

Changing an Eclipse Claim to Paperbase

In some instances, a facility will need to change a claim from ECLIPSE to Paper Base. This may occur if they are required to send it manually, rather than electronically, to the fund.

1. In **Claiming Hospital > Not Yet Sent**, ensure the required claim is highlighted blue & then right-click on the line

2. Select **Episodes**

CLAIMING HOSPITAL

Claims Not yet sent

Location: All Location, Type: All Types, Fund: All Funds, Coding: All Coding, DRG: [Dropdown]

Status: All Status

Select: 0 Items Selected Run Pat Check

Adm Date	Dis Date	Inv#	Invoiced	Fund	MRN	Patient	Claimed	Location	Type	Coding	Status	Action
04/06/2026	04/06/2026	1	04/06/2026	BUP	102	FYDO, Baby	\$890.00	Maddy's Private Hospital	ECLIPSE	Not Ready		Coding Episodes Patient Certificate

3. Ensure a line from the required invoice is selected & shaded light blue

4. Click on the **Invoice Options** dropdown

5. Select **Invoice Status**

102 - FYDO, Baby (01/01/1990 - 36) Total 890.00

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking Documents Clinical

No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure	Other Notes	Fund	Surgeon	Location
1	4	04/06/2026	04/06/2026	Discharged	D/O			BUP	Hemsworth, Chris	Maddy's Private Hospital

Admission Date: 04/06/2026 | Invoices for Admission: 4 Episode Total 890.00 Balance Due 890.00

Inv #	To	Charge inc GST	Adjustments	Payments	Balance Due	Last Audit Date/Time	Last User Edited
1	BUP	\$890.00	\$0.00	\$0.00	\$890.00	04/06/2026 10:56 AM	Madleine James (Altura)

Invoice: 1 | BUP: 123456789 Invoice Total 890.00 Balance Due 890.00

Inv #	To	DOS From	Acc Period	T Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
1	BUP	04/06/2026	04/06/2026	A	ACCOM	SameDay Accommodation Fee Band : 3	1	\$364.00	0.00	H	04/06/2026 10:56 AM	Madaleine
1	BUP	04/06/2026	04/06/2026	T	32222	Colonoscopy - Without Polyps	-	\$526.00	0.00	H	04/06/2026 10:56 AM	Madaleine

Episode Notes Financial Notes

Next follow up date:

Invoice Options: Adjust Invoice, Combined HC21 & Inv, Deposit Copy, HC21 Left, HC21 Right, HC21 Back, Invoice Copy, Invoice Status, Reverse Invoice, Statement Copy

6. Use the Type dropdown

7. Select **Paperbase**

8. Click **Save**

Invoice Status



MRN 102

Patient Baby FYDO

Inv # 1

To BUPA Australia

Invoice not yet sent via ECLIPSE.

Type

ECLIPSE

Status

Ready

ECLIPSE

Paperbase

Cancel

Reset Invoice

Save

9. When returning to **Not Yet Sent** the claim should now show as Paperbase and the user will be able to **Mark as Sent**.

Status ↑	Action
Ready	
Ready	Coding C
Ready	Episodes
Ready	Patient P
Ready	Mark as Sent M
Ready	Certificate
Ready	

Clearing Cookies and Cache in Microsoft Edge

There may be times where you are asked to clear your browser cookies and cache when troubleshooting issues within FYDO or Preadmit. Cached data stored within your browser can sometimes cause problems such as pages not loading correctly, old information continuing to display, login issues, or unexpected system behaviour after updates have been applied.

The below steps will guide you through how to clear cookies and cache within Microsoft Edge.

1. Select the **3 dots menu** in the top right corner of Microsoft Edge
2. Select **Delete browsing data**
3. Change the **Time range** to **All time**
4. Tick **Cookies and other site data**
5. Tick **Cached images and files**

6. Click **Clear now**

The image shows a Microsoft Edge browser window with a 'Delete browsing data' dialog box open. The browser's address bar shows the URL 'https://fydo.cloud/Hospital/shaesprivatehospital/Dashboard.aspx'. The dialog box is titled 'Delete browsing data' and has a close button (X) in the top right corner. It contains the following elements:

- Time range:** A dropdown menu set to 'All time', with a red circle '3' next to it.
- Browsing history:** An unchecked checkbox. Below it, the text reads '20,728 items. Includes autocomplete and the address bar.', with a red circle '4' next to it.
- Download history:** An unchecked checkbox. Below it, the text reads '897 items'.
- Cookies and other site data:** A checked checkbox. Below it, the text reads 'From 482 sites. Signs you out of most sites.', with a red circle '5' next to it.
- Cached images and files:** A checked checkbox. Below it, the text reads 'Freeing less than 210 MB. Some sites may load more slowly.'

At the bottom of the dialog box, there is a 'Cancel' button and a blue 'Clear now' button, with a red circle '6' next to it. A red arrow labeled '1' points to the browser's menu button (three dots) in the top right corner. A red circle '2' highlights the 'Delete browsing data' option in the browser's menu.

Delete browsing data

Time range **3**

All time

Browsing history **4**

20,728 items. Includes autocomplete and the address bar.

Download history

897 items

Cookies and other site data **5**

From 482 sites. Signs you out of most sites.

Cached images and files

Freeing less than 210 MB. Some sites may load more slowly.

This will clear your data across all your synced devices signed in to sdarr@alturahealth.com.au. To clear browsing data from this device only, [sign out first](#).

Cancel Clear now **6**

Processing Admissions with Multiple Treating Doctors

As ECLIPSE does not support admissions under multiple doctors, FYDO must be configured and used in the same way.

Patients must therefore be admitted under the **primary admitting doctor only**, with all admission details recorded within the same episode.

Where multiple procedures are performed by different doctors in different theatre visits, these should be managed using **multiple theatre admissions** within the episodes Theatre Screen.

The doctor who performed each individual procedure can then be recorded within the **Coding** screen, which is the only area where procedure-level doctor allocation is supported.

