Updating DVA and Health Fund Fee Files

<u>Please Note:</u> The health fund fees should only be run after the corresponding MBS update.

For example, before running the health fund fee updates for July, you first need to run the Medicare July fee update. To do this, please refer to the document 'Updating and Adding Medicare Items'.

* Step 1: Downloading the Fee Files

- 1. Go to <u>www.zedmed.com.au</u>,
- 2. click on the 'Login' button at the top right hand corner of the website.
- 3. Sign In to 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'.

Username:		
support@zedmed	l.com.au	
Password: (Forgot y	our password?)	
•••••		

- 1. Click on 'Client Login Area'
- 2. then 'Fee File Updates'.
- 3. Click on the relevant year
- 4. Click on the relevant month
- 5. Right- click on the desired file
- 6. select 'Save link as'.

For example, to download the WorkCover July 2018 update, click on '2018 Fee Schedules', then 'July 2018' and right- click on the below file & select 'Save link as'

SAMSOF Jul18.cs	Open link in new tab Open link in new window	
St Lukes Fee Sche	Open link in incognito window	0
TAC JUL18.csv	Save link as	
	Copy link address	
WorkSafe JUII 18 car	Inspect	Ctrl+Shift+I
Workbale GOE 10.05	-	

- 1. In the 'Save As' window, navigate to the Downloads folder
- 2. Click 'Save'.

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← → ~ ↑ 🖡	✓ Ö Search Do	wnloads	P			
Organize 🔻 Nev	/ folder					?
 Quick access OneDrive This PC 3D Objects Desktop Documents Downloads TVIUSIC Pictures Videos OS (C) 	 Name > Last month (6) > A long time ago (47) 	Date modified	Туре	Size		
File name:	DVA In Hospital Feb21					~
Save as type:	Microsoft Excel Comma Separated Values File					~
∧ Hide Folders				Save	Cancel	

- You will need to do this for all health funds you require to run updates for this includes DVA, TAC, Motor Vehicle etc
 - Please note: DVA have 3 separate fee files; you only need to download what is applicable for your practice.

* Step 2: Applying the Updates

Once you've downloaded all the required files

- 1. Open Zedmed
- 2. Go to Management > Practice Setup > Items > Update Other Fees
- 3. Ensure you change the 'Effective From' to the first of the month the file is for. for example if you're running a July update, you would change it to 01/07/2020
- 4. Select the fee you want to update from the 'Update Fee' box
- 5. select 'From File'
- 6. click 'Load from File' in the bottom left hand corner.

Update Item Fees ×					
Effective from 01/07/2020 To avoid creating additional validity periods set the fate to the current or a future MBS pricing start date.					
Items	Items				
Category	All	~			
Group	All	~			
Sub Group	All	~			
Item Description Image: All Service Items All Service Items 3 Professional attendance at consulting ro 4 professional attendance by a general pra 23 All Service Items 					
□ 35 professional attendance by a general pra □ 36 professional attendance by a general pra □ 37 professional attendance by a general pra					
Update fee DVA In Hosp	ncrease by	Rounding O Down to nearest To nearest			
Private Fee	• From file • • • • • • • • • • • • • • • • • • •	○ Up to nearest \$ 0.05 v			
Load from	file Update	Close			

- 1. Browse to the downloads folder
- 2. Double click on the file you're updating
 - This must be the file for the fund you're updating. For example, as I selected DVA In Hospital Fees in the 'Update Fee' box in the previous screen, I must double click on the DVA In Hospital file.
 - Bear in mind DVA have 3 files, so you will need to run these individually.
- 3. If you're having trouble finding the file
 - change the drop down the 'Files of type' box
 - select 'Comma separated value files'

2		Open fees file				x
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Organize 👻 New folder						
🔆 Favorites	Name	Date modified	Туре	Size		
 Desktop Downloads Recent places ZedmedLicensing This PC Desktop Documents Downloads Music Pictures Videos Local Disk (C:) Network DVICQVIDEV20 DVICQVIDEV204 DVICQVIDEV244 DVICQVIDEV2044 tsclient 	🔁 DVA In Hospital Feb21	3/02/2021 12:59 PM	Microsoft Excel C	47 KE	3	
File na	ame: DVA In Hospital Feb21				Comma separated value fil July 2020 fund files Comma separated value fil All files	es V

• If you get the popup below, click 'Yes' to continue:

Confirm	×
?	The date that these fee updates are effective from is not 1st May or 1st November. Continue?
	<u>Yes</u> <u>N</u> o

- 1. The fee update will run
- 2. A popup saying 'No Item Fees have been updated'.

<u>Please note, if you do get this popup it means the update has run successfully. This</u> <u>message is a known issue & has been reported to our development team to be fixed in a</u> <u>future release. Click 'Ok' to continue.</u>

MyHealth Branch	\times
No Item Fees have been upd	ated.
OK	

To update your remaining fees, select the fee from the 'Update Fee' drop down box and repeat the process.