

Update health fund fees

Last Modified on 11/10/2021 2:17 pm AEDT

Download a fund fees file and update Zedmed with the latest item fees. You will need to do this for all health funds you want to run updates for, including Workcover, BUPA, DVA, TAC, Motor Vehicle and Latrobe.

Note : Health fund fees should only be run after the corresponding MBS update. For example, before running the fees update for July, you first need to run the Medicare July fees update. To do this, see the [Update existing Medicare fees article](#).

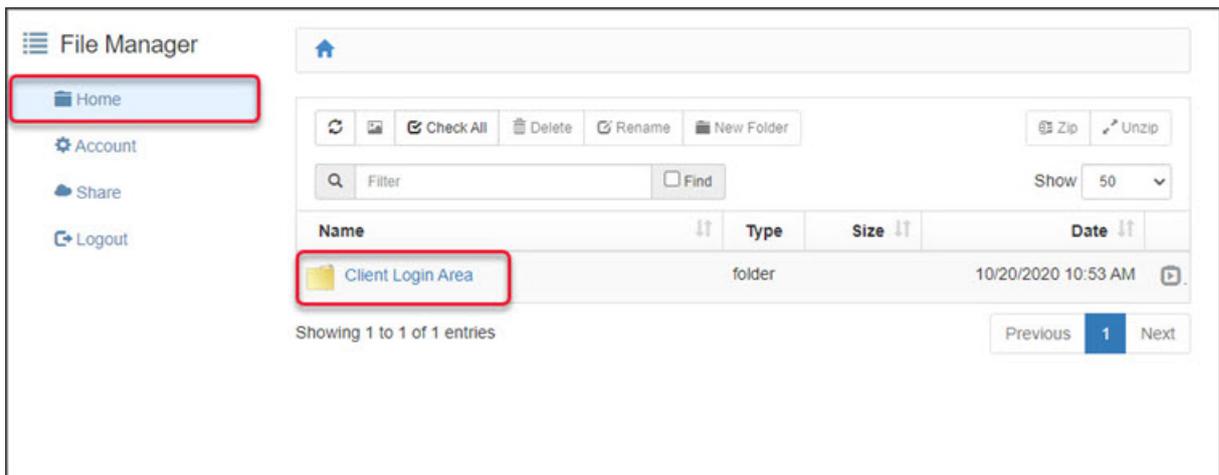
Downloading the fund fees file

To download a fees file:

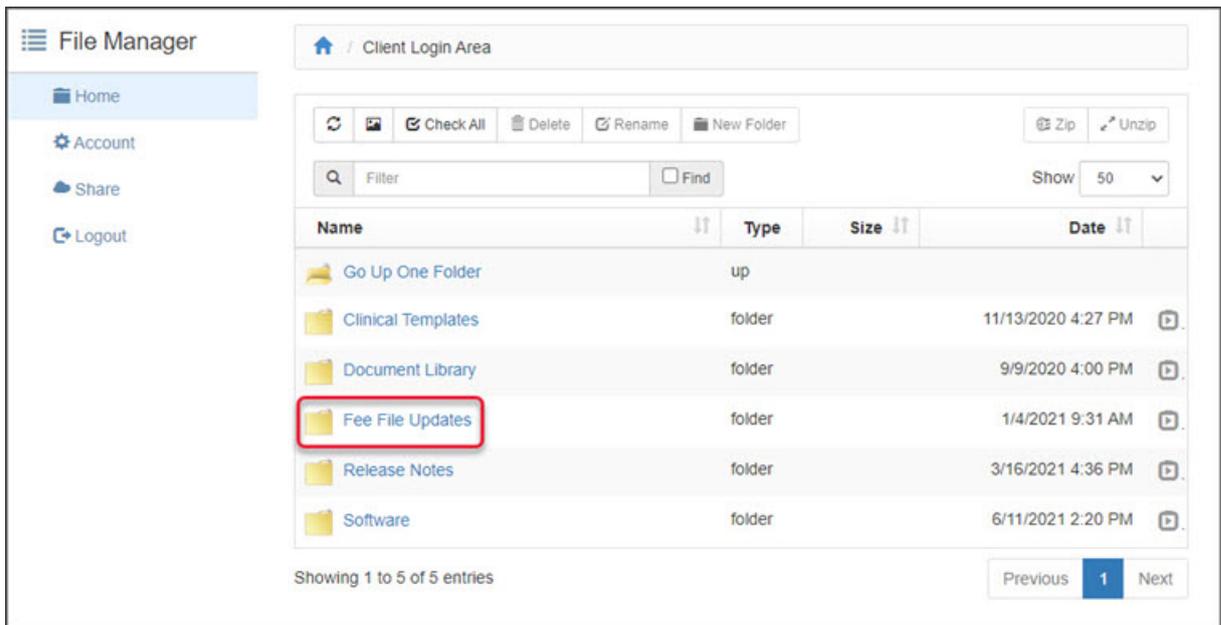
1. Go to www.zedmed.com.au.
2. Select **Login**.
3. Sign in to the **Client Login** portal with your Username and Password.

