

PrimaryClinic

Medicare Benefits Schedule Update Guide

www.primaryclinic.com.au
www.global-health.com

GLOBAL HEALTH

Apply the Medicare Benefits Schedule Fee Updates

Medicare regularly sends out MBS updates which may include new items or fees.

This is then translated to a format that you can load into PrimaryClinic to apply the changes.

Fee Updates in PrimaryClinic

Login to PrimaryClinic Practice as **Admin** from any computer.

Go to **Setup -> Fee Schedules -> Fee Schedule Setting**

In the **Fee Schedules** screen, click the **Import & Update Fee** button on the bottom right.

Select the state you're in then click on **Load Fee Schedules** to import fee from website.

This process may take a few minutes.

Import & Update Fee Schedules

Source

Import from Global-Health website State: **VIC**

Import from the existing zip file

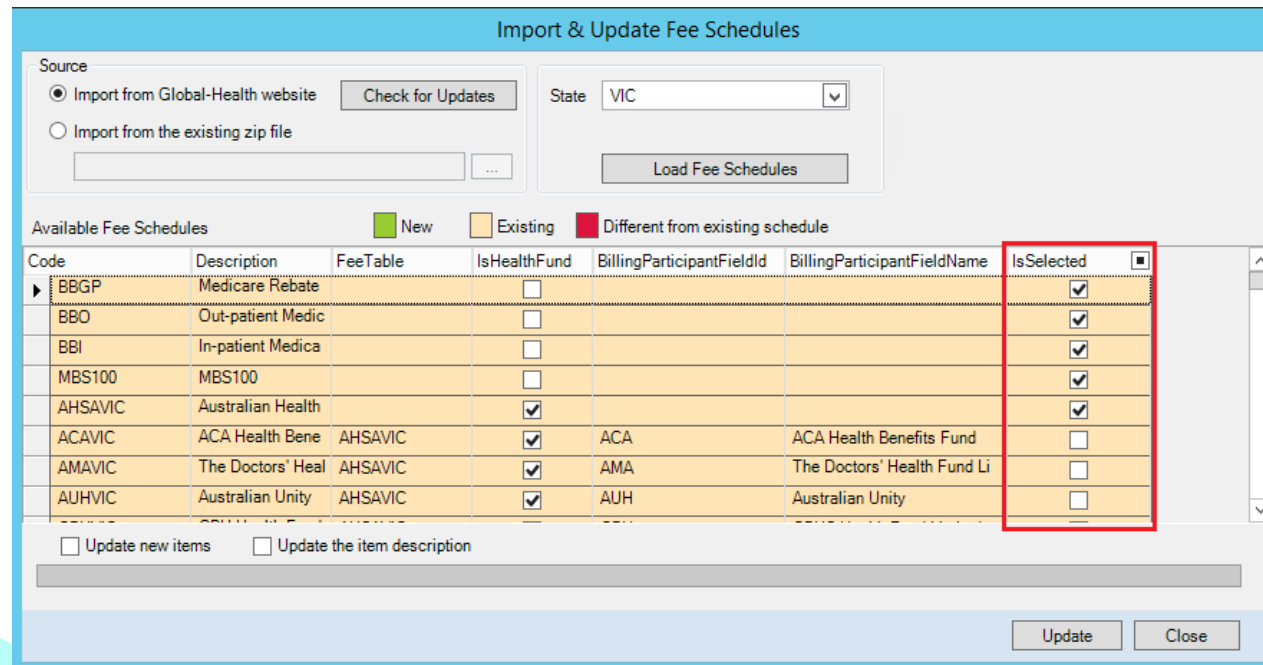
Available Fee Schedules

New Existing Different from existing schedule

| Code | Description | FeeTable | IsHealthFund | BillingParticipantFieldId | BillingParticipantFieldName | IsSelected |
|------|-------------|----------|--------------|---------------------------|-----------------------------|------------|
|------|-------------|----------|--------------|---------------------------|-----------------------------|------------|

Fee Updates in PrimaryClinic

When the fee schedules are loaded, select the ones you want to update by ticking the box under the column "Is Selected"



The screenshot shows the 'Import & Update Fee Schedules' dialog box. The 'Source' section has 'Import from Global-Health website' selected, with a 'Check for Updates' button and a 'State' dropdown set to 'VIC'. There is also an 'Import from the existing zip file' option with a file selection button and a 'Load Fee Schedules' button.

