

Maternity Hospital Admission Process

This page outlines the standard Fydo workflow for:

- Admitting **maternity patients**
- **Registering newborns**
- Entering **Hospital in the Home (HITH)** details where applicable

This ensures patient records, episodes, and downstream integrations (billing, reporting, data extracts) are accurate.

Maternity Patient Admission

1. Navigate to **Appointment** → **Right-Click Menu** → **Make an Appointment**
2. Select the appropriate **Patient Category & Accom Type**

Back to Appointments / Edit Appointment

PIG, Mummy

MRN 239
File No -
DOB 15/03/1990 (35)
Sex Female
Mobile 0400 000 000
Medicare -
Veterans -

* Allergies
-

Alert
-

Notes
-

Document Alert
-

Booking Details

Location Shaes Private Hospital
Theatre/List Theatre 3 Roster Select Roster
Dr/Surgeon SAYS, Dr Simon
Surgical Assistant
Other Surgical Assistant
Anaesthetist
Anaesthetic (Primary) General Anaesthetic
Appointment Date 06/03/2026 Time 08:00 AM Adm # 1257
Appointment Type Special Make Recurring Mins 30
Procedure Notes Baby Delivery
Other Notes
B I U A
OEC Received OEC Checked Pre-Admission Contacted IFC Created
Checklist IFC Signed Admission Form Received Chart Ready Consent Received
Post-Discharge Contacted Documents Scanned
Patient Category Inpatient Start at Day 1 Discharge 7 13/03/2026
Accom Type Accom - Obstetrics Room Type Private
Provisional DRG Program Status Start Select Episode
Bed Notes

3. Once the mother needs to be **Admitted**, this can be done in the usual matter:

- Care type = Acute
- Other details same as overnight Acute
- HITH Start Date - if patient is going to receive **Hospital In The Home** care during the episode, HITH start date can be entered after patient is admitted.

APPOINTMENTS > ADMISSION Total: \$0.00 Save Cancel

MRN 239 - [PIG, Mummy](#) DOB 15/03/1990 (35) Sex Female FileNo Fund AHM Location Shaes Private Hospital (QLD)

Admission No. 1257 EpiNo. 1 Admission Date/Time 06/03/2026 13:00 Discharge Date/Time 13/03/2026 16:00 Dr/Surgeon SAYS, Simon Speciality IVF Anaesthetist

Procedure Notes Baby Delivery Other Notes

HCP and PHDB Data	State Specific Data
Admission Date: 06/03/2026 <input type="text"/>	Care Type: Acute <input type="text"/>
Re-Admission: Not Applicable <input type="text"/>	Source of Referral: Private Med Practitioner (excl psychiatrist) <input type="text"/>
Source of Referral: By Other Medical Practitioner <input type="text"/>	Planned Same Day: No <input type="text"/>
Transferred From: <input type="text"/>	Insurance Status: Hospital insurance <input type="text"/>
Discharge Intent: Discharge to Usual Residence <input type="text"/>	Contract Type: <input type="text"/>
Urgency of Admission: Planned <input type="text"/>	Contract Role: <input type="text"/>
Service Category: Acute Care <input type="text"/>	Elective Patient Status: Elective Admission <input type="text"/>
Same Day Status: Overnight patient (other than type 0 above) <input type="text"/>	Usual Accommodation: <input type="text"/>
Payer Identifier: Insured with no agreement with hospital <input type="text"/>	Pension Status: <input type="text"/>
Mental Health Legal Sts: Not reported/unknown <input type="text"/>	1 st Adm for P.A.: <input type="text"/>
IHCP: Not inter-hospital contracted <input type="text"/>	Referral to Further Care: <input type="text"/>
Adm Weight: 0 (g) <input type="text"/>	Prev. Spec. Non-Admitted P.A.: <input type="text"/>
Ambulance No.: <input type="text"/>	
HITH Start Date: 11/03/2026 <input type="text"/>	