If you don't have an account, you can select **Request an Account**.

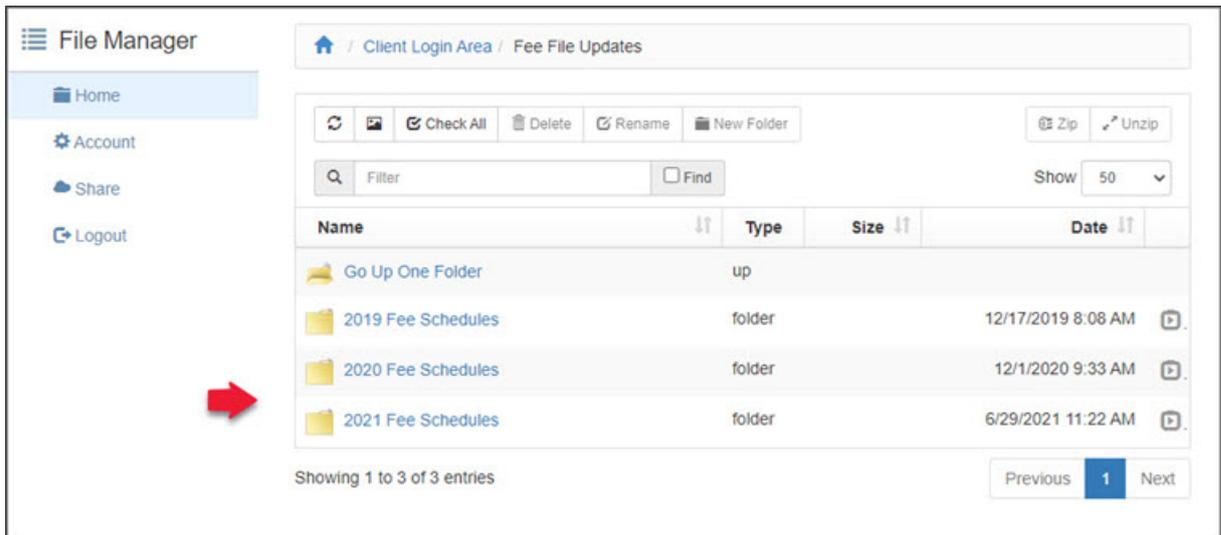
4. From the **Home** menu, select the **Client Login Area** folder.



