doctor Ant	BOTOX®	100	3	Received
04-12-2024	John Smith	31-12-2002	Belinda Gibson	BOTOX®	100	1	Received

Resources in BnTRx website: www.bntrx.com.au (click on Resources)

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HPS

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Location of copayment forms for those without or unable to use phone and QR code. Once filled, this information is transcribed in the Add New Patient location

A copy of the QR code sign for patients to register in BnTRx

A full BnTRx user guide for clinic staff

Fill in this form prior to commencing on BnTRx and email to b.toxin@hpspharmacies.com.au