Back to Appointments / Make Appointment

BOON, Benson

MRN 213
File No -
DOB 25/06/2002 (23)
Sex Male
Mobile 0400 494 029
Medicare -
Veterans -

* Allergies
Nil

Alert
Wheelchair

Booking Details

Location Shaes Private Hospital
Theatre/List Theatre 1 Roster Select Roster
1 Dr/Surgeon HOUSE, Dr Greg
2 Surgical Assistant MURPHY, Dr Shaun
Other Surgical Assistant
Anaesthetist SLEEP, Dr Great
Anaesthetic (Primary) IV/Sedation Anaesthetic
Appointment Date 19/05/2026 Time 07:00 AM Adm #
Appointment Type Standard 20 Make Recurring Mins 30
Procedure Notes Colonoscopy + Face Lift
Other Notes

1. Book the patient into FYDO with the **Primary Admitting Doctor** listed in the **Dr/Surgeon** field
2. If you'd like to document the **Secondary Surgeon** for completeness of records, they can be entered into the **Surgical Assistant** field. *N.B this field isn't transmitted electronically via ECLIPSE, and the secondary surgeon cannot be identified in the electronic claim in any way as that isn't supported.*
3. Patient is **Admitted** as usual under the Primary Admitting Doctor
4. If all procedures are performed in the **one theatre visit**, all **Items** can be entered together under the **First** visit to theatre
5. If the patient requires **two visits to theatre** to have each procedure performed separately, the **Multiple Visit to Theatre** dropdown can be utilised to enter the additional visits
6. **Multiple Visits to Theatre** will be identified with the **Multiple** icon

Appointments / Theatre Screen Total: \$2,049.80 Cancel Save & Continue Save & Exit

MRN 213 - [BOQN, Benson](#) DOB 25/06/2002 (23) Sex Male FileNo Fund AUH Location Shaes Private Hospital (QLD)
 Admission No. 1354 EpiNo. 16 Admission Date/Time 19/05/2026 06:00 Discharge Date/Time - Dr/Surgeon HOUSE,Greg Speciality Gastroenterologist Anaesthetist SLEEP,Great
 Procedure Notes Colonoscopy + Face Lift Other Notes +

Theatre Visits 4

Visit to Theatre No Unplanned ASA Score 1 Planned Time in Theatre 200 mins

First Date 19/05/2026

Pre-Op 1 Anaesthetic Type IV/Sedation

Anaesthetic Start 1 Anaesthetic Type 1

Time In Theatre 11:30 Complications

Surgical Time Out 1

Procedure Start 1

Procedure Finished 1

Time Out Theatre 14:50

Scrub Nurse 1 Scout Nurse 1

Nurse/Assistant 1 Other Nurse/Assistant 1

Surgical Assistant MURPHY, Dr Shaun Other Surgical Assistant 1

Other Staff 1

Theatre Information Theatre Complete

Recovery 1 1 Stage 1 Recovery Nurse 1

Recovery 2 1 Stage 2 Recovery Nurse 1

Recovery 3 1 Stage 3 Recovery Nurse 1

Ready for Ward 1 Ready for Pickup 1

Invoice On Hold 1 Theatre On Hold 1

Pathology Nil Side 1

Pathology 1 # of Specimens 1

Items

Code	Description	Band	Action
32229	B Removal of one or more polyps during colonoscopy, in association with a service to...	3	✖
32222	B Endoscopic examination of the colon to the caecum by colonoscopy, for a patient: (a)...	2	✖
45588	Meloplasty (excluding browlifts and chinlift platysmaplasties), bilateral, if: (a) surgery...	7	✖

Appointments / Theatre Screen Total: \$2,049.80 Cancel Save & Continue Save & Exit

MRN 213 - [BOQN, Benson](#) DOB 25/06/2002 (23) Sex Male FileNo Fund AUH Location Shaes Private Hospital (QLD)
 Admission No. 1354 EpiNo. 16 Admission Date/Time 19/05/2026 06:00 Discharge Date/Time - Dr/Surgeon HOUSE,Greg Speciality Gastroenterologist Anaesthetist SLEEP,Great
 Procedure Notes Colonoscopy + Face Lift Other Notes +

Theatre Visits 5

Visit to Theatre No Unplanned ASA Score 1 Planned Time in Theatre 165 mins

Second Date 19/05/2026

Anaesthetic Start 1 Anaesthetic Type IV/Sedation

Time In Theatre 15:00 Anaesthetic Type 1

Surgical Time Out 1 Complications

Procedure Start 1

Procedure Finished 1

Time Out Theatre 17:45

Scrub Nurse 1 Scout Nurse 1

Nurse/Assistant 1 Other Nurse/Assistant 1

Surgical Assistant 1 Other Surgical Assistant 1

Theatre Information Theatre Complete

Recovery 1 1 Stage 1 Recovery Nurse 1

Recovery 2 1 Stage 2 Recovery Nurse 1

Recovery 3 1 Stage 3 Recovery Nurse 1

Ready for Ward 1 Ready for Pickup 1

Invoice On Hold 1 Theatre On Hold 1

Pathology Nil Side 1

Pathology 1 # of Specimens 1

Items

Code	Description	Band	Action
45588	Meloplasty (excluding browlifts and chinlift platysmaplasties), bilateral, if: (a) surgery...	7	✖

7. The **Coding Screen** allows for each **Procedure Code** to be assigned to a specific **Surgeon/Dr**. This is the only place in FYDO that allows for each doctor to be documented against the procedure code they performed.

APPOINTMENTS > CODING SCREEN Total: \$2,049.80 Save & Continue Save Cancel

MRN 213 - [BOQN, Benson](#) DOB 25/06/2002 (23) Sex Male FileNo Fund AUH Location Shaes Private Hospital (QLD)
 Admission No. 1354 EpiNo. 16 Admission Date/Time 19/05/2026 06:00 Discharge Date/Time Patient not discharged yet Dr/Surgeon HOUSE,Greg Speciality Gastroenterologist Anaesthetist SLEEP,Great
 Procedure Notes Colonoscopy + Face Lift Other Notes +

Diagnosis Documents

Coder S (Allura) Copy Previous Coding Select Episode Coding on Hold 1

#	Type	Code	Description	Cluster	Indicator	Action
1						✖

Procedure

Anaesthetic Type IV/Sedation Anaesthetic Type 1 Visit to Theatre No Unplanned Visit to Th Show MBS Coding Assist

#	Code	Description	Surgeon/Dr	Date	Location	Action
1	32093-00	Fibreoptic colonoscopy to caecum w PP	House, Greg	19/05/2026		✖
2	45588-00	Facelift, bilateral	Murphy, Shaun	19/05/2026		✖
3						✖

