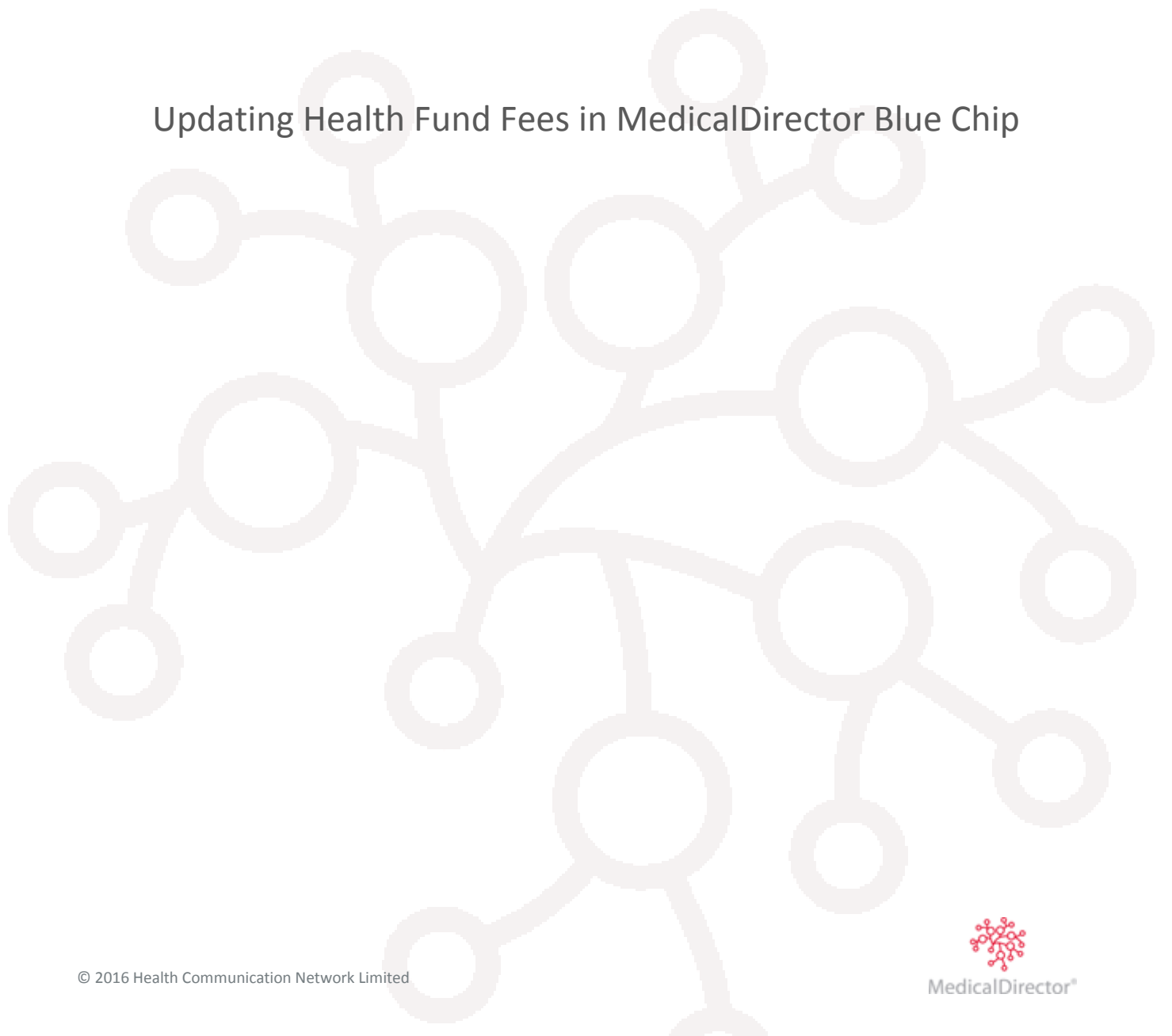




MedicalDirector[®]

BLUECHIP

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;

