

# Adding and Updating Medicare Items

## Notes on MBS File Format

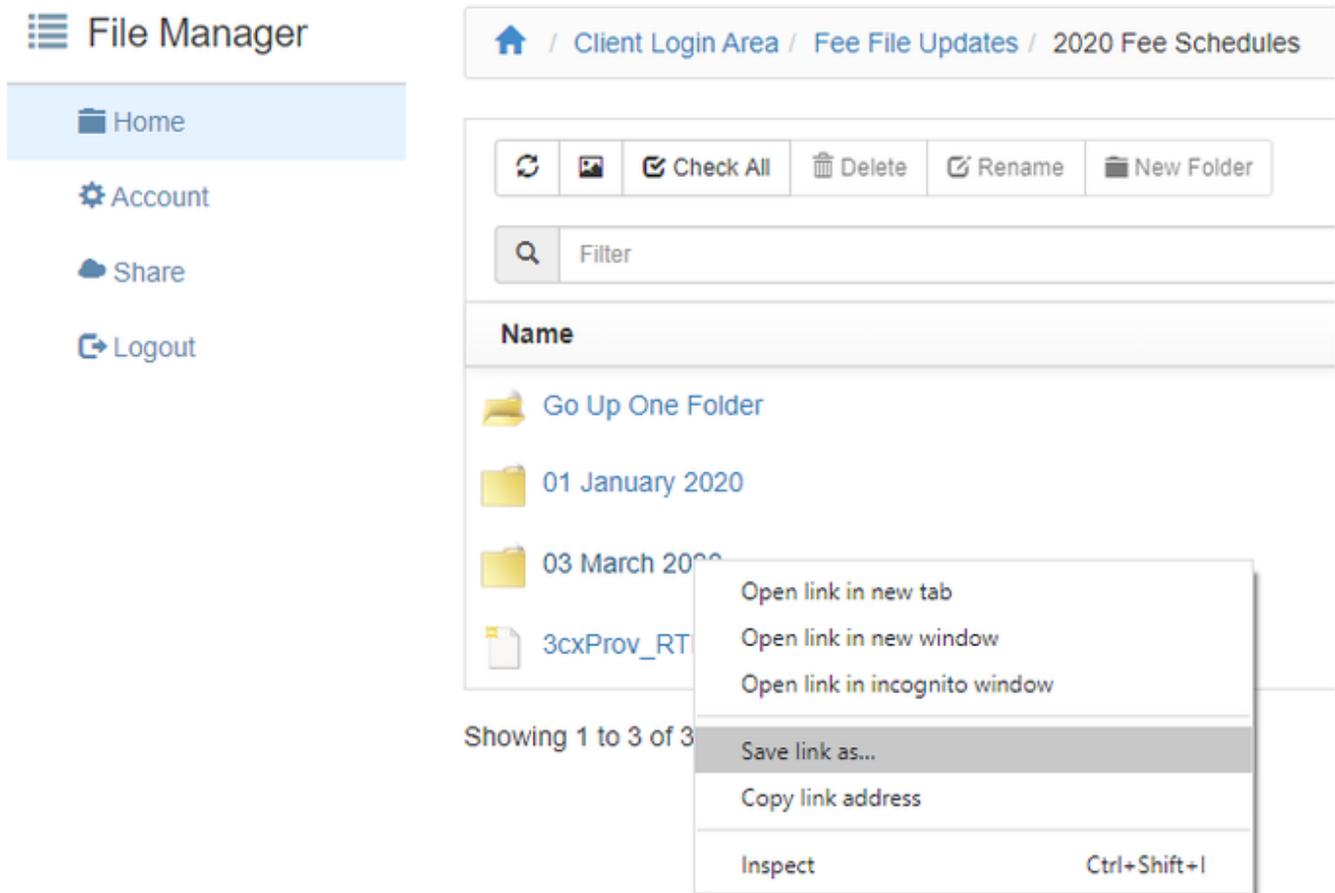
Due to a change in file formats provided by Medicare, the MBS fee schedule now needs to be loaded into Zedmed as an XML file. The XML fee schedule can only be loaded into Zedmed on Version 24 or above.