Save & Continue Save Cancel

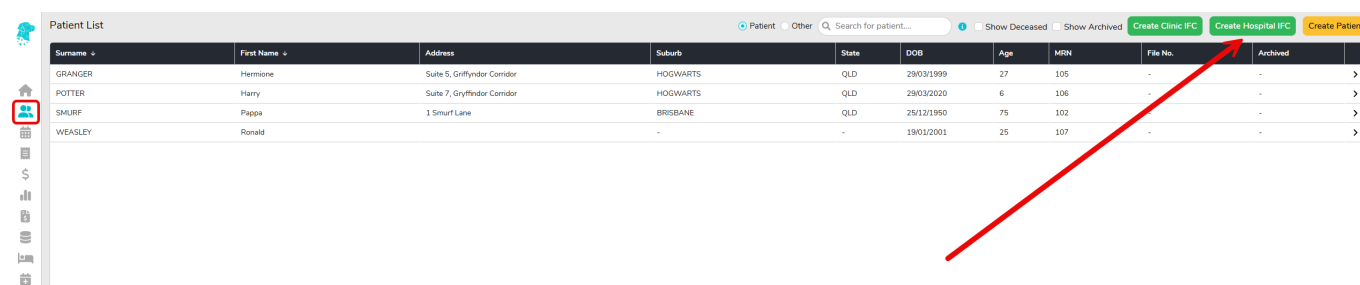
All other discharge and billing processes for this episode will function as normal.

Creating a Hospital Quote (IFC)

FYDO allows you to produce an Informed Financial Consent (IFC) for a patient that is not entered into your database.

This feature is particularly helpful in enabling the facility to provide patients with quotes prior to them scheduling their appointment.

To create a hospital quote for a new patient that does not already have an appointment booked in FYDO, navigate to the **Patient List** screen, selecting **Create Hospital IFC**



The screenshot shows the 'Patient List' interface. At the top, there are navigation tabs: 'Patient', 'Other', and a search bar. Below the search bar are filters for 'Show Deceased' and 'Show Archived'. On the right side, there are three buttons: 'Create Clinic IFC', 'Create Hospital IFC', and 'Create Patient'. The 'Create Hospital IFC' button is highlighted with a red arrow. The main area contains a table with the following data:

Surname	First Name	Address	Suburb	State	DOB	Age	MRN	File No.	Archived
GRANGER	Hermione	Suite 5, Gryffindor Corridor	HOGWARTS	QLD	29/03/1999	27	105	-	-
POTTER	Harry	Suite 7, Gryffindor Corridor	HOGWARTS	QLD	29/03/2020	6	106	-	-
SMURF	Pappa	1 Smurf Lane	BRISBANE	QLD	25/12/1950	75	102	-	-
WEASLEY	Ronald	-	-	-	19/01/2001	25	107	-	-

Here, you will need to input the patient and procedure details:

1. Title
2. First Name
3. Surname
4. Date of birth
5. Select the patients funding source
6. Confirm the correct hospital location
7. Doctor/ surgeon
8. Date of admission and discharge
9. Length of time the procedure will be
10. The type of anesthetic to be used
11. Enter all required MBS item numbers/ items
12. Enter all required prosthetics, consumables or other services
13. Create IFC

Patient / Informed Financial Consent - Hospital

Patient and Episode Details

1 Title Miss 2 First Name Hermoine 3 Surname Granger

4 DOB 01/04/2000 Sex F-Female Address Line 1 Address Line 2

Medicare No. Ref Suburb State Postcode

Mobile Home 5 Fund UI - Un-Insured Accounts Membership

Work Status Full Fee Date Joined Excess 0.00 Co-payment 0.00 Uninsured Amt 0.00 Default Benefit 0.00

Fund Table Verification #

6 Location Alinas Private Hospital 7 Doctor/Surgeon MOUSE, Mickey 8 Anaesthetist

Adm Date 02/04/2026 9 Theatre Mins 30 10 Anaesthetic IV/Sedation

Accom Room Type Bill Type Procedure

Bursary Bursary Fund Bursary Level 0

MBS/Items 11

Item	Description	Band	Action
42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive ...	6	

Re-order item Numbers

Other Services 12

Item	Description	Qty	Action
AL005	DUOVISC VISCOELASTIC SYSTEM	1	
CZ043	COMBIVISC	1	

13 Create IFC Cancel

Now you have created the IFC, check the patient details and items are correct.

The charges will be populated from the contract fees entered to FYDO for the funding source chosen for this quote.

If you need to add a discount to the hospital fee, you can do this here by entering a % or **amount** you would like to discount the total fee by.

You can also add a message to the quote by selecting the **IFC Message** dropdown to select a preset message, or you can create your own by choosing **Custom Message**.

If there is any information you would like to amend, select **Edit IFC**.

Once all the information is confirmed as correct, ensure you have the correct **Template** selected and **Save & Print**

Patient / Informed Financial Consent - Hospital

Name GRANGER, Hermoine DOB 01/04/2000 Location Alinas Private Hospital Doctor MOUSE, Mickey

Fund UI - Un-Insured Accounts Status Full Fee Dates 02/04/2026 - 02/04/2026 Default Benefit 0.00

Excess 0.00 Co-payment 0.00

Item	Description	Charges inc GST	GST	Rebate	Bursary
ACCOM	SameDay Accommodation Fee Band : 3	300.00	27.27	0.00	0.00
42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following the removal of cataract in the first eye (Anaes.)	3,500.00	318.18	0.00	0.00
AL005	DUOVISC VISCOELASTIC SYSTEM	89.00	0.00	0.00	0.00
CZ043	COMBIVISC	89.00	0.00	0.00	0.00

Apply Discount Percentage 0.00 % Amount 0.00

Sub-Total 3,978.00 345.45 0.00 0.00

Total 3,978.00 345.45 0.00 0.00

Excess + Co-pay + Default Benefit 0.00 + Patient Gap 3,978.00 - Bursary 0.00 = Total out of Pocket 3,978.00

IFC Message

Send IFC to Patient Portal Overwrite existing IFC

Copies 1

Template IFC-Hospital-Uninsured

Cancel Edit IFC Save Save & Print

Your quote will then download ready for you to provide to the patient.

Alinas Private Hospital

PHONE
FAX
ABN
PROVIDER NUMBER

**IMPORTANT INFORMATION ABOUT YOUR UPCOMING ADMISSION
PLEASE READ CAREFULLY**

Patient Name	Granger, Hermoine	Date of Surgery	02/04/2026
Date of Birth	01/04/2000		
Health Fund	Un-Insured Accounts -		
Surgeon	MOUSE, Mickey		

DETAILS OF PROPOSED SURGERY AND ESTIMATED COSTS

ITEM	DESCRIPTION	CHARGE	REBATE	OUT OF POCKET
ACCOM	SameDay Accommodation Fee Band : 3	\$300.00	\$0.00	
42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following the removal of cataract in the first eye (Anaes.)	\$3,500.00	\$0.00	
AL005	DUOVISC VISCOELASTIC SYSTEM	\$89.00	\$0.00	
CZ043	COMBIVISC	\$89.00	\$0.00	
TOTAL		\$3,978.00	\$0.00	\$3,978.00

If you need to create a quote for a patient who has a medical record in FYDO but does not have an appointment booked yet, you can do this from the **Patient Details** screen by selecting the three dots on the top right-hand side of the screen, then selecting **IFC Hospital**.