5. Select the **Fee File Updates** folder.

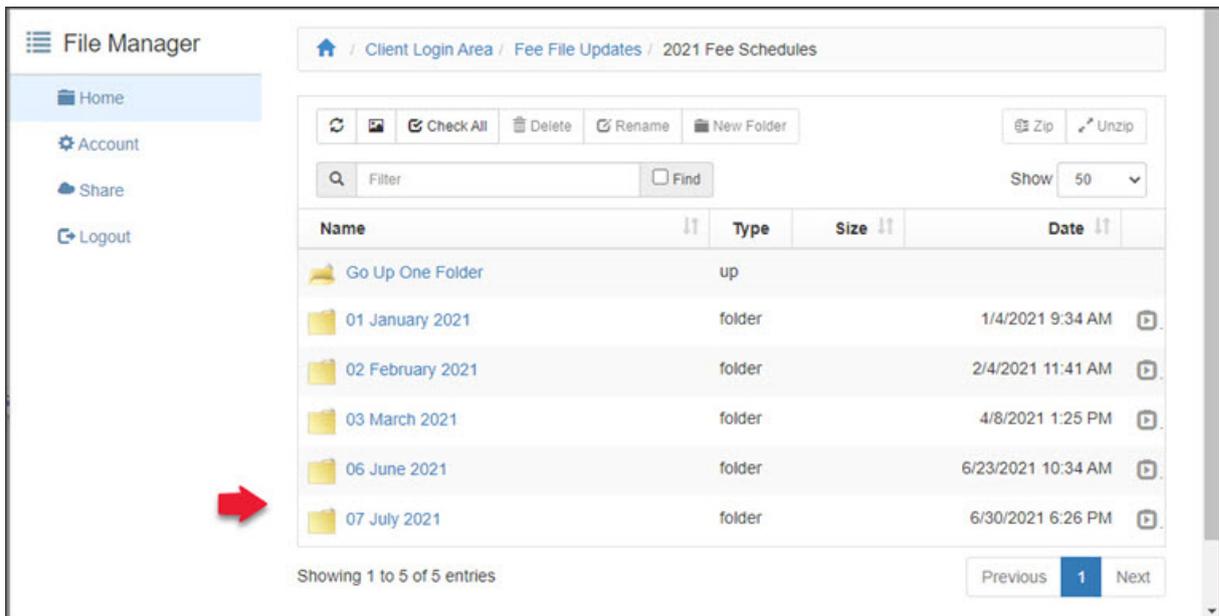


6. Select the **Fees Schedules** folder for the current year.



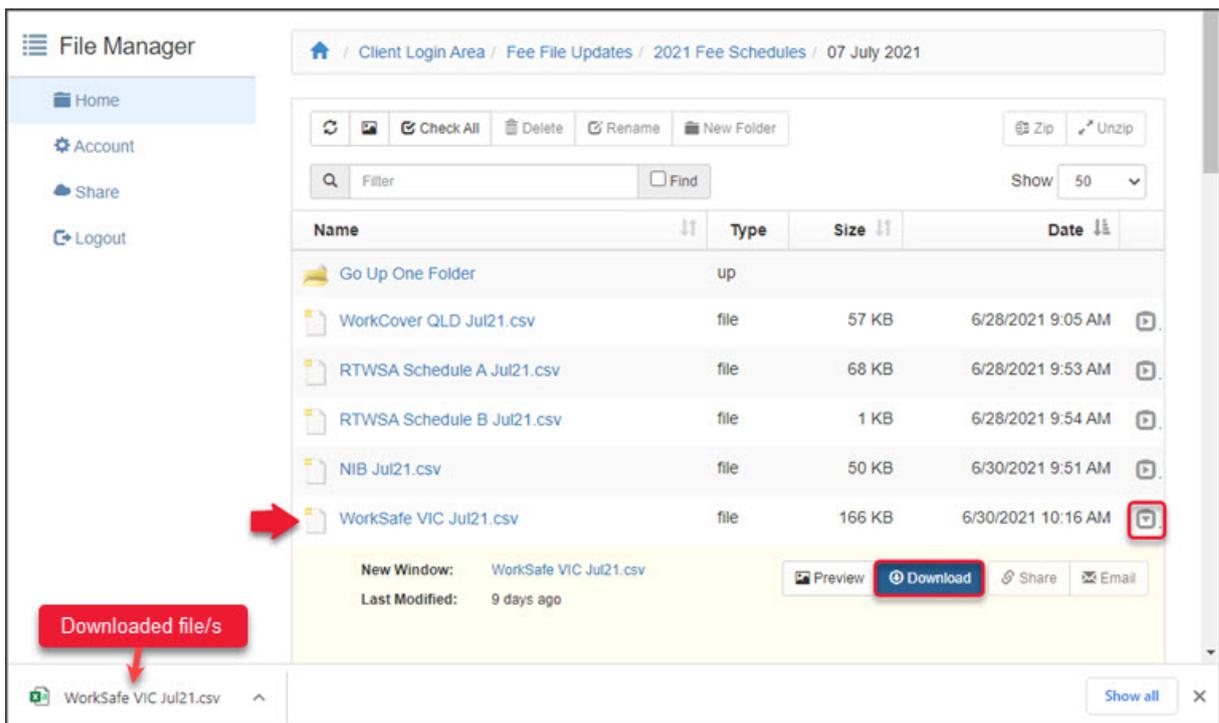
7. Select the folder for the month you're updating.