Save Cancel

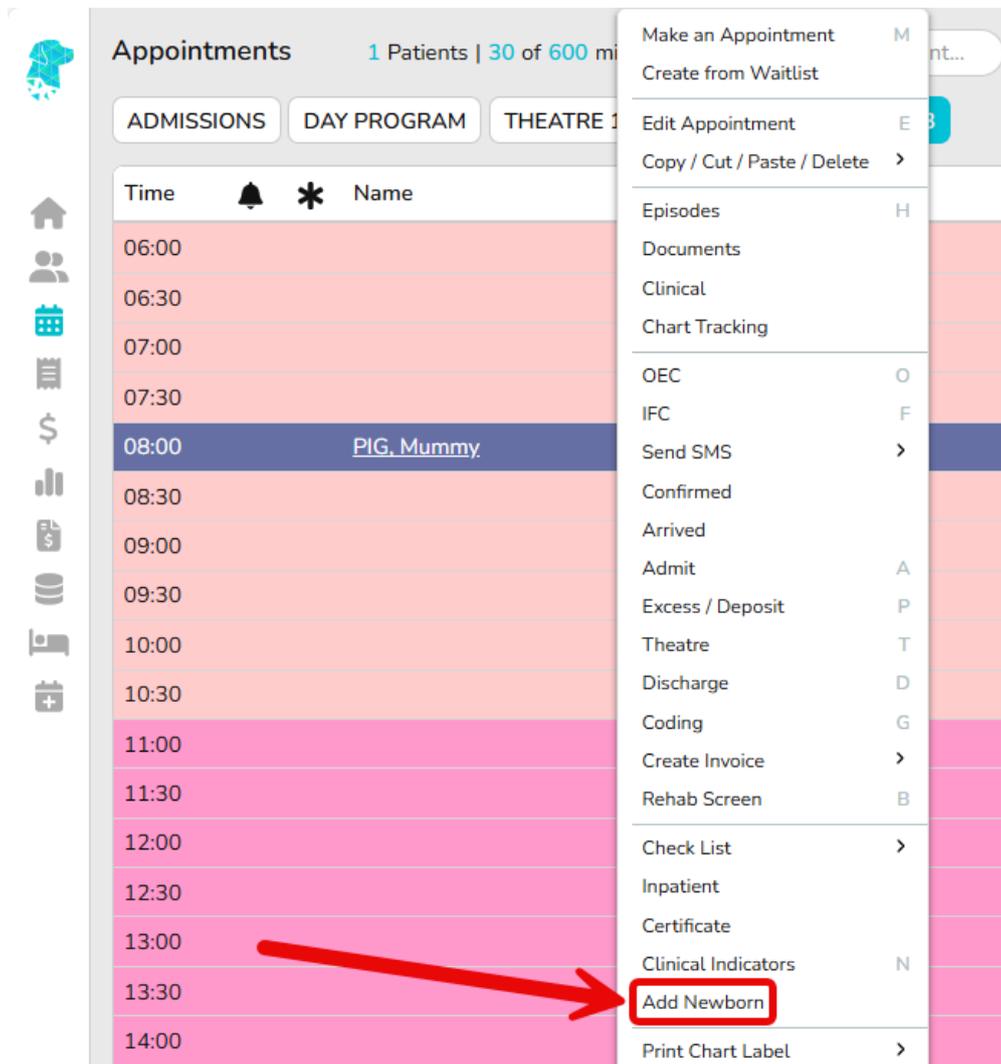
4. Allocate a Bed to the mother - **Appointment** → **Right-Click Menu** → **Inpatient** → **Bed History**

Registering Newborns

Newborns must be registered as **separate patient records** and linked to the mother.

Step 1: Create Newborn Patient Record and admission

1. From the mother's appointment, **Right Click** > **add Newborn** (or create a new patient manually)



2. Enter newborn details:

- Temporary name (*e.g. Baby of Jane Smith which can be updated later once the legal name is confirmed*)
- Date and time of birth
- Gender
- Most of the details will be inherited from Mother, for example address, GP, Fund etc.
- NOK/Emergency Contact relationship must be reviewed and updated as FYDO blank fills the relationship after copying Mother's details

3. After the newborn patient details are saved, FYDO will prompt the newborn admission screen. Enter all newborn admission details.

