

Updating Health Fund Fees in MedicalDirector Blue Chip



# Overview

MedicalDirector provides its customers with the latest Health Fund fees and rates. MedicalDirector continues to liaise regularly with Health Funds in an endeavour to release these updates to you as soon as they become available.

When notified that a Health Fund fee updated is available, it is highly recommended to update as soon as possible to support billing for your Practice and Medicare.

There are two steps to updating Health Fund Fee Lists;

- o Download Health Fund Fee Lists
- o Import Health Fund Fee List into MedicalDirector Blue Chip

# Step 1 – Download Health Fund Fee Lists

#### Overview

The Health Fund fee lists are available on the MedicalDirector website; <u>www.medicaldirector.com</u>. You are required to log in with your Practice Subscriber Login to have access to Heath Fund Fee Lists and other MedicalDirector Subscriber-only content.

#### Procedure

- 1. If this is the first time the Practice has downloaded Health Fund Fee Lists, it is recommended that you create a new folder where you wish to store the downloaded Fees Lists e.g. C:\Health Funds.
- 2. Access the MedicalDirector website, <u>www.medicaldirector.com</u>. Click the Login button.

						🔒 Login	
ૢૢૡૢૢૢૡૢૢૢૡૢ					Q	Search	Search
MedicalDire	ctor			E PAY	ONLINE 888		ORUMS 🚖 KNOWLEDGE
GENERAL PRACTICE	SPECIALIST PRACTICE	PHARMACY	ALLIED HEALTH	GOVERNMENT & INSTITUTION	HOSPITAL	PHARMA & INDUSTRY	SOFTWARE & IT PARTNERS

 The Subscriber Login window will appear. Enter the Practice's Username and Password and click the Login button. Note: If you do not know the Practice Subscriber Login details, contact MedicalDirector Custom Care for assistance.

مَعْرَيْ مُعْرَيْ مُ MedicalDirector
Login using your personal Username and Password to gain access to subscriber-only content. Username: OurPractice
Automatically log me in each time
If you don't know your login details use the button below, or contact MedicalDirector Sales on 1300 300 161, or Customer Care.



4. In the **Search** field, enter **Fees** and click the **Search** button.

				🔒 Logout
	Q	Fees		Search
PAY ONLINE		NEWS & EVENTS		NOWLEDGE

5. When presented with the results (the available Fee Updates), indicate whether you need fee updates for MedicalDirector Blue Chip version 2.9 (or below), or 2.10 and above, by clicking on the associated link, as shown following:



6. Once the results appear, scroll down to locate the Blue Chip Health Fund Fee Updates.

	АСТ	NSW	NT	QLD	SA	TAS	VIC	WA	
AHSA	0	0	0	0	0	0	0	0	
АПЭА				Upda	ated: July 2	014			
BUPA (HBA/MBF/NRMA/	0	0	0	0	0	0	0	0	
SGIC/SGIO)		Updated: July 2014							
GMHBA		CUpdated: July 2014							
HBF		Updated: July 2014							
105				- 644	<b>O</b>				
HCF	Updated: July 2014								
Medibank Private				Upda	ated: July 2	014			
Medibank Health Solutions				Upda	ated: Nov 2	012			
MBF		Note:	MBF	Fees are n	ow merged	with E	BUPA-HBA-	MBF	
NIB				Upda	ated: July 2	014			
St Luke's Health				Upda	ated: July 2	014			
Third Darty	n/a	n/a	n/a	n/a	n/a	n/a	0	n/a	
Third Party	Updated: July 2014								
WorkCover	n/a	n/a	n/a	0	0	n/a	0	0	
WORKGOVEL				July 2014	July 2014		Nov 2012	Nov 2012	

7. To download a fee update, **right-click** on the Concorresponding with the **Health Fund** and **State**.



## 8. Select Save Target As or Save Link As.

	АСТ	NSW	ΝΤ	QLD	SA	TAS	VIC	WA
AHSA	Open link in new tab Open link in new window						0	0
BUPA (HBA/MBF/NRMA/ SGIC/SGIO)	0	Open link in incognito window					0	0
GMHBA			Save image as Copy image URL Copy image					