If this is a new financial year, it will be July.



8. Navigate to locate the required file.
9. Select the down-arrow icon beside the date.

This will expand the file entry and show a **Download** button.



10. Select **Download** and the file will download. For some funds like DVA, there will be multiple files.

How the file downloads and where it saves will depend on your web browser.

In the next steps, you will copy the downloaded file/s to the Zedmed folder on your C: drive. You can do this by copying the file or opening the file and saving it to the Zedmed folder. The next steps use the 'save as' method.

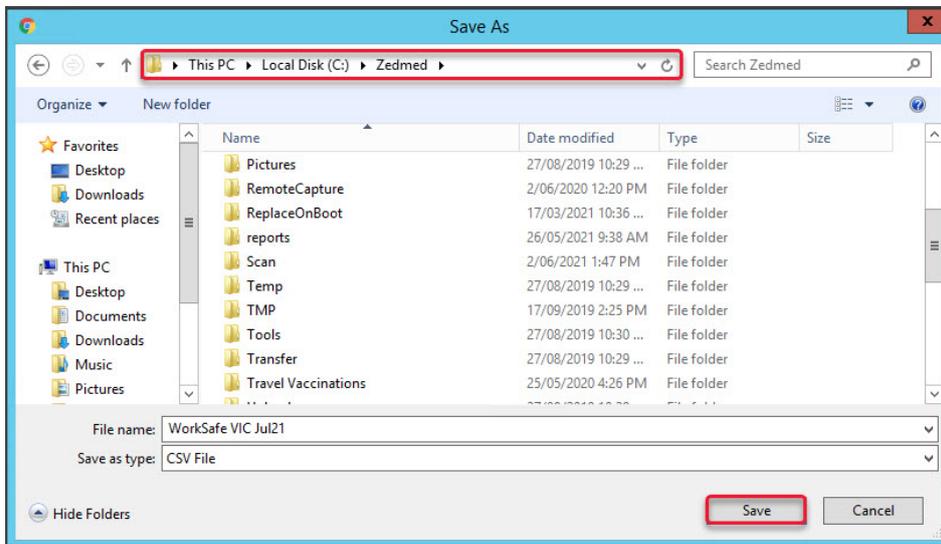
11. Open the downloaded file.

Depending on your workstation setup, it will open in Excel when you click on the downloaded file from the bottom of your web browser.

12. Select **File > Save as > Browse**.

These steps can vary with the type and version of the software that opened the file.

13. Navigate to the Zedmed folder on your C: drive.
14. Double-click the Zedmed folder to open it.
15. Select **Save**.



Applying the updates

Now that the fees file has been downloaded, it can be loaded into Zedmed to update the health fund's fees.

To update the fund's fees:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then **Items > Update Other Fees**.
3. Update the **Effective from** date to match the date of the file you downloaded.