□Currently only QLD facilities will have below highlighted fields pre-populated for newborn admissions; other state will need to manually assign the relevant values.

APPOINTMENTS > ADMISSION Total: \$0.00 Save Cancel

MRN 240 - [PIG, Peppa](#) DOB 07/03/2026 (0) Sex Female FileNo Fund AHM Location Shaes Private Hospital (QLD)

Admission No. 1258 EpiNo. 1 Admission Date/Time 09/03/2026 18:05 Discharge Date/Time 14/03/2026 16:00 Dr/Surgeon SAYS,Simon Speciality IVF Anaesthetist

Procedure Notes Other Notes

HCP and PHDB Data **State Specific Data**

Admission Date: 09/03/2026 Admission Time: 18:05

Re-Admission: Not Applicable

Source of Referral: **Born in Hospital**

Transferred From: Discharge Intent: Discharge to Usual Residence

Urgency of Admission: **Planned**

Service Category: **Newborn Care**

Same Day Status: Overnight patient (other than type 0 above)

Payer Identifier: Insured with no agreement with hospital

Mental Health Legal Sts: Not reported/unknown

IHCP: Not inter-hospital contracted

Adm Weight: **3350 (g)** Ambulance No. Manually enter

HITH Start Date: Same as mother

State Specific Data

Care Type: **Newborn**

Source of Referral: **Born in hospital**

Planned Same Day: No

Insurance Status: **Hospital insurance**

Contract Type: Contract Role: Elective Patient Status: **Elective Admission**

Usual Accommodation: Pension Status: 1st Adm for P.A.: Referral to Further Care: Prev. Spec. Non-Admitted P.A.:

Save Cancel

Step 2: Link Newborn to Mother

1. This will be linked automatically if baby is registered using the **Add Newborn** option

From Baby's record, Mother name is listed and hyperlink to mother's patient details page:

240 - PIG, Peppa (07/03/2026 - 0)

[Patient Details](#) [Appointments](#) [Recalls](#) [Accounts](#) [Episodes](#) [Communication](#) [Chart Tracking](#) [Documents](#) [Clinic](#)

 **Peppa PIG**

Patient ID: 240
Sex: Female
Age: 0
Language: English
Pending: 0.00
Mother: [PIG, Mummy](#)

*** Allergies**

Alert

Patient Details

Title: Miss Pronouns: File Number: External ID:

First Name: Peppa Middle Name:

Last Name: PIG Previous Name:

Preferred Name: Date of Birth: 07/03/2026 DOB Estimate:

Sex: Female Gender: Woman, or girl, or female

Address: 14 Acorn Grove Suburb: PEPPERMINT GROVE BEACH State: WA Postcode: 6271

Mobile: SMS Opt Out: Home: Work:

Email:

From Mother's record, child/ren's details are also listed:

239 - PIG, Mummy (15/03/1990 -)

[Patient Details](#) [Appointments](#) [R](#)



Mummy PIG

Patient ID 239

Sex Female

Age 35

Language English

Pending 0.00

* Allergies

Alert

Notes

Document Alert

Newborns

[240](#) 07/03/2026 Girl

Discharge Mother and Newborns

Always Discharge from the Mothers Episode

1. Appointments Screen → select Mothers episode → Right-Click Menu → Discharge

□ If HITH start date is entered on admission screen, HITH end date will auto default to Discharge date, can be updated if needed

APPOINTMENTS > DISCHARGE

MRN 239 - [PIG, Mummy](#) DOB 15/03/1990 (35) Sex Female

Admission No. 1257 EpiNo. 1 Admission Date/Time 06/03/2026 13:00 Discharge

Procedure Notes Baby Delivery

Discharge Details

Discharge Date: 13/03/2026 Discharge Time: 16:00

HCP and PHDB data

Mode Of Separation: Other (includes discharge to usual residence)

Transferred To: [Empty]

Transfer Out Code: Unknown

Visit to Theatre: No Unplanned Visit to Theatre

Palliative Care: Palliative Care Not required

Days in Palliative Care: 0

Was Patient Involuntary at anytime?: No Involuntary Days: 0

Days in ICU: 0 Hrs in ICU: 0

Number HITH Visits: 0 Hrs on Mechanical Vent: 0

HITH End Date: 13/03/2026

Decease Date: [Empty] Time: [Empty] Autopsy:

