

Manually update MBS fees  
Medicare Benefits Schedule

*PrimaryClinic*  
Practice

<https://www.primaryclinic.com.au/>  
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GLOBAL HEALTH

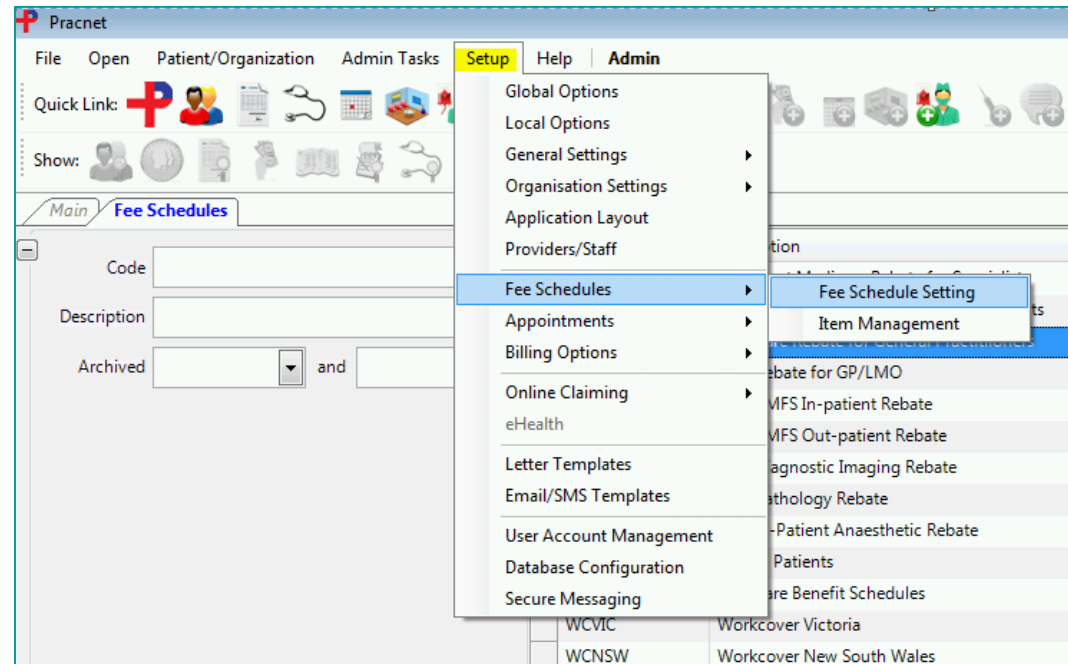


# *Primary Clinic* Practice

Please follow the following instructions to manually update MBS fees.

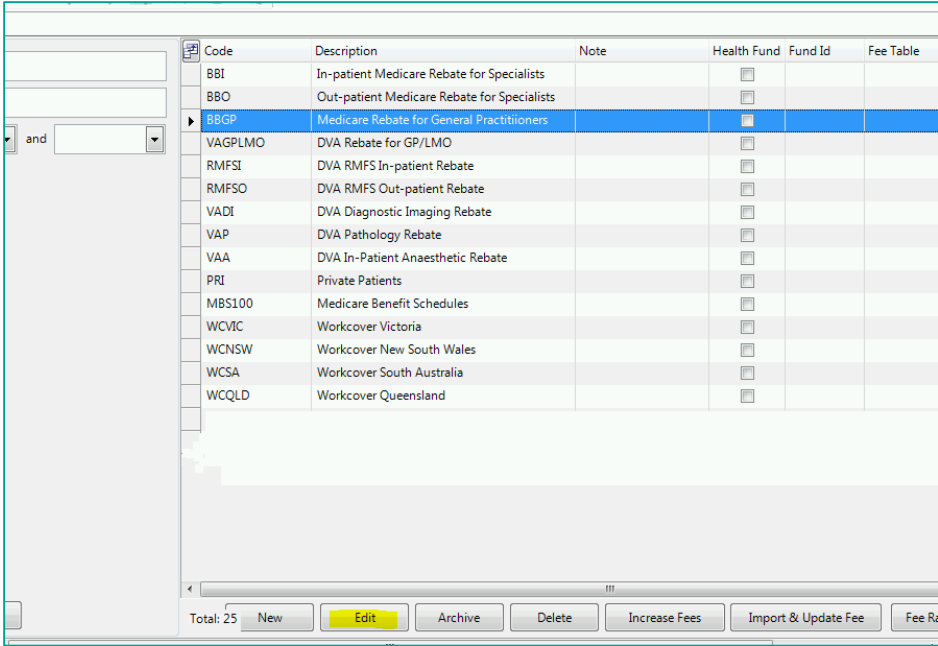
# Screen shot 1: Setup Window

1. Login to PrimaryClinic Practice (Pracnet) under Admin (Can be done on any computer)
2. Go to **Setup -> Fee Schedules -> Fee Schedule Settings**



# Screen shot 2: Fee Schedule Setting Window

3. Select the schedule type you want to update, click **Edit**



# New Fee Table: Fee Schedule Details

4. In the **Fee Schedule Details** window, select the tab **Items**, then, search for items 10990, 10991 & 10992. See fee changes below:

Item Code:	Old Fee:	New Fee:
10990	\$6.15	\$6.25
10991	\$9.25	\$9.35
10992	\$9.25	\$9.35

# Screen shot 4: Fee Schedule Details Window

5. Click on the **Fee** you wish to change and select **Edit**.

\*Please note: Only one item can be edited at a time\*

The screenshot shows the 'Fee Schedule Details' window with the 'Items' tab selected. The table contains the following data:

Item Code	Mbs Code	AMA Code	Fee	GST	GST%	Medical Gap (%)	Associated Item (%)	Over Limit Quantity Plus	Total
10990	10990		\$6.15	\$0.00	0.00				\$6.15
10991	10991		\$9.25	\$0.00	0.00				\$9.25
10992	10992		\$9.25	\$0.00	0.00				\$9.25

The 'Code' field on the left is set to '1099'. The 'Edit' button at the bottom is highlighted in red. The 'Fee' column in the table is highlighted in yellow.

# Screen shot 5: Input Fee Details Window

6. Enter the New fee (see fee table in step 4) and click Save.  
Repeat this process for all the items

The screenshot shows a software window titled "Item Rate Details". At the top, there are three input fields: "Code" with a dropdown menu showing "10990", "MBS Code" with a text box containing "10990", and "AMA Code" with a text box containing "1". Below these is a "Description" field containing a detailed text description of a medical service. Underneath the description is a "Barcode" field. The "Fee" section includes a "Fee" field with a dollar sign and the value "6.15", a "GST" field with a checkbox and a value of "0.00", and a "GST%" field with a checkbox and a blank value. The "Derived Item Info" section has four radio button options: "Medical percent" (0.00 %), "Associated Item fee percent" (0.00 %), "Amount excess per field" (0.00 \$), and "Base on calculated values". At the bottom, there is a table with two columns: "OrderNum" and "Fee". The table is currently empty. Below the table are "Delete" and "Add" buttons. At the very bottom of the window are "Save" and "Cancel" buttons.

OrderNum	Fee
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