This will be the first day of the month. For example, if you're running a July update, you would change it to 01/07/2021.

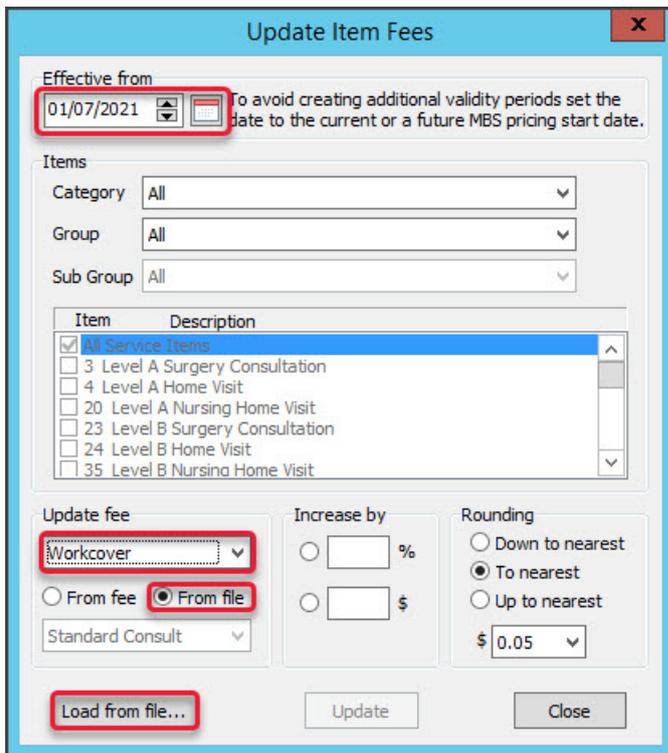
You can change the date by editing the **Date** field or selecting the calendar icon, selecting the date, and selecting **OK**.

Note: You must enter the 1st date of the Month related to the fees. Do NOT enter the date that you are updating fees.

4. In the **Update fee** field, select the fee you want to update.
5. Select **From file**.

If you do not find it on the list before you continue, you will need to revert to **adding a new fee type** for it to appear in the drop-down, so that you can select it.