The screenshot shows the 'Patient Details' screen for Harry Potter (ID 106). The patient's details include: Title Master, First Name Harry, Last Name POTTER, Date of Birth 29/03/2020, Sex Male, Address Suite 7, Gryffindor Corridor, HOGWARTS, QLD, 4000. The Medicare/DVA section shows Medicare Number, Ref, Expiry, Eligibility, and Veterans No. The Entitlement Cards section shows Card Type, Card Number, and Expiry. The Health Fund section shows Fund Name BUP - BUPA Australia, Membership No. 456789, UPI, and Insurance Status. The Online Patient Verification (OPV) section shows Type Health Fund, As at 02/04/2026, and OPV Check. The Health Identifier section shows Health Identifier Number, MHR consent, IHI Check, Record Status, and Last Verified. The Other Contacts section shows Relationship Carer, Title Mrs, First Name Minerva, Last Name McGonagall, Address Teacher Tower, HOGWARTS, QLD, 4000. A red arrow points to a three-dot menu icon in the top right corner of the screen, which is used to select the hospital location.

This will prepopulate the patients personal and fund details requiring you to only input the planned procedure details:

1. Confirm the correct hospital location
2. Doctor/ surgeon
3. Date of admission and discharge

4. Length of time the procedure will be
5. The type of anesthetic to be used
6. Enter all required MBS item numbers/ items
7. Enter all required prosthetics, consumables or other services
8. Create IFC

Patient / Informed Financial Consent - Hospital

Patient and Episode Details

Title Master First Name Harry Surname POTTER
 DOB 29/03/2020 Sex M-Male Address Line 1 Suite 7, Gryffindor Corridor Address Line 2
 Medicare No. Ref HOGWARTS State QLD Postcode 4000
 Mobile 0422-222-222 Home Fund BUP - BUPA Australia Membership 456789
 Work

Status Full Fee Date Joined Excess 0.00 Co-payment 0.00 Uninsured Amt 0.00 Default Benefit 0.00
 Fund Table Verification #

1 Location Alinas Private Hospital 2 Doctor/Surgeon Anaesthetist
 Adm Date 02/04/2026 3 Dis Date 02/04/2026 4 Theatre Mins 60 5 Anaesthetic General
 Accom Room Type Bill Type Default Procedure
 Bursary Bursary Fund Bursary Level 0

MBS/Items 6 Re-order Item Numbers
 Item Description Band Action
 Other Services 7
 Item Description Qty Action
 0

8 Create IFC Cancel

Once you have confirmed the details are correct, select **Save** to save this directly to the patients **Documents** tab, or **Save & Print** to save directly to the patients **Document** tab as well as make it available immediately to view and print.

[Make Recurring Hospital Appointment](#)

Users can now utilise the **Make Recurring** feature to add multiple bookings for the same patient on a **daily, weekly, monthly** or **yearly** basis. Appointments can even be made on certain days of the week e.g. Mondays, Wednesdays and Fridays. This feature is particularly beneficial for rehab and mental health facilities, where daily admissions are common for specific programs.

Utilising this feature results in all the appointments being linked, which enables facilities to link program codes to all episodes, allowing FYDO to determine which days to apply step-downs.

1. Using the Right-Click menu, select Make Appointment.
2. Once you have selected your patient, and within the Edit Apt screen, click on Make Recurring.

Back to Appointments / Make Appointment

PEEP, Bo

MRN 129

File No -

DOB 30/07/2015 (10)

Sex Female

Mobile 0400 494 029

Medicare 4292-45116-6

Veterans -

*** Allergies**

-

Alert

BLACKLIST - Not allowed back into the facility

Booking Details

Location Shaes Private Hospital

Theatre/List Theatre 2 Roster 06:00

Dr/Surgeon BLACK, Jack

Surgical Assistant

Other Surgical Assistant

Anaesthetist

Anaesthetic (Primary) General Anaesthetic

Appointment Date 05/05/2026 Time 07:15 A Adm #

Appointment Type Standard 15 Make Recurring Mins 15

Procedure Notes

Other Notes

3. Recurring Appointments can be configured using flexible Daily, Weekly, Monthly, or Yearly schedules, allowing appointments to repeat at customised intervals (e.g. every 2 days, every 3 weeks, the 1st Monday of each month, or annually on a specific date).
4. Once you have made your selections, press Save.