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

Step 1 – Download Health Fund Fee Lists

Overview

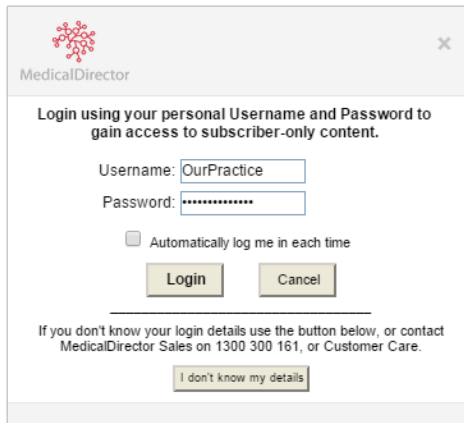
The Health Fund fee lists are available on the MedicalDirector website; www.medicaldirector.com. You are required to log in with your Practice Subscriber Login to have access to Health Fund Fee Lists and other MedicalDirector Subscriber-only content.

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, www.medicaldirector.com. Click the **Login** button.

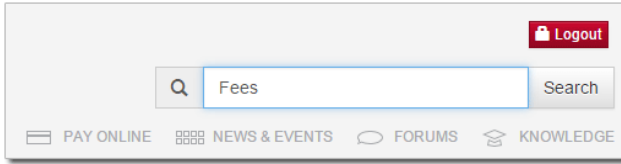


3. The **Subscriber Login** window will appear. Enter the Practice's **Username** and **Password** and click the **Login** button. **Note:** If you do not know the Practice Subscriber Login details, contact MedicalDirector Custom Care for assistance.





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



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:

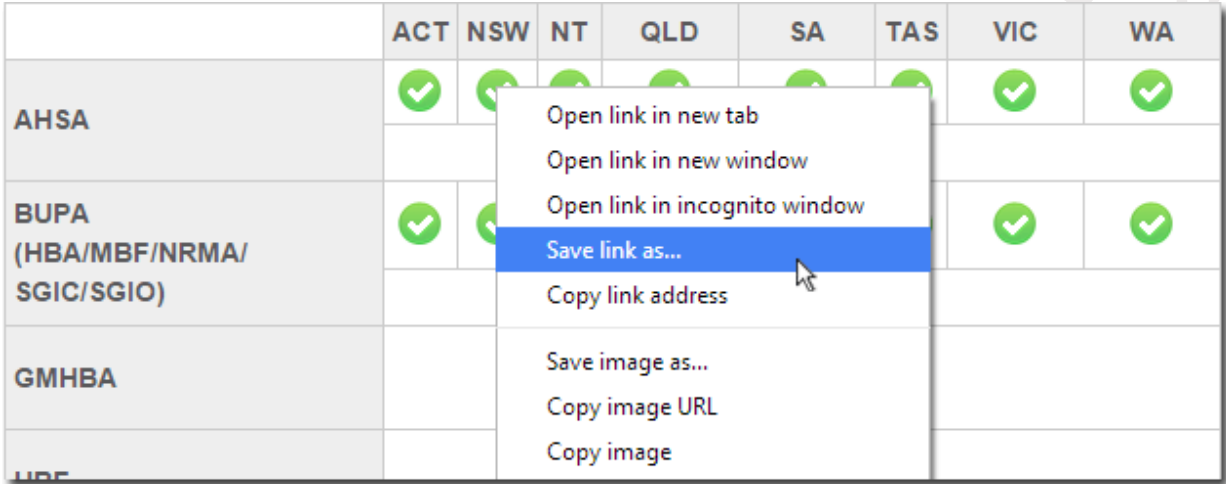


6. Once the results appear, scroll down to locate the **Blue Chip Health Fund Fee Updates**.

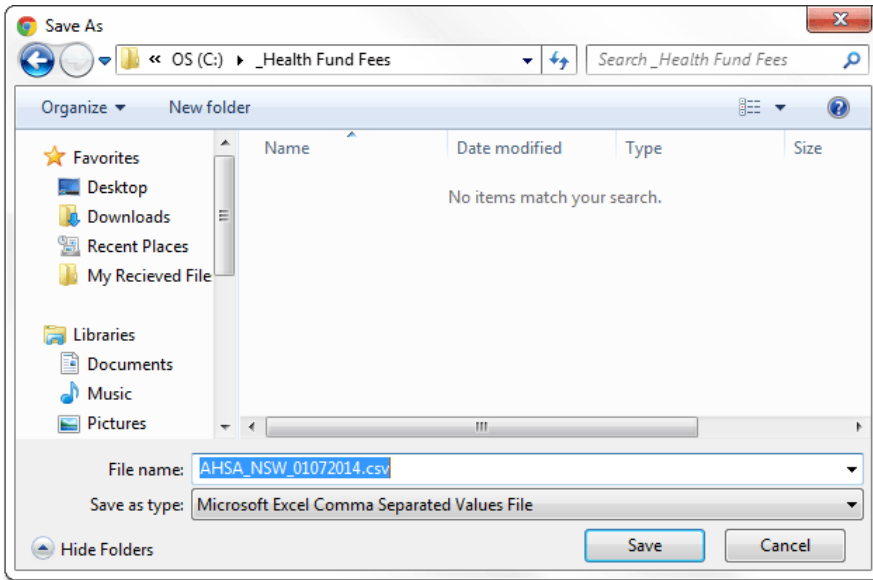
	ACT	NSW	NT	QLD	SA	TAS	VIC	WA
AHSA	✓	✓	✓	✓	✓	✓	✓	✓
Updated: July 2014								
BUPA (HBA/MBF/NRMA/SGIC/SGIO)	✓	✓	✓	✓	✓	✓	✓	✓
Updated: July 2014								
GMHBA	✓ Updated: July 2014							
HBF	✓ Updated: July 2014							
HCF	✓ Updated: July 2014							
Medibank Private	✓ Updated: July 2014							
Medibank Health Solutions	✓ Updated: Nov 2012							
MBF	Note: MBF Fees are now merged with BUPA-HBA-MBF							
NIB	✓ Updated: July 2014							
St Luke's Health	✓ Updated: July 2014							
Third Party	n/a	n/a	n/a	n/a	n/a	n/a	✓	n/a
Updated: July 2014								
WorkCover	n/a	n/a	n/a	✓	✓	n/a	✓	✓
				July 2014	July 2014	Nov 2012		Nov 2012

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

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



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



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							
	A	B	C	D	E	F	G	H
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	Patient	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.

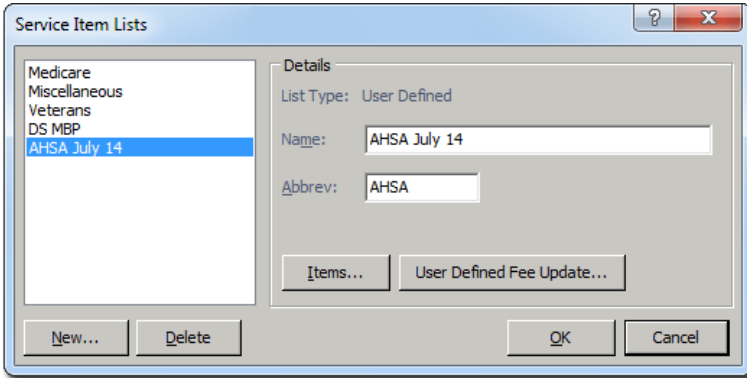
Step 2 – Import the Health Fund Fee List into MedicalDirector Blue Chip

Overview

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

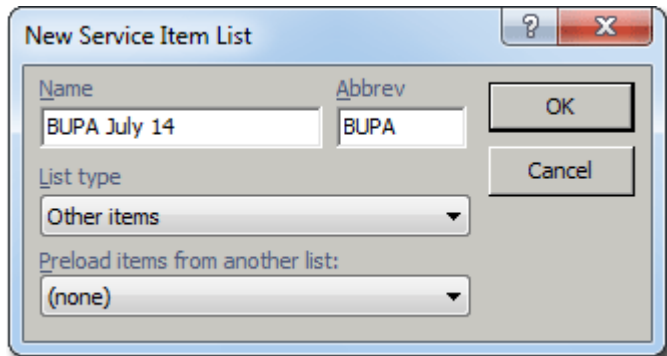
Procedure

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




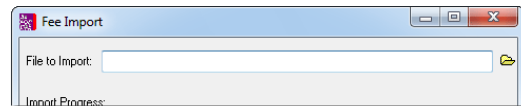
2. Within the Service Items Lists window, locate and select the Service Items list you wish to import fees to.