### How to download the MBS Fee file from online

1. Go to [www.zedmed.com.au](http://www.zedmed.com.au)
2. Click the **'Login'** button at the top right-hand corner
3. Sign into the **Client Login** portal with your **Username** and **Password**

*If you don't have an account, you can create one by clicking 'Request an Account'*

1. Navigate to **Client Login Area Fee File Updates**
2. Click on the **Year Month**
3. Locate the **Updated MBS file**
4. Right- click on the file
5. Select **Save link as**



### How to update Medicare Item Fees in Zedmed

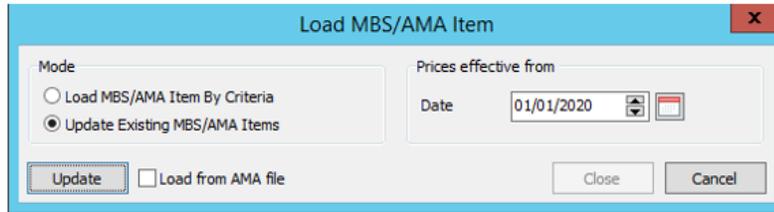
#### Pre-check

MBS Fee file must be downloaded from the Zedmed website see **How to download the MBS Fee file from online**

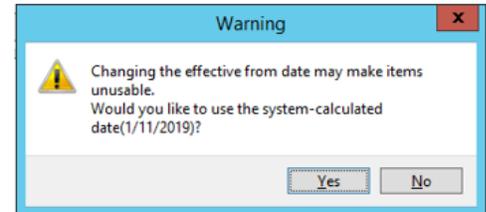
1. Navigate to Zedmed Office **Management Practise Setup Items**
2. Click **Update/Load MBS Fees**
3. Select **Existing MBS/AMA Items**
4. Change the **Price effective from** date to the first date of the month (i.e. MBS Jan 20 will be 01/01/2020)(see screenshot #1 below)
5. Click **Update**
6. Click No in the Warning window (see screenshot #2 below)
7. Click **Update** again (This will open file explorer)

8. Navigate to the location of the **MBS File** on the computer
9. Drop down the 'Files Type' box and select **XML files**(see screenshot #3 below)
10. Double click on the MBS file to run
11. This will update the Medicare Items in Zedmed

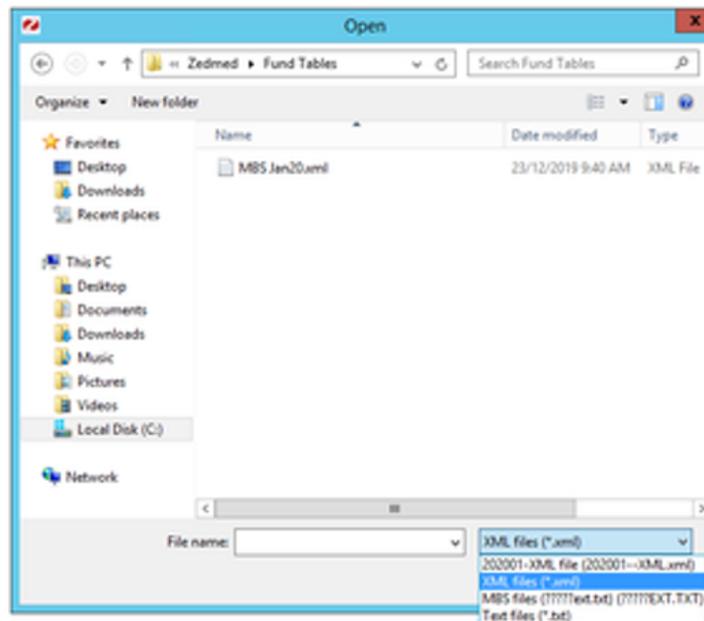
**1**



**2**



**3**



✓ **How Load individual Medicare Item from file**

**Pre-check**

MBS Fee file must be downloaded from the Zedmed website see **How to download the MBS Fee file from online**

1. Navigate to Zedmed Office **Management Practise Setup Items**
2. Select **Upload Load MBS Fees**
3. Click **Load MBS/AMA Item by Criteria**
4. Enter the item number in the **Item Number** field
5. Click **Load Item** (This will open file explorer)
6. Navigate to the location of the **MBS File** on the computer
7. Drop down the 'Files Type' box and select **XML files**
8. Double click on the **MBS file** to run
9. Enter short description
10. Click **Continue**
11. Repeat steps 7 to 12 to add another item number
12. Close

✓ **How to load MBS items by Category**

**Pre-check**

MBS Fee file must be downloaded from the Zedmed website see **How to download the MBS Fee file from online**

1. **Zedmed Office > Management> Practise Setup**

2. **Items > Load MBS/AMA Item By Criteria**
3. **Category** - select from the drop down list
4. Select **Group** (optional)
5. Click **Load**
6. Browse to the location of the MBS file and double click to open
7. Enter short description (optional)
8. Close