Daily Recurring Appointment Example

Recurring Appointment



Repeats Daily

Repeat Every 1 Days

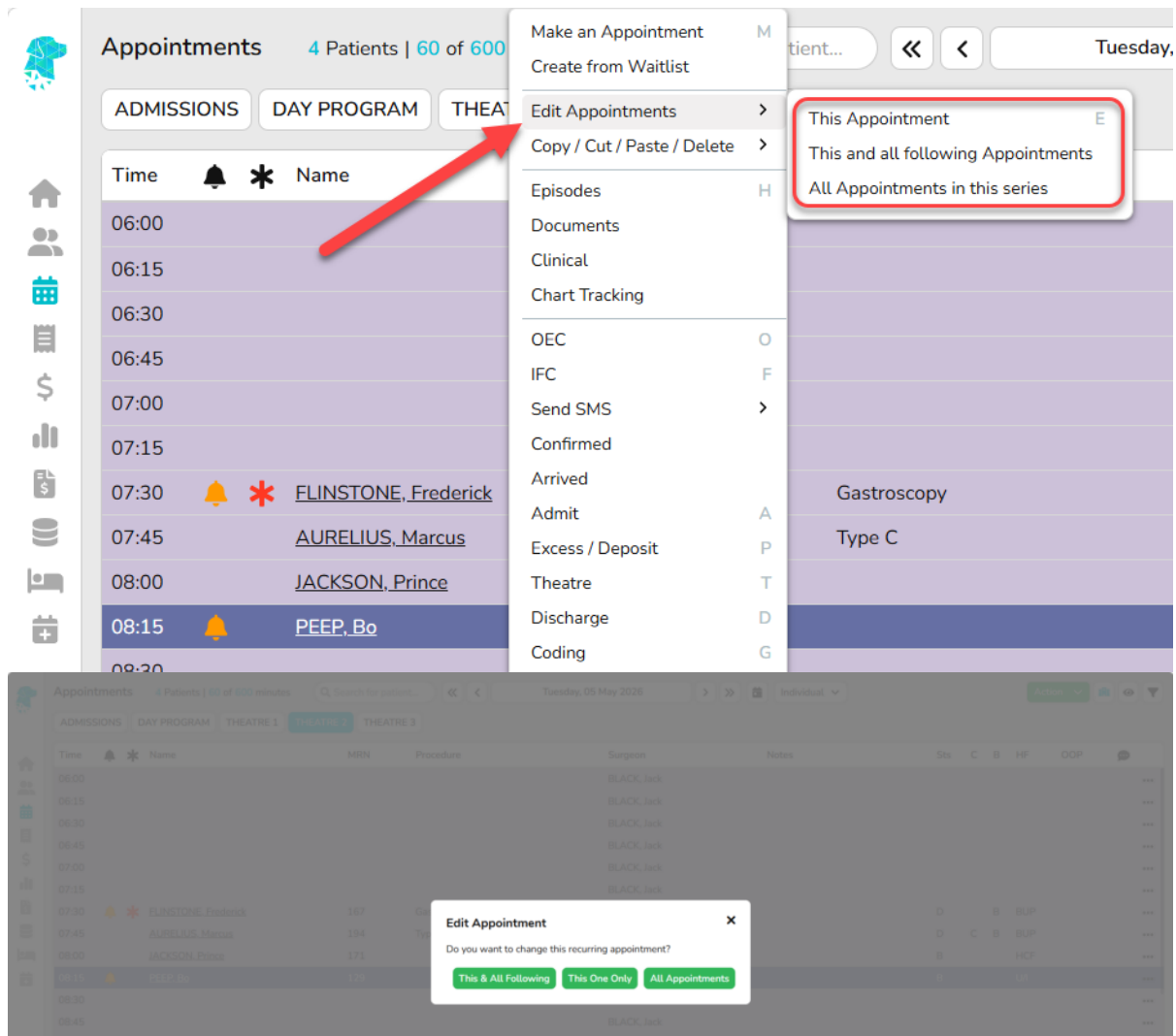
Start 06/05/2026

End After 3 occurrences

On 06/06/2026

Cancel
Save

5. Appointments in a recurring series also include additional options for **Edit Appointments** or **Delete Appointments**, which are:
 - This Appointment
 - This and all following Appointments
 - All Appointments in this series.



[Hospital MMA Eclipse Mapping Code](#)

From **1 November 2025**, some health funds (e.g. NIB, ARHG) required the use of **MMA ECLIPSE mapping codes** for certain items.

Hospitals are now required to submit **IHC miscellaneous mapping codes** for applicable items, instead of using the standard PX codes.

Additionally, some items are no longer valid under the latest [Prescribed List of Medical Devices and Human Tissue Products – Private Healthcare Australia \(PHA\)](#)

What this means for you:

- You'll need to apply the new **DR mapping code** via the updated menu when working with relevant funds or fund groups.

SETTINGS > ECLIPSE MAPPING (OTHER SERVICES) > ECLIPSE MAPPING (OTHER SERVICES)

Fund AUH - Australian Unity

Item BX214 x

Description

ECLIPSE Mapping DR00002019N

Status Active

- Ensure fees are correctly maintained and aligned with agreed fund-specific rates.

Billing Code BX214

Description TISSEEL Two Component Fibrin Sealant Syringe

Type Prostheses

Company BAXTER HEALTHCARE PTY LTD

Eclipse Mapping ?

Exclude fee when billing ?

Expired as of

Send Invoice To ?

Status Active

Action

	Current	
Fund	Charge inc GST	Rebate
MBP	323.00	323.00
MDH	323.00	323.00
MPL	323.00	323.00
MTE	323.00	323.00
MYO	323.00	323.00
NHF	323.00	323.00
NIB	323.00	323.00
NMW	323.00	323.00

[Deleting Digital IFC & HC21 from Preadmit Patient Portal](#)

Log into the Preadmit **Hospital** Portal

1. Head to the **Signatures** tab
2. Search for the patient you require
3. Actions > Delete

PREADMIT | Altura Test Welcome - Kelsey Hills (Altura) [Back To Admin](#) [Logout](#)

DASHBOARD PATIENTS FORMS **SIGNATURES** SETTINGS CREDITS

SIGNATURES Created Signed From Date To Date All Status All Export Status Search View All

ID	Patient Name	Email	Date Created ↑	Status	Date Signed	Export Status	Last Export Date	Template	Action
<input type="checkbox"/> 178			20/04/2026 03:45 PM	Signed	20/04/2026 03:48 PM	Exported	20/04/2026 03:49 PM	Demo HC-21	Actions
<input type="checkbox"/> 177			20/04/2026 03:45 PM	Signed	20/04/2026 03:47 PM	Exported	20/04/2026 03:49 PM	Demo Insured IFC	Print Download XML Download PDF Reset Exported Status Delete
<input type="checkbox"/> 175			15/04/2026 09:22 AM	Not Signed	-	Not Exported	-	Demo HC-21	
<input type="checkbox"/> 174			15/04/2026 09:22 AM	Not Signed	-	Not Exported	-	Demo Insured IFC	
<input type="checkbox"/> 150			10/03/2026 12:42 PM	Not Signed	-	Not Exported	-	Demo HC-21	Actions

Digital Hospital Informed Financial Consent (IFC)

This fantastic feature allows patients to receive, review, and sign their IFC **before arriving at the facility**, with the signed document automatically returned to FYDO for staff to view.

Patients will require a Preadmit ID to send the IFC electronically. You can check they have this by finding this icon on the Patient Details screen.

107 - Clinic 0.00 Hospital Total

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking Documents Edit Bill Patient

Clinical

NO IMAGE AVAILABLE

Patient ID Sex Age Language Pending

* Allergies

Alert

Notes

KH

Medicare / DVA

If the patient does not have a Preadmit icon, this means they have not been linked to Preadmit or they do not have a Preadmit Account.

To link a patient to Preadmit, ensure they have a valid email address in the email field and click the three dots in the top right-hand corner to select **Get Preadmit ID**.