6. Select **Load from file**.

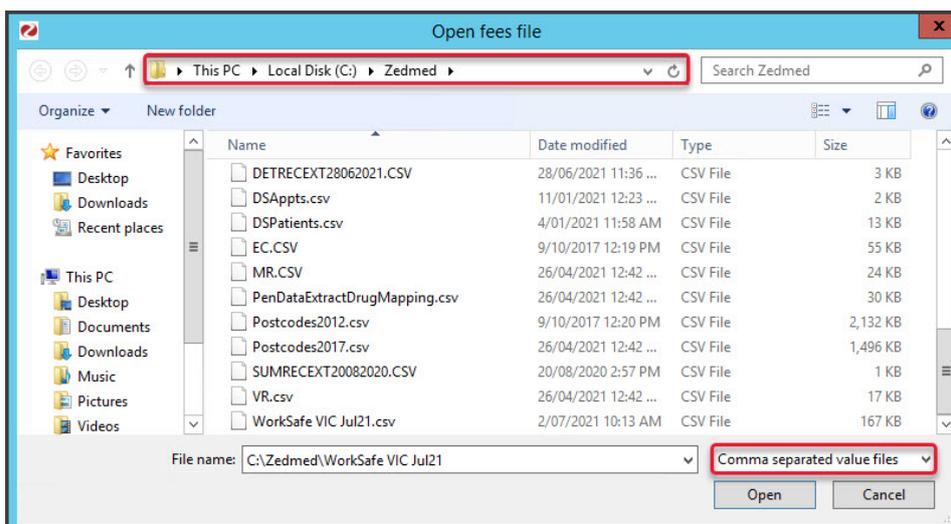


7. Browse to the Zedmed folder and open it.
8. Navigate to the file you're updating.

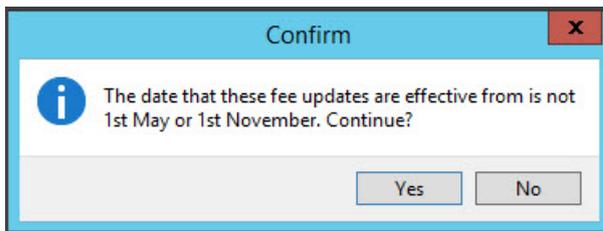
This must be the file for the fund you're updating. For example, if you selected **Workcover** in the **Update Fee** box, you must find the **Worksafe** file.

If you can't find the file, select **Comma-separated value files** in the file type field as shown in the screenshot below. This will show all files with .csv at the end of their name.

9. Select the file.
10. Select **Open**.



11. If you get this pop-up message, select **Yes** to continue.



The fee updates will start processing.

You will get a confirmation message saying "No Item Fees have been updated".

This message is expected and can be ignored. Your Item Fees have been updated.

12. Select **OK** to continue.

To update files for other funds, repeat the process from step 4.

To update additional files for the same fund, repeat the process from step 6.

13. Select **Close** when you have finished.

Checking the updates

Once the fees have been added, you can check the items and fee amounts in Zedmed.

To check the fees:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then select **Items > Item Details**.
3. In the **Item number** field, enter the number of an item that was in the update.
4. Select **Find** to open the **Item Selector**.
5. Select **Details**.
6. Go to the tab for the type of health fund you want to check.

Medicare, DVA, WorkCover & TAC fees will be on the main page.

To check the health funds, go to the **Insurers** tab.

7. Review the fee amounts assigned to the funds you updated.

Updating Latrobe Health fees

There is no fee file for Latrobe Health Services as the fees are calculated from the Medicare fee schedule using different percentages for GPs and Specialists.

To update Latrobe Health fees:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then **Items > Update Other Fees**.
3. Update the **Effective from** date to match the date of the file you downloaded.

This will be the first day of the month. For example, if you're running a July update, you would change it to 01/07/2021.

You can change the date by editing the **Date** field or selecting the calendar icon, selecting the date, and selecting **OK**.

Note: You must enter the 1st date of the Month related to the fees. Do NOT enter the date that you are updating fees.

4. In the **Update fee** field, select **Latrobe**.
5. Select **From file**.
6. Select **Medicare Schedule**.
7. Select **Increase by** and add the % amount.
 - Enter 25% for Specialist & Assisting Surgeons.
 - Enter 16% for General Practitioner.
8. Select **Update**.

Update Item Fees

Effective from: 01/10/2021. To avoid creating additional validity periods set the date to the current or a future MBS pricing start date.

Items:

- Category: All
- Group: All
- Sub Group: All

Item	Description
<input checked="" type="checkbox"/>	All Service Items
<input type="checkbox"/>	3
<input type="checkbox"/>	4 Level A Home Visit
<input type="checkbox"/>	20 Level A Nursing Home Visit
<input type="checkbox"/>	23 Professional attendance by a general pra
<input type="checkbox"/>	24 Level B Home Visit
<input type="checkbox"/>	35 Level B Nursing Home Visit

Update fee: LaTrobe (From fee selected). Medicare Schedule.

Increase by: 25%.

Rounding: To nearest (\$0.05).

Buttons: Load from file..., Update, Close.

9. If you get this pop-up message, select **Yes** to continue.

Confirm

The date that these fee updates are effective from is not 1st May or 1st November. Continue?

Buttons: Yes, No.

The fee updates will start processing.

You will get a confirmation message saying "No Item Fees have been updated".

This message is expected and can be ignored. Your Item Fees have been updated.

10. Select **OK** to continue.

11. Select **Close** when you have finished

Fees video

To learn more, see our adding items and updating fees video <https://www.youtube.com/watch?v=IRAH2x4tL6A>

