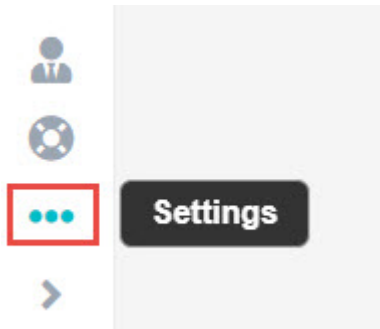


Adding MBS items - Clinic

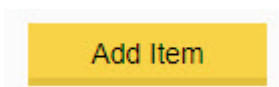
Want to know how to add items into Fydo? Follow the below steps and you'll be billing them in no time!

First, let's head to **Settings**, located in the lower left hand corner of Fydo.



Then select **Items**, this will display a list of all your current items.

To add a new item, let's click the yellow **Add Item** button.



Simply enter the item you need in the **Number** field as below, found under the **Item Details**.

A screenshot of the "Item Details" form in the Fydo application. The form has a title bar "Item Details" in a dark grey box. Below it are four input fields: "Number" (containing the text "1"), "Procedure Name", "Notes", and "Link Procedures". The "Number" field has a small icon to its right. The "Link Procedures" field has a blue question mark icon to its right.

You will see the **Procedure name** be automatically filled.

Now just click on the green **Save** button.



All done! The rest of the information regarding the item will automatically be added from information via the **Medicare Benefits Schedule** online Website.

Things such as:

- Fees (Medicare and DVA rates)
- Description
- Rule (If it has one e.g Surgical step down)