145 - KANE, Humphrey (12/12/2023 - 2)

Clinic 0.00 Hospital 0.00 Total 0.00

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking Documents

Clinical

NO IMAGE AVAILABLE

Humphrey KANE

Patient ID 145

Sex

Age 2

Language

Pending 0.00

* Allergies

Elastoplast

Alert

Notes

KH

Patient Details

Title Pronouns File Number External ID

First Name Middle Name

Last Name Previous Name

Preferred Name Date of Birth DOB Estimate

Sex Gender

Address Suburb State Postcode

Mobile SMS Opt Out Home Work

Email test@test.com.au

Medicare / DVA

Medicare Number Ref Expiry Eligibility

Veterans No. Veteran Card Colour DVA Auth.No DVA Auth. Date

Edit Patient E

Bill Patient B

OPV V

OEC O

IFC Hospital F

IFC Clinic L

Label L

Merge M

Picture P

Audit Logs A

Reorder Content FB

EMR

Get Preadmit ID

Delete Patient D

This will perform a check with Preadmit and if the patient has a Preadmit account matching the email listed in FYDO, it will link up with a Preadmit ID.

If a message appears saying **No Preadmit ID Found**, you will need to instruct the patient to create a Preadmit account as they most likely do not have one. You can also check the **Hospital Preadmit Portal** to see if they potentially have an account under a different email. If this is the case, you can update their email in FYDO and re-run the check.

Once the patient has a Preadmit ID, you can create the IFC as normal.

Appointments 1 Patients | 30 of 600 minutes

SAMPRAS, Pete Fortitude Vally Clinic

SMITH, John Westmead Clinic

THEATRE 1 Altura Private Hos

Time	MRN	Name	*	🔔	F
08:00					
08:30					
09:00					
09:30	107			🔔	
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					

Make an Appointment M

Create from Waitlist

Edit Appointment E

Copy / Cut / Paste / Delete >

Episodes H

Documents

Clinical

Chart Tracking

OEC O

IFC F

Send SMS >

Confirmed

Arrived

Admit A

Excess / Deposit P

Theatre T

Discharge D

Coding G

Appointments / Informed Financial Consent - Hospital

Patient and Episode Details

Title [] First Name [] Surname []
 DOB 08/08/2001 Sex F-Female Address Line 1 [] Address Line 2 []
 Medicare No. 2111-11111-1 Ref 1 Suburb KINGSWOOD State NSW Postcode 2747
 Mobile [] Home (02)1111-1111 Fund NIB - NIB Health Funds Limited Membership 2222
 Work (02)2222-2222
 Status Full Fee Date Joined [] Excess 0.00 Co-payment 0.00 Uninsured Amt 0.00 Default Benefit 0.00
 Fund Table [] Verification # []

Location Altura Private Hospital Doctor/Surgeon SHELBY, Thomas Anaesthetist []
 Adm Date 22/04/2026 Dis Date 24/04/2026 Start at Day 1 Theatre Mins 30 Anaesthetic IV/Sedation
 Accom Accom - Medical Room Type Private Bill Type Default Procedure []
 Bursary Bursary Fund [] Bursary Level 0

MBS/Items Re-order Item Numbers

Item	Description	Band	Action
42702	Lens extraction and insertion of intraocular lens, excluding surgery performed f...	6	
[]	[]	[]	

Other Services

Item	Description	Qty	Action
[]	[]	0	

On the IFC fees page, there are two buttons that will be **automatically ticked** if the patient has a Preadmit ID. These buttons are **Send IFC to Patient Portal** and **Send HC21 to Patient Portal**. If you want to send the IFC and HC21 to the Patient Portal, ensure these remain ticked. (They will automatically be ticked for all patients with a Preadmit ID. If the patient does not have a Preadmit ID, you will be unable to tick these boxes, they will be greyed out.)

Appointments / Informed Financial Consent - Hospital

Name [] DOB [] Location Altura Private Hospital Doctor []
 Fund NIB - NIB Health Funds Limited Status Full Fee Dates 22/04/2026 - 24/04/2026 (2 night/s) Default Benefit 0.00
 Excess 0.00 Co-payment 0.00

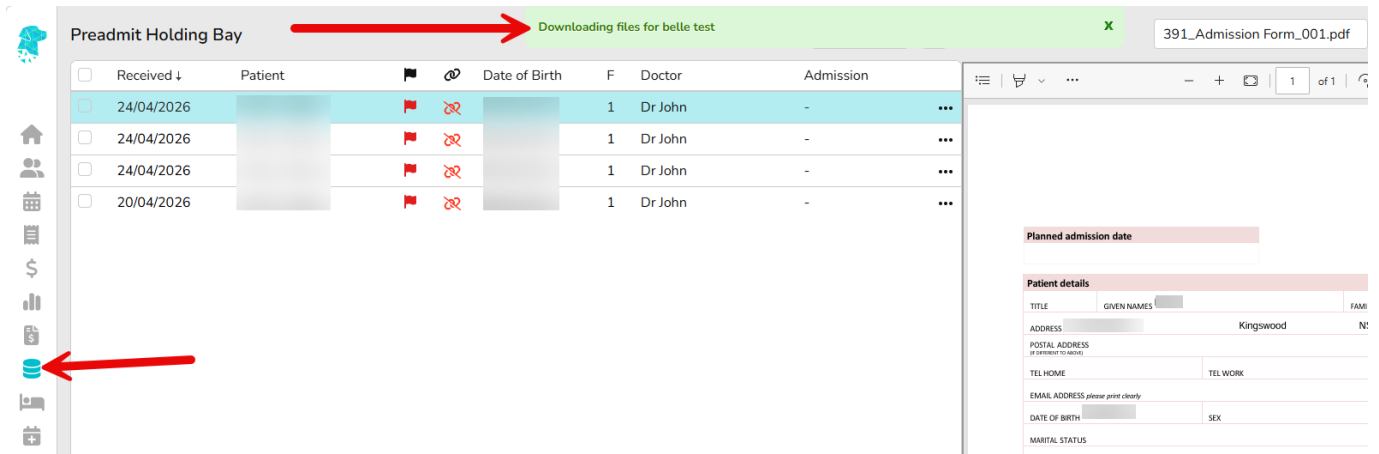
Item	Description	Charges inc GST	GST	Rebate	Bursary	
ACCOM	Accom - for 2 night/s (Private)	0.00	0.00	0.00	0.00	
42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptries following the removal of cataract in the first eye (Anaes.)	600.00	0.00	0.00	0.00	
Apply Discount Percentage 0.00 % Amount 0.00		Sub-Total	600.00	0.00	0.00	
		Total	600.00	0.00	0.00	
		Excess + Co-pay + Default Benefit	0.00	Patient Gap +	Bursary -	Total out of Pocket =
				600.00	0.00	600.00

