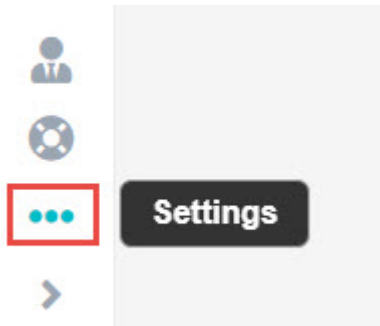


Adding MBS items - Clinic

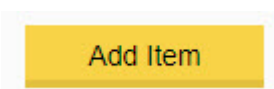
Want to know how to add items into Fydo? Follow the below steps and you'll be billing them in no time!

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.

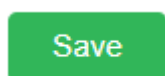


Simply enter the item you need in the **Number** field as below, found under the **Item Details**.

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

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)

[Making a Referring Doctor Inactive](#)

Need to delete or remove an existing referring doctor? Read ahead to find out how we can make them **Inactive**.

1. Click on **Settings**



2. Then, **Referring Doctors**

[> Referring Doctors](#)

This will display a list of all the referring doctors you currently have.

3. Select the doctor you wish to make **Inactive** by clicking anywhere on their row in the list of doctors.

4. You will now see the details for this doctor, click on **Edit** on the top right-hand corner of the page. Simply untick the **Active** box next to **Status** as shown below.

A screenshot of a web application interface for 'Referring Doctor Details'. The breadcrumb trail at the top reads 'SETTINGS > REFERRING DOCTORS > ADD REFERRING DOCTOR'. The form contains various input fields for doctor information. On the right side, there is a 'Status' field with a red box around it, containing the text 'Status Inactive'. Other fields include 'Number', 'Provider Number', 'Title', 'First Name', 'Surname', 'Practice Name', 'Address', 'Suburb', 'Mailing Address', 'Mailing Suburb', 'Practice Phone', 'Practice Fax', 'Practice Email', 'Type', 'Speciality', 'Email', 'Mobile', 'Alternate Phone1', 'Alternate Phone2', 'Created On', and 'Birthdate'. A 'Save' button is visible in the top right corner.

Now the doctor has been made **Inactive**; they will not appear when searching for them, and they will not be shown on the list of **Referring Doctors**.

If you wish to view the doctor, or make them **Active** again, simply tick the **Show Inactive** box from the **Referring Doctors** screen.

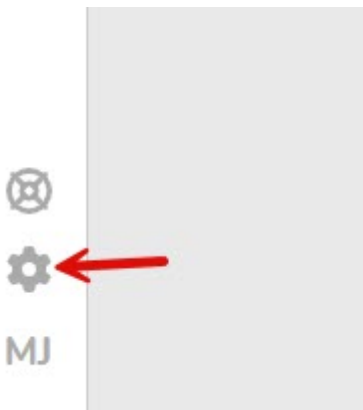
Show Inactive

You will now be able to see the doctor, and you can edit them as per normal, including making them **Active** again.

Referring Doctors

To access a list of the referring doctors you have added into Fydo simply follow the below steps:

1. Click on **Settings**



2. Then, **Referring Doctors**

> Referring Doctors

This will display a list of all the referring doctors you currently have.

To **add** a referring doctor, click the yellow **Add Referring Doctor** button on the top right hand corner of your screen:

Add Referring Doctor

To **Edit** the details of an existing doctor, simply click **anywhere** along the row for that doctor, and you will be taken to the edit screen:

To get started editing, click on the **Edit** button on the top right hand corner of the page.

Edit

Whether you decided to **Add** a new Referring Doctor, or **Edit** an existing one, you will be met with the same screen:

Referring Doctor Details

Number		Provider Number	123456AA
Title	Dr		
First Name	Clark		
Surname	Griswold		
Practice Name	Dr Griswold's Medical Centre		
Address	1 Long Street		
Suburb	LEEDERVILLE	WA	6007
Mailing Address			
Mailing Suburb			
Practice Phone	(00)5555-6666	Practice Fax	()-
Practice Email			

Type	GP	?	
Speciality			
Email	drgriswold@mypractise.com.au		
Mobile	0400-111-222		
Alternate Phone1	() -	Alternate Phone2	() -
Created On	11/11/2025		
Birthdate	01/01/1990		
Status	<input checked="" type="checkbox"/> Active		

Simply fill out, or change the fields as needed.

Remember, the required fields for a referring doctor are:

- **Provider Number - You can put a 0 if you do not have the number. Please note that you will need to enter it before submitting your claims, or you will run into rejections.**
- **First Name and Surname**
- **Type (GP or Specialist) - This affects the length of the referral, GP: 12 months, Specialist: 3 months.**
- **Speciality (If Specialist is selected)**

While there are a few other fields, they are optional. You can also upload any Doctors files that may

be applicable such as APHRA, Drivers Licence, etc.

Once you are happy with your changes, click the green **Save** button to lock them in.



You are also able to **Create** and **Edit** referrals from within the **Patient Details**, should you wish to do so, please see our [Creating a Patient](#) wiki page.