9. When prompted to save the file, locate the folder you created in Step 1, and then click the **Save** button.

💿 Save As				x		
	<b>-</b> ↓	Search _Health I	Fund Fees	<b>Q</b>		
Organize 🔻 New folder				0		
★ Favorites	Date modified	Туре	Siz	:e		
🔜 Desktop 🗼 Downloads 🛛 ≡	No items match yo	our search.				
📃 Recent Places						
🔁 Libraries						
Documents						
J Music E Pictures	III			۴		
File name: AHSA_NSW_01072014.csv				•		
Save as type: Microsoft Excel Comma Separated Values File						
Alide Folders		Save	Cancel			

The Fees file is a **.csv** file, and can be opened in Microsoft Excel as a spreadsheet, as seen below. As of MedicalDirector Blue Chip 2.10, the Fee file includes derived fees and allows for a description to be added for each Service Item. You can add descriptions in this way **before** you import the list into MedicalDirector Blue Chip. Any descriptions you add in this way will override the MBS or Health Fund descriptions in MedicalDirector Blue Chip.

A1 • 🖉 🎢 MBS ITEM								
- 24	А	В	С	D	E	F	G	Н
1	MBS ITEM	AHSA \$ BENEFIT	Derived Type	No Of P & Q	BaseQtyItem	AddiQtyFee	Assistant	Description
2	4	\$50.80	Patient	1				
3	24	\$74.60	Patient	1				
4	37	\$115.60	Patient	1				
5	47	\$155.70	Patient	1				
6	58	\$29.70	Patient	1				
7	59	\$41.45	Dationt	1				

10. Make any amendments you wish, and then **Save** the changes.

11. Repeat steps 6, 7 and 8 for each fee list the Practice requires.



# Step 2 – Import the Health Fund Fee List into MedicalDirector Blue Chip

## Overview

After downloading the Health Fund Fee lists, you must import them into MedicalDirector Blue Chip.

## Procedure

1. In MedicalDirector Blue Chip select Setup > Lists > Service Items. The Service Item List window appears.

Service Item Lists	? ×
Medicare Miscellaneous Veterans DS MBP AHSA July 14	Details       List Type:     User Defined       Name:     AHSA July 14       Abbrev:     AHSA
New Delete	User Defined Fee Update
New Delete	<u>O</u> K Cancel

- 2. Within the Service Items Lists window, locate and select the Service Items list you wish to import fees to.
  - If the Health Fund does not exist in the Service Item List, click the New button to create a list for it. Enter the Name and Abbreviation of the Health Fund, and click the OK button. Note: The drop down menu 'Preload Items from another list' allows you to attach an existing fee list to the Health Fund you are creating e.g. you could attached the Teachers Health Fund to the AHSA fee list.

New Service Item List	? X	
Name BUPA July 14	Abbrev BUPA	ОК
List type Other items		Cancel
Preload items from another lis (none)		

Note: It is recommended to add the month

and year as a notification of the last fee update to the Health Fund Name.

- Click the User Defined Fee Update button. The Fee Import window will appear. Click the button to open the Select Fee File window.
- Browse to the Health Fund Fee List location where you stored the downloaded files. Select the file corresponding to the fee list you have selected to update; and either click the **Open** button or **double** click on the highlight file.

Select Fee File									
Look in: 🌗 _Health Fund Fees 🔹	G 🤌 📂 🛄 -								
Name	Date modified Ty								
AHSA_NSW_201411_BC210.csv	24/11/2014 3:31 PM C								
•									
File name: AHSA_NSW_201411_BC210.csv	Open								
Files of type: Fee Files (*.csv)	Cancel								



- -

Fee Import

File to Import:

Import Progress

5. The Fee Import window will re-appear with the file to import attached. Click the **Process** button.

Fee Impor	t 📃 🗆 💌
File to Import:	C:\_Health Fund Fees\AHSA_NSW_201411_BC210.csv
Import Progres	\$. <sup></sup>
	Process Close

6. The import process commences, and you will be notified when it has completed. Click the **Close** button.

Fee Import	J						
File to Import: C:\_Health Fund Fees\AHSA_NSW_201411_BC210.csv							
Import Progress:							
Adding new fee item 15266 with value \$74,50 Adding new fee item 15269 with value \$74,50 Adding new fee item 15272 with value \$74,50 Adding new fee item 18219 with value \$329,00 Adding new fee item 18227 with value \$493,60 Remove orphaned records Fees successfully updated !							
Process Close							

7. Repeat all steps for each fee list the Practice wishes to update.

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