IFC Message Send IFC to Patient Portal Send HC21 to Patient Portal

Copies 1 Template Demo IFC

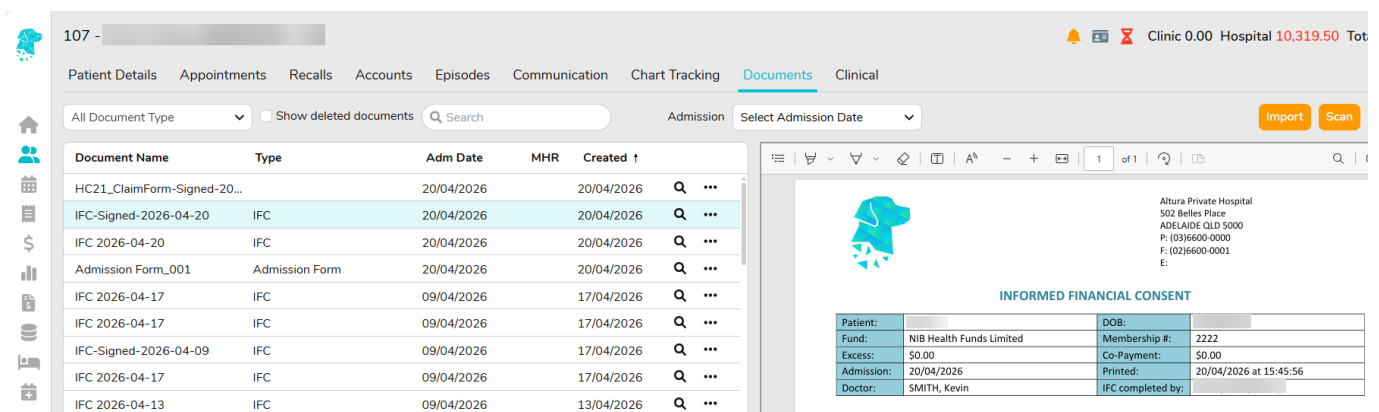
****Once the IFC has been sent to the Patient, it will take you back to the Appointment Screen and give you a message to say it has been successfully sent to Preadmit****

Once the patient has signed their forms, they will be sent back to FYDO. The forms will automatically allocate themselves to the patients MRN, however, you will need to open the Preadmit Holding Bay in order for the forms to download.



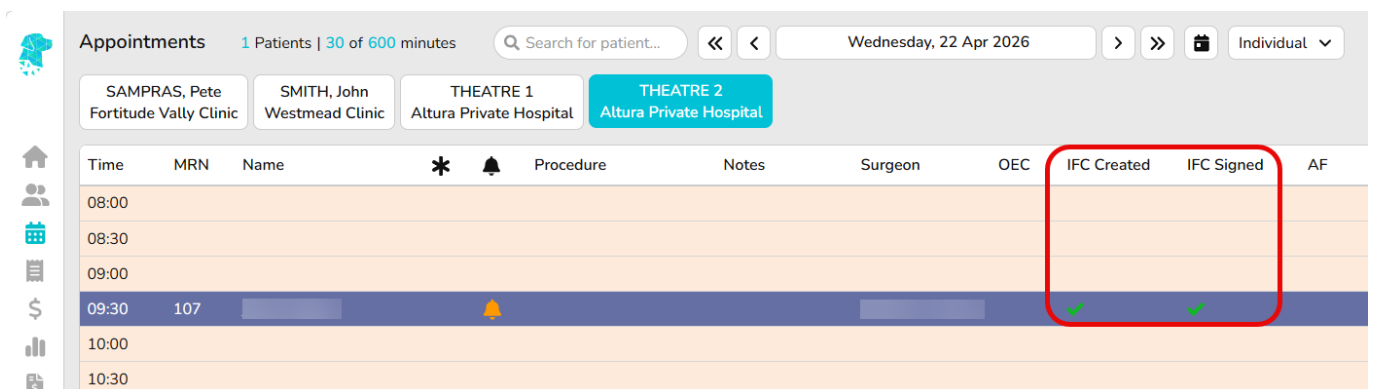
****You WILL NOT need to link and commit the IFC and HC21, the holding bay just needs to be opened for the forms to download.****

Once the Preadmit Holding Bay has been opened and the forms have automatically downloaded, they will be present in the Documents tab on the patients file.



Custom Appointment View

You also have the ability to add **IFC Created** and **IFC Signed** to your Appointment screen by using the custom views. (See below image). These columns will automatically tick based on the actions performed.



If you would like to set up custom views, please see the wiki for instructions [Creating Custom Hospital Views in the Appointments Screen](#).

FYDO API Details

This page provides an overview of the available API endpoints within FYDO, along with a summary of the data shared through each endpoint.

For clarity, the following terms are used throughout this document:

- **PII (Personally Identifiable Information):** Any data that can be used to identify an individual, such as name, date of birth, contact details, or identifiers like MRNs.
- **PHI (Protected Health Information):** Health-related information that is linked to an individual, including clinical data, diagnoses, procedures, and appointment details.

This information is intended to support your internal governance, privacy compliance, and decision-making when enabling access for third-party systems to your FYDO database via APIs.

██████████ /api/Anaesthetictype/getAnaesthetictypeSyncList	Anaesthetic Type	Anatype code and description (no PII or PHI)
/api/AppointmentTypes/getAppointmentTypesSyncList	Appointment Type	Appointment type name, length, color, status (no PII or PHI)
/api/BookingCodes/getBookingCodesSyncList	Booking Code 1 and 2	Booking code 1 and 2 description and status (no PII or PHI)
/api/Doctor/CheckPractitioner /api/Doctor/UpdatePractitioner	Cgov Integration Cgov Integration	
/api/Clinic/getClinicApptsList	Clinic Appointments	Contains PHI for clinical appointments
/api/Codingdiag/getCodingdiagSyncList	Episode Diagnosis Codes	ICD diagnosis code (de-identified PHI)
/api/CodingProc/getCodingprocSyncList	Episode Procedure Codes	ICD procedure code (de-identified PHI)
/api/Countries/getCountriesSyncList	Country List	Country of birth code and description (no PII or PHI)
/api/Diag/getDiagSyncList	Diagnosis Codes List	Latest version of ICD diagnosis code, description and effective date (no PII or PHI)
/api/Doctors/getDoctorsSyncList	Doctor List	Doctor ID, specialty, name, contact details, APHRA, provider number, specialty and insurance details
/api/Drg/getDrgSyncList	DRG List	DRG codes and description (no PII or PHI)