Cause of Death: [Empty]

2. FYDO will prompt a screen to also discharge the baby

APPOINTMENTS > DISCHARGE

MRN 239 - [PIG, Mummy](#) DOB 15/03/1990 (35) Sex Female FileNo Fund AHM Location Shepp Private Hospital (QLD)

Admission No. 1257 EpiNo. 1 Admission Date/Time 06/03/2026 13:00 Discharge Date/Time - Dr/Surgeon SAYS,Simon Speciality IVF Anaesthetist

Procedure Notes Baby Delivery Other Notes

Discharge Details

Discharge Date: 14/03/2026 Discharge Time: 16:00

HCP and PHDB data

Mode Of Separation: Other (includes discharge to usual residence)

Transferred To: [Empty]

Transfer Out Code: Unknown

Visit to Theatre: No Unplanned Visit to Theatre

Palliative Care: Palliative Care Not required

Days in Palliative Care: [Empty]

Was Patient Involuntary at anytime?: No Involuntary Days: [Empty]

Days in ICU: [Empty] Hrs in ICU: [Empty]

Number HITH Visits: [Empty] Hrs on Mechanical Vent: [Empty]

HITH End Date: 14/03/2026

Decease Date: [Empty] Time: [Empty] Autopsy:

Cause of Death: [Empty]

New Born

Would you like to also discharge the newborn?

- PIG, Peppa | 07/03/2026 | Girl

[FYDO / CGOV Integration](#)

Information can be synchronised from CGOV to FYDO using an API. This feature is helpful for hospitals that utilise CGOV for doctor credentialling, as it can reduce the need for double data entry. The following fields are able to be imported:

SETTINGS > DOCTORS > 6 - PIERCE, HAWKEYE Edit

Doctor Details **Other**

Doctor Details

Dr Code 6 Title Dr Location Shaes Private Hospital Hospital

Provider

First Name Hawkeye Surname Pierce

Date of Birth 28/01/1936 Age 89

Dr ABN - - - Sex

Address 1955 Mash Street

Suburb EMU HEIGHTS NSW 2750

Speciality (WA) General Surgery

Speciality Surgeon

Phone (02)3555-5555 Fax () -

Type

Mobile 0444-444-444

AHPRA MED0001234567 Expiry Date 31/12/2026

Email hawkeye.pierce@4077general.com.au

Prescriber 1234567

Email CC

Clinic Dr -- Select Doctor --

Qualification

Status Active

Insurance

Insurance Southern Cross Insurance

Policy No 111111

Insured To 01/02/2029

Certificates / Licenses

Notes Notes added here

Working With Children 30/06/2026 Expiry Date

Approved Scope of Practice General Surgeon

SoCP Conditions Adults Only

Radio Use License 30/06/2026 Expiry Date

Colonoscopy Recertification 30/06/2026 Expiry Date

Hand Hygiene License Expiry Date

Fluorscan License Expiry Date

Credentialing

Date of Credentialing 01/02/2025 Expiry Date 01/02/2027

Category

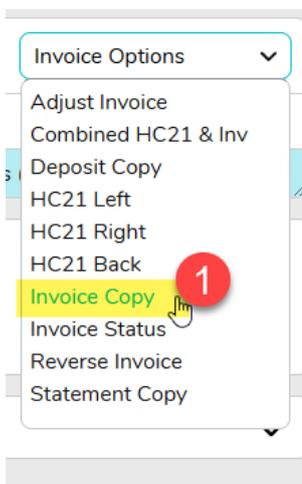
[Emailing an Invoice from FYDO](#)

You can now send invoices directly from FYDO using your Microsoft 365 email account. This feature uses a secure integration via a Microsoft Enterprise Application called **FYDO_EmailSender**.

For this functionality to work, your Microsoft 365 tenant must allow the required permissions, which may need assistance from your IT department. To find out how to set up your email, see our [Setting up to Email from FYDO](#) user guide.

