# Updating DVA and Health Fund Fee Files

Please Note: 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 www.zedmed.com.au,
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'.*
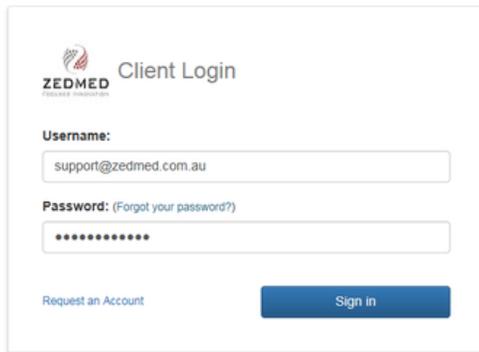
1. Click on **'Client Login Area**'
2. then **'Fee File Updates'**.
3. Click on the relevant year
4. Click on the relevant month
5. Right- click on the desired file
6. select **'Save link as'**.

   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'
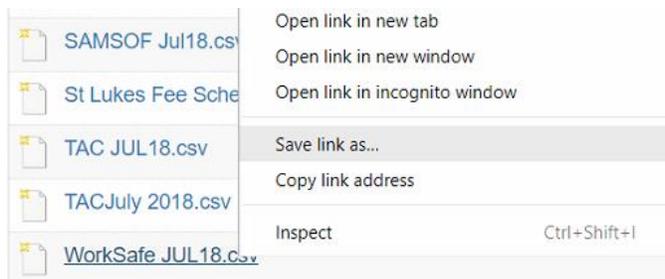
1. In the **'Save As'** window, navigate to the **Downloads** folder
2. Click '**Save**'.
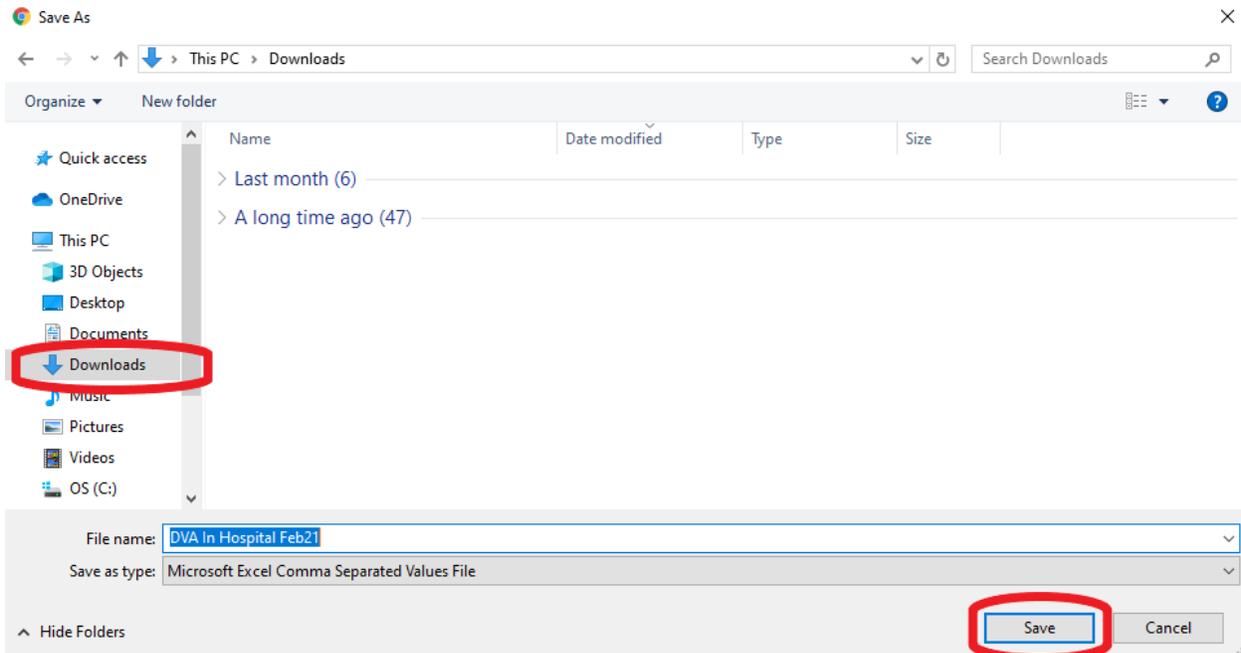
- You will need to do this for all health funds you require to run updates for - this includes DVA, TAC, Motor Vehicle etc
  - o   Please note: DVA have 3 separate fee files; you only need to download what is applicable for your practice.