/api/DrSpeciality/getDrSpecialitySyncList	Doctor Specialty List	Specialty code, type, description and status (no PII or PHI)
/api/Episode/getEpisodeList	Episode Details	Contains PHI and PII for each episode within the selected period e.g.: Adm/discharge date/time and Doctor ID etc.
/api/Episode/getEpisodeListAnon	Episode Details	De-identified episodic details
/api/Episode/EpisodeDetailReportList	Episode Details	Aligns with the Episode Stats Report output (Contains PII and PHI)
/api/Episode/EpisodeSurvey	Cemplicity Integration	Contains PHI
/api/Episodeitems/getEpisodeitemsSyncList	Episode MBS Items	Episode identifier and MBS item (no PHI)
/api/Episodeitems/getEpisodeOSSyncList	Episode Other Service Items	Episode identifier and other service item codes e.g.: prosthesis, misc. items etc. (no PHI)
/api/Episodevisits/getEpisodevisitsSyncList	Theatre Time Values	Episode identifier, theatre time, proc time, other theatre personnel e.g.: nurse, surgical assistant etc. (no PHI)
/api/Healthfunds/getHealthfundsSyncList	Health Fund List	Fund code, name, status and other relevant settings (no PHI)
/api/InProcSch/getInProcSchSyncList	Inpatient Procedure Information	Episode ID, theatre, proc date and booking code (no PHI)
/api/Languages/getLanguagesSyncList	Language List	Language code, description, state code and threshold date (no PHI)
/api/Locations/getLocationsSyncList	Location List	Hospital location, address, contact, BSB and account details (no PHI)
/api/LoginDetails/getLoginDetails	FYDO User Login Details	UserID, user Type, username and created date (no PHI)
/api/Mbsitem/getMbsitemSyncList	MBS List	MBS code, description, theatre band, day band, other relevant settings and status (no PHI)
/api/Misccode/getMisccodeSyncList	Misc code list	Code (Prosthesis rebate code and misc/other service code) and description (no PHI)

/api/Morp/getMorpSyncList	Morphology List	ICD morphology code, description and ICD date (no PHI)
/api/Patient/getPatientList	Patient List	Patient demographics (Contains PII)
/api/Patient/Cemplicity	Cemplicity Integration	
/api/Patrefs/getPatrefsSyncList	Patient Referral Details	Patient ID, referral no, referral period and referral first visit date (no PHI)
/api/Practice/getPracticeSyncList	Practice List	Practice name, address, contract and status (no PHI)
/api/Proc/getProcSyncList	ICD Procedure List	ICD procedure code, description, sex code and ICD date (no PHI)
/api/Prostheses/getProsthesesSyncList	Prosthesis List	Billing code, prod name, company and status
/api/Recdata/getRecdataSyncList	Patient Recall Details	MRN, next recall date, reason, action and recall date
/api/Ref/getRefList	Referring Doctors List	Referral #, name, provider number and contact
/api/Report/GetUnbilledRevenueData	Unbilled Revenue Report	Derived from the same data source and business logic as Unbilled Revenue Report (contains PII and PHI)
/api/Report/ArrearsReportHospital	Arrears Report	Derived from the same data source and business logic as Arrears Report (contains PII and PHI)
/api/Service/getServiceSyncList	Financials Revenue	De-identified episodic ID, service code, date of service, date of transaction, date of audit, charges, GST charges and service code type
/api/Service/getserviceListDoc	De-Identified Financials	Same output as getServiceSyncList, however, no doctors' names and drawer
/api/Theatres/getTheatresSyncList	Theatre List	Theatre name, type, location ID, color and theatre no (no PHI)

/api/TheatreSchedule/getTheatreScheduleSyncList

Theatre Roster

Date, time, length, theatre,
Doctor ID,
anaesthetist ID, other
nursing staff, reason
for delay and cancel status
(no PHI)

[NIB Type C Billing \(SDEX\)](#)

The process of billing NIB Type C procedures, to accommodate the **SDEX item**, has been simplified in FYDO.

To accommodate the easier workflow, development work has been completed to restructure how FYDO processes these claims, ensuring they can continue to be transmitted electronically and paid successfully via ECLIPSE.

As part of this update:

- It will no longer be necessary to manually add **SDEX as an item number** to each claim
- FYDO will automatically populate and transmit the required information in the correct segments in line with NIB's updated requirements

1. **Settings > Health Fund Fees > Fund: NIB > Other Settings** tab.

Review the two options below to ensure the setting aligns with your NIB contract stipulations:

- **When Type C - Charge Theatre fees** is to be selected if your contract allows theatre fees for the Type C item number.
- **When Type C - ignore Type C accom fee** is to be selected if the contract allows for the regular accommodation band (1 to 4) to be billed, instead of the specific Type C Accommodate Fee.

The screenshot shows a settings interface for 'Shaes Private Hospital' with the 'Fund' set to 'NIB - NIB Health Funds Limited'. The 'Other Settings' tab is selected. Two checkboxes are visible: 'When Type C - Charge Theatre fees' (unchecked) and 'When Type C - ignore Type C accom fee' (unchecked with a question mark icon).

2. The Type C Accommodation Fee must be configured, as it will be used and reported within the Single Value Benefit (Casebase Fee) segment. This can be found in the **Same Day Fees** tab.

Same Day Accommodation Fees

Band	Current Fees			Old Fees		
	Full Fee	Basic Fee	Full Fee Rebate	Full Fee	Basic Fee	Full Fee Rebate
1	100.00	100.00	100.00	0.00	0.00	0.00
2	200.00	200.00	200.00	0.00	0.00	0.00
3	300.00	300.00	300.00	0.00	0.00	0.00
4	400.00	400.00	400.00	0.00	0.00	0.00
C	100.00	100.00	100.00	0.00	0.00	0.00

3. NIB Type C procedures are now required to be billed on a **per diem basis**. When using the **Create Invoice** screen, please ensure that the billing type is set to **Default** or **Per Diem**. FYDO will convert the per diem Type C bed fee into the required Single Value Benefit (Casebase Fee) segment, applying the appropriate mapping code.

Send Invoice To: NIB - NIB Health Funds Limited | Claim Details | Time Theatre In: 09:55 | Out: 10:30 | 35 min

Billing Type: **Default** | Accommodation Type: Accom - Medical | Program Number: | Status: Full Fee | Anaesthetic: General | Anaesthetic: | Mode Of Separation: C

Item	Description	Date of Procedure	Band	Band Type
35554	C VAGINA, DILATATION OF, as an independent procedure including any associated consultation (Anaes.)	10/03/2026	1	National

If you require any further clarification, please don't hesitate to reach out.