The 'Available Fee Schedules' section includes a legend: a green square for 'New', a yellow square for 'Existing', and a red square for 'Different from existing schedule'. Below this is a table with the following columns: Code, Description, FeeTable, IsHealthFund, BillingParticipantFieldId, BillingParticipantFieldName, and Is Selected. The 'Is Selected' column is highlighted with a red box. The table contains the following data:

| Code | Description | FeeTable | IsHealthFund | BillingParticipantFieldId | BillingParticipantFieldName | Is Selected |
|---------|-------------------|----------|-------------------------------------|---------------------------|-----------------------------|-------------------------------------|
| BBGP | Medicare Rebate | | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| BBO | Out-patient Medic | | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| BBI | In-patient Medica | | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| MBS100 | MBS100 | | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| AHSAVIC | Australian Health | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| ACAVIC | ACA Health Bene | AHSAVIC | <input checked="" type="checkbox"/> | ACA | ACA Health Benefits Fund | <input type="checkbox"/> |
| AMAVIC | The Doctors' Heal | AHSAVIC | <input checked="" type="checkbox"/> | AMA | The Doctors' Health Fund Li | <input type="checkbox"/> |
| AUHVIC | Australian Unity | AHSAVIC | <input checked="" type="checkbox"/> | AUH | Australian Unity | <input type="checkbox"/> |

At the bottom of the dialog, there are two checkboxes: 'Update new items' and 'Update the item description'. At the very bottom right, there are 'Update' and 'Close' buttons.

Fee Updates in PrimaryClinic

To add new items that currently don't exist in the database, tick the box **Update new items**.

Click the **Update** button to start the update process .

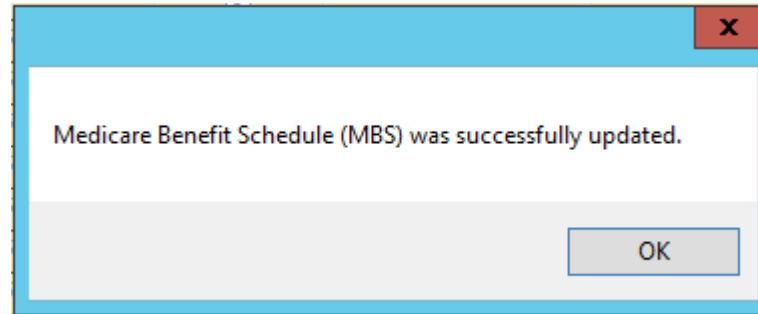
(this will take a few minutes depending on the number of records selected)

The screenshot shows the 'Import & Update Fee Schedules' dialog box. At the top, there are two radio buttons for the source: 'Import from Global-Health website' (selected) and 'Import from the existing zip file'. A 'Check for Updates' button is next to the first option, and a 'Load Fee Schedules' button is below the second. A 'State' dropdown menu is set to 'VIC'. Below this is a table of 'Available Fee Schedules' with columns: Code, Description, FeeTable, IsHealthFund, BillingParticipantFieldId, BillingParticipantFieldName, and IsSelected. The table contains several rows, including BBGP (Medicare Rebate), BBO (Out-patient Medic), BBI (In-patient Medica), MBS100 (MBS100), AHSVIC (Australian Health), ACAVIC (ACA Health Bene), AMAVIC (The Doctors' Heal), and AUHVIC (Australian Unity). At the bottom of the dialog, there are two checkboxes: 'Update new items' (highlighted with a red box) and 'Update the item description'. The 'Update' button at the bottom right is also highlighted with a red box.

| Code | Description | FeeTable | IsHealthFund | BillingParticipantFieldId | BillingParticipantFieldName | IsSelected |
|--------|-------------------|----------|-------------------------------------|---------------------------|-----------------------------|-------------------------------------|
| BBGP | Medicare Rebate | | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| BBO | Out-patient Medic | | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| BBI | In-patient Medica | | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| MBS100 | MBS100 | | <input type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| AHSVIC | Australian Health | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| ACAVIC | ACA Health Bene | AHSVIC | <input checked="" type="checkbox"/> | ACA | ACA Health Benefits Fund | <input type="checkbox"/> |
| AMAVIC | The Doctors' Heal | AHSVIC | <input checked="" type="checkbox"/> | AMA | The Doctors' Health Fund Li | <input type="checkbox"/> |
| AUHVIC | Australian Unity | AHSVIC | <input checked="" type="checkbox"/> | AUH | Australian Unity | <input type="checkbox"/> |

Fee Updates in PrimaryClinic

A prompt will be shown on screen when the update is complete.



Frequently Asked Questions

Can MBS fees update be done within business hours or do I have to wait until everyone logs off?

It can be done **anytime**, even while other users are still using PrimaryClinic.

Can it be done on any computer/workstation or does it have to be done on the server?

It can be done on **any computer/workstation**. Once done, PrimaryClinic on other computers need to be closed and refreshed so they see the new fees.

Can the update be done by any user?

The MBS fees can be updated by the **Admin user** or any users who have been **granted permission** to change PrimaryClinic Practice's fee schedule settings. If unsure, check with your Practice Manager.

How to check if fees have been updated successfully?

You can **look up the latest MBS fees** for any items online at <http://www.mbsonline.gov.au>, then **compare** them against the fees in your PrimaryClinic software.

Contact us for professional services

We can help:

We can implement the Medicare Benefits Schedule Update for a fee of \$220.
Email us to book a time.

primaryclinic@global-health.com

Support:

You can reach support by lodging a ticket on our website:

www.primaryclinic.com.au/support/

Or email us at:

primaryclinic@global-health.com

PrimaryClinic