˅ 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.

1. Browse to the downloads folder
2. Double click on the file you're updating
    o *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.*
    o Bear in mind DVA have 3 files, so you will need to run these individually.
3. If you're having trouble finding the file
    o change the drop down the **'Files of type'** box
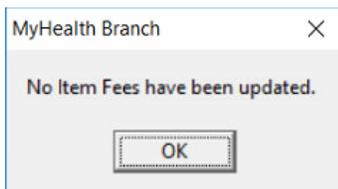   o select **'Comma separated value files'**
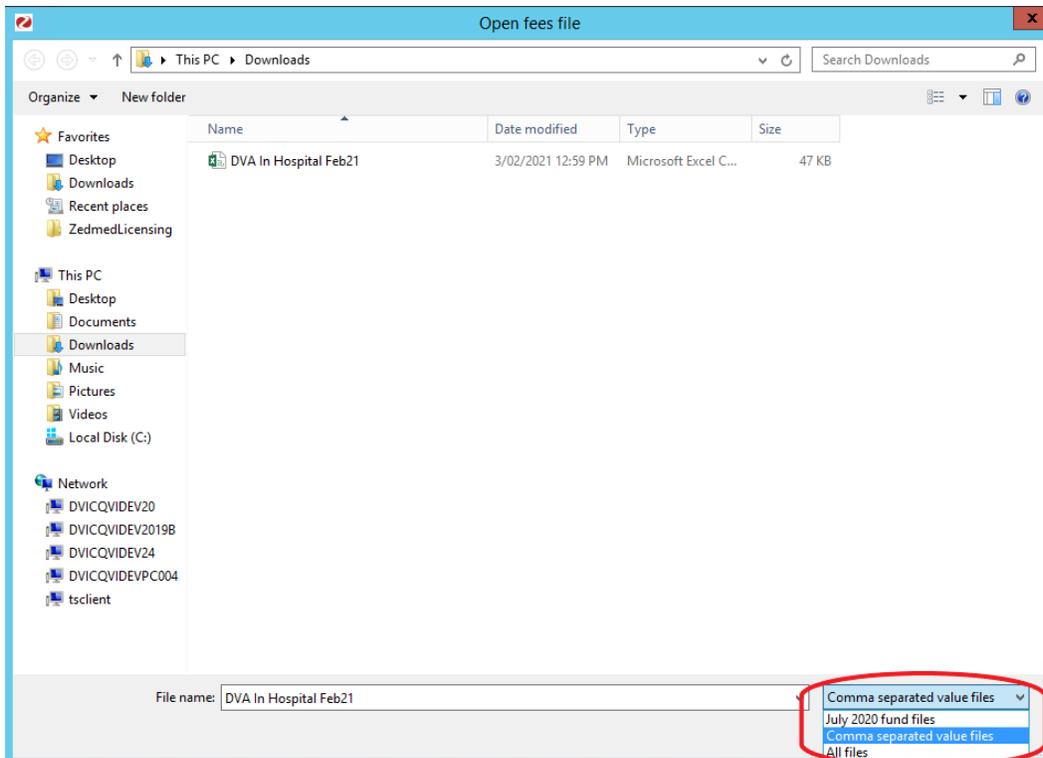
- If you get the popup below, click **'Yes'** to continue:
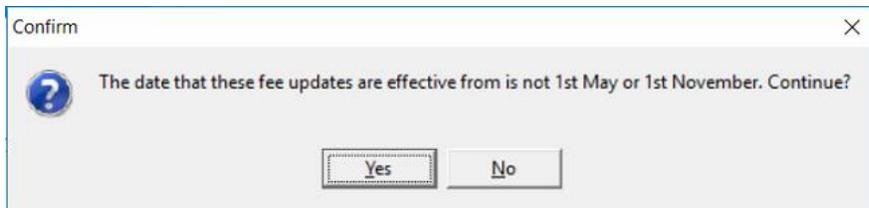
1. The fee update will run
2. A popup saying 'No Item Fees have been updated'.
   Please note, if you do get this popup it means the update has run successfully. This message is a known issue & has been reported to our development team to be fixed in a future release. Click 'Ok' to continue.

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