

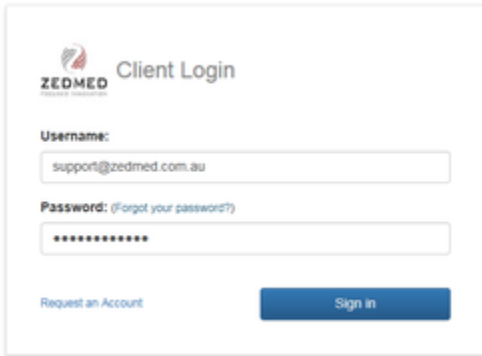
Updating & Adding Medicare Items

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. Other users can be logged in while you run the fee file update.

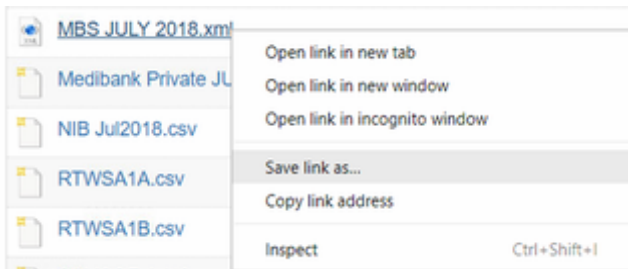
To Update Your Existing Medicare Fees

- The first step is download the file. Go to www.zedmed.com.au, and click on the 'Login' button at the top right hand corner of the website.
- Sign In to the Client Login portal with your Username and Password.

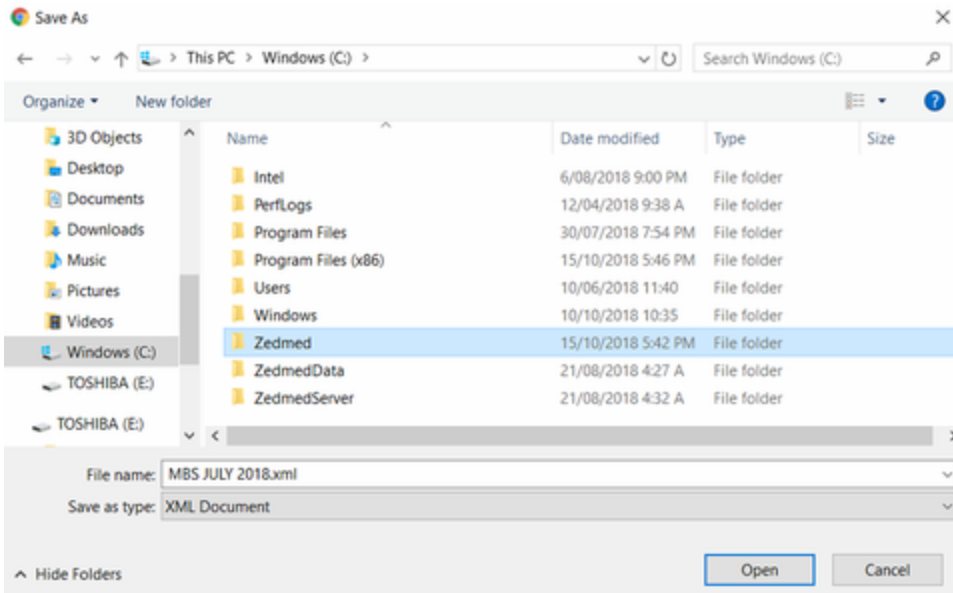


If you don't have an account, you can create one by clicking 'Request an Account'.

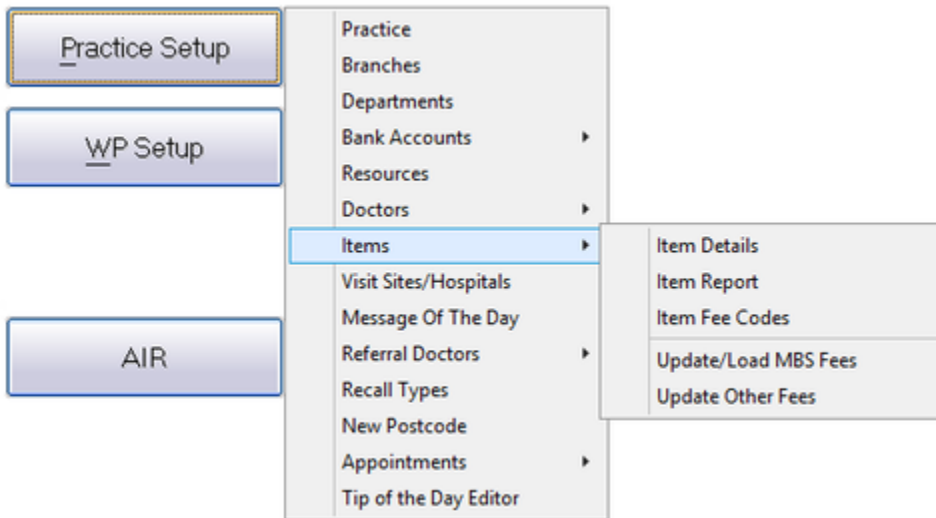
- Click on 'Client Login Area' then 'Fee File Updates'.
- Click on the relevant year, then month that you are wishing to download a fee schedule from & right- click on the desired file. For example, to download the Medicare July 2018 update, click on '2018 Fee Schedules', then 'July 2018' and right- click on the below file & select 'Save link as':



