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
 - 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

📃 File Manager	1 Client Login Area / Fee File Updates / 2020 Fee Schedules		
💼 Home			
Account	C Check All Delete C Rename New Folder		
Share	Q Filter		
C+ Logout	Name		
	🦂 Go Up One Folder		
	01 January 2020		
	03 March 20 Open link in new tab		
	3cxProv_RT Open link in new window		
	Showing 1 to 3 of 3 Save link as		
	Copy link address		
	Inspect Ctrl+Shift+I		

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
Load MBS/AMA Item		Warning
Mode O Load MBS/AMA Item By Criteria O Update Existing MBS/AMA Items	Prices effective from Date 01/01/2020	Changing the effective from date may make items unusable. Would you like to use the system-calculated date(1/11/2019)?
Update Load from AMA file	Close Cancel	<u>Y</u> es <u>N</u> o



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