- 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.

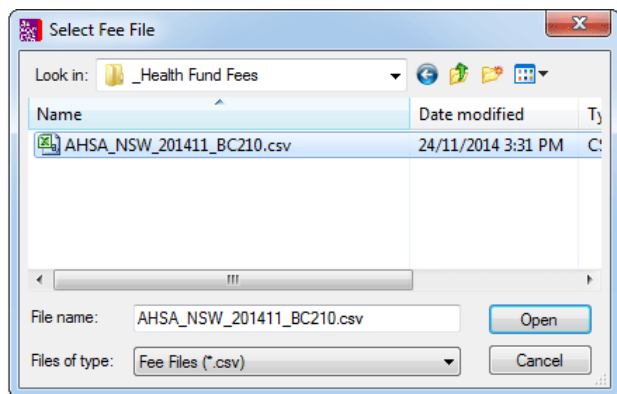


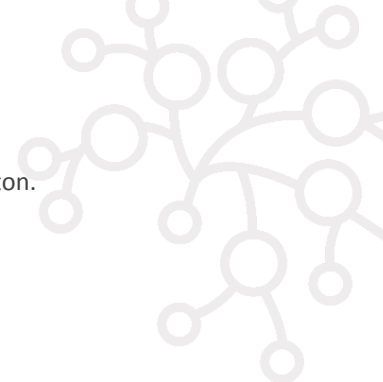
Note: It is recommended to add the month and year as a notification of the last fee update to the Health Fund Name.

3. Click the **User Defined Fee Update** button. The **Fee Import** window will appear. Click the  button to open the **Select Fee File** window.

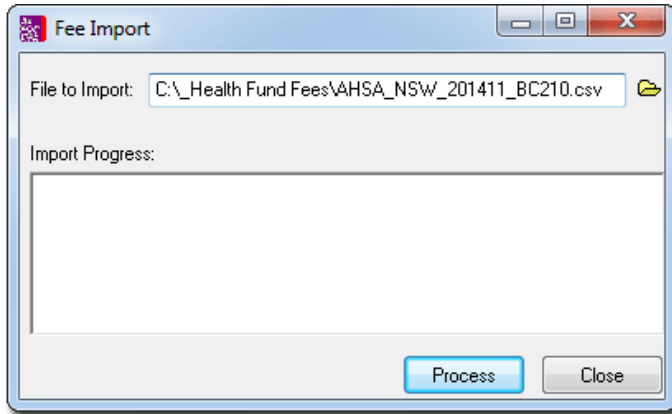


4. Browse to the Health Fund Fee List location where you stored the downloaded files. Select the file corresponding to the fee list you have selected to update; and either click the **Open** button or **double click** on the highlight file.

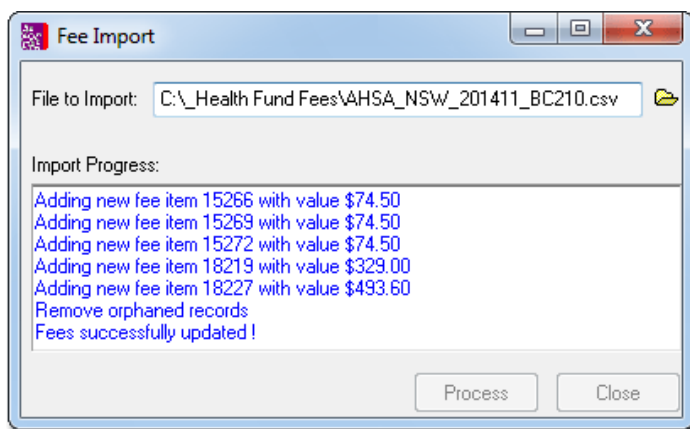




- The Fee Import window will re-appear with the file to import attached. Click the **Process** button.



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



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

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