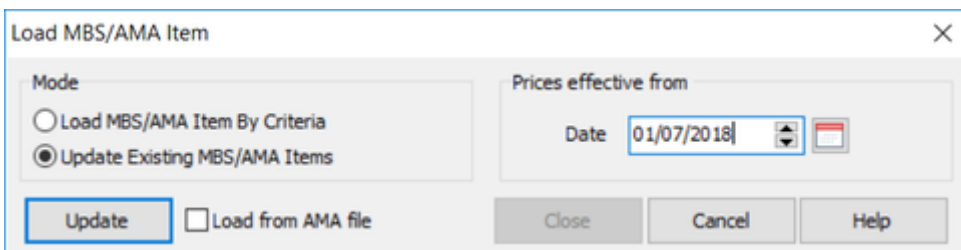
- In the 'Save As' window, navigate to the Zedmed folder, double click on it & click 'Save'.



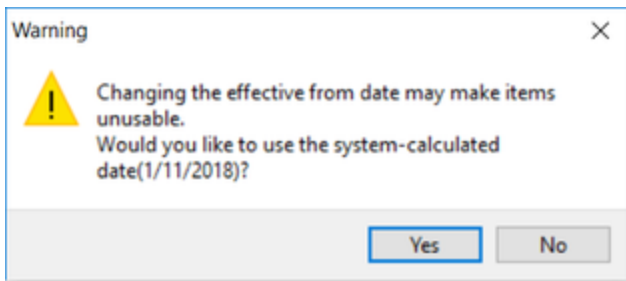
- Now that you've downloaded the file, you need to apply it in Zedmed. Open Zedmed, then go to:
- Management > Practice Setup > Items > Update / Load MBS Fees



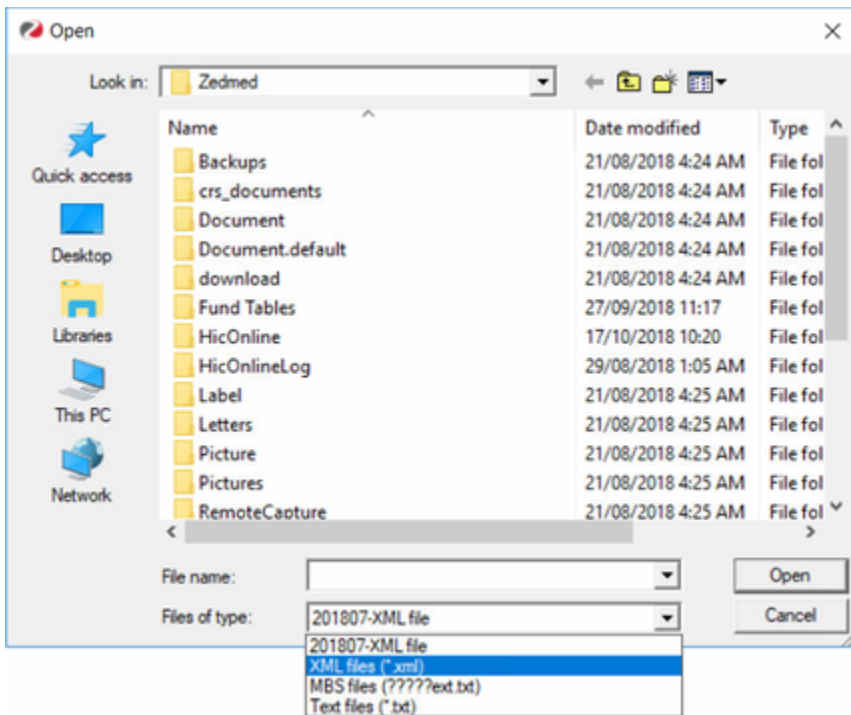
- Under 'Mode' select 'Update Existing MBS/AMA Items'.
- The date under 'Prices effective from' will always default to the 1st of November so you will need to manually change it to match the date of the fee file you downloaded. For example, as I downloaded the July 2018 file, I would change the date to 01/07/2018, as below:



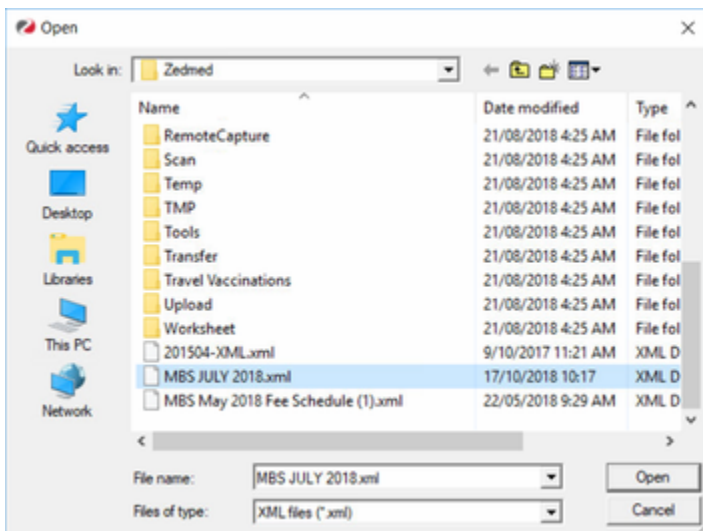
- Once you've changed the date, select 'Update'. You will get the following popup:



- Select 'No' then click 'Update' again.
- At the bottom of this screen, drop down the 'Files of Type' box and select XML files.



- Double click on the file to run it.



- Once the update has finished running, you'll get a popup telling you how many of your items have been updated.

To Add New Medicare Items

- To add a new Medicare item, you will need to download the latest Medicare Fee File. If you haven't already, follow the steps above.
- Once the file is downloaded, in Zedmed go to:
- Management > Practice Setup > Items > Update / Load MBS Fees
- In the 'Item Number' box enter the item you would like to add, as below:

Load MBS/AMA Item

Mode

Load MBS/AMA Item By Criteria

Update Existing MBS/AMA Items

Loading Criteria

Item Number

Category

Group

Sub Group

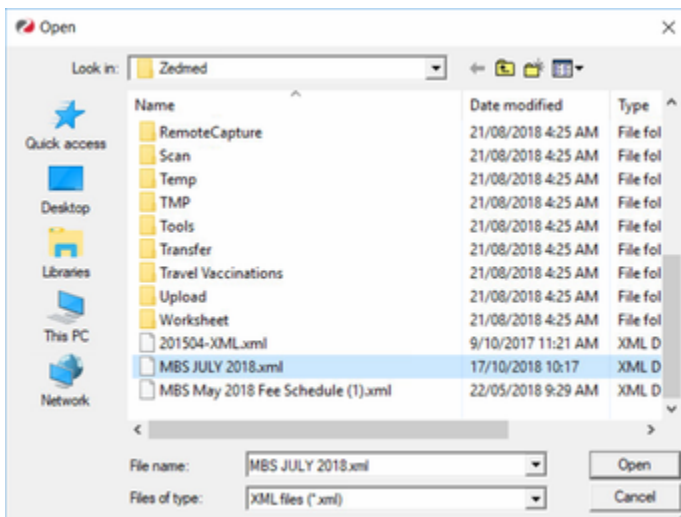
Loaded Items

| Item Number | Commence Date |
|-------------------|---------------|
| Short Description | |
| Full Description | |

Number of Items Loaded : Continue Without Short Description

Load from AMA file

- Click 'Load' in the bottom left hand corner.
- Browse to where you saved the file and double click on it.



- You'll get following screen where you can enter a Short Description (which will populate in the Description field when billing), as below:

Loading

Mode

Load MBS/AMA Item By Criteria

Update Existing MBS/AMA Items

Loading Criteria

Item Number

Category

Group

Sub Group

Loaded Items

Item Number **23** Commence Date **01/07/2014**

Short Description


Full Description

Number of Items Loaded : 1 Continue Without Short Description

Load from AMA file

- Then click 'Continue'. You will get the following popup advising the item has been loaded:

Information

 1 item(s) loaded.

- If you have multiple item numbers, enter the next one in the 'Item Number' box or just click 'Close' to exit.