Once successfully set up, you can email an Invoice Copy from the Episodes screen.

1. Under the Invoice Options Drop down in the Episodes screen, select 'Invoice Copy'



2. Select the Invoice options as usual and click on the 'Email Invoice' button

Invoice Copy ✕

Adm Date	Invoice No	Billed To	Balance Due
17/12/2025	524	Patient	\$86.00

Send Invoice To: Patient ▼

Template: Invoice ▼

Invoice Note: Payment of Account ▼

To make a payment towards this account please call 07) 4567 1234

Cancel
Email Invoice
Print Invoice

3. Select who you'd like to email, whether it be the Patient or Fund, modify the Email Subject and Body of the email if necessary and click on the 'Send Email' button

Email Invoice

Patient Email

Fund

Subject: Your Receipt/Invoice

Body: Hi Humpty
Please find attached your Receipt/Invoice #524

Discard
Send Email

4. If the email is successful, you should see a message at the top of the FYDO screen like below



□ **Important:** The email will appear to the recipient as being sent from the shared mailbox (e.g. reception@hospital.org.au), but will still be sent using your personal Microsoft 365 account. The message will be saved in your **Sent Items**, not the shared mailbox's.

[Setting up to email from FYDO](#)

You can now send invoices directly from FYDO using your Microsoft 365 email account. This feature

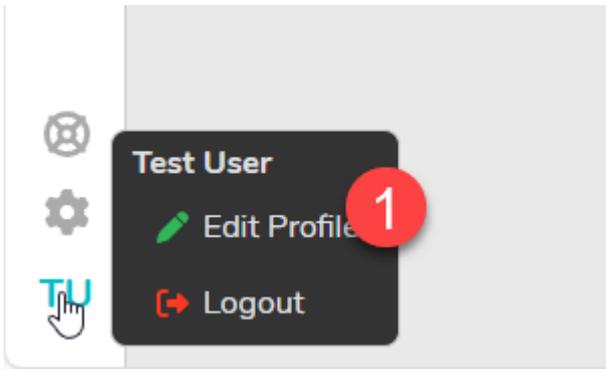
uses a secure integration via a Microsoft Enterprise Application called **FYDO_EmailSender**.

For this functionality to work, your Microsoft 365 tenant must allow the required permissions, which may need assistance from your IT department.

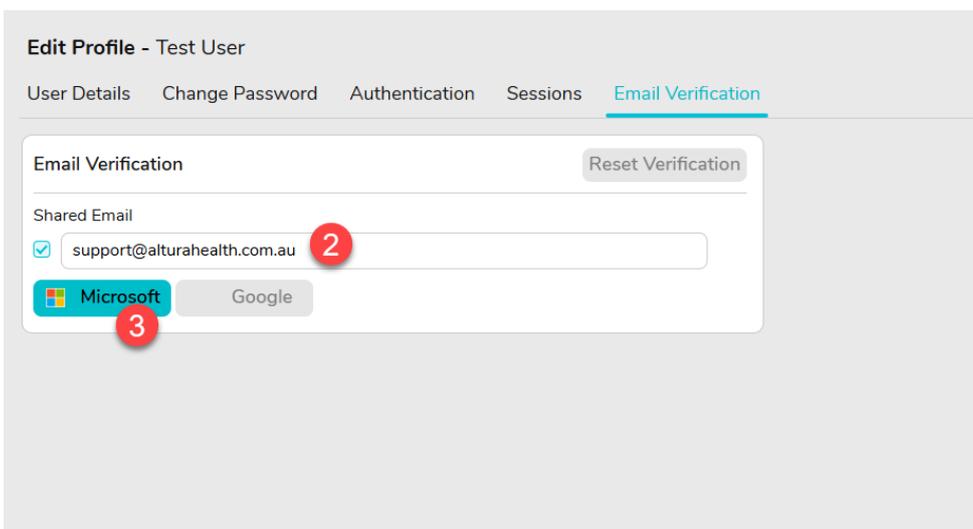
Email Verification Step - Before being able to email an invoice from FYDO, you firstly need to verify your email account (either your user account or a shared email account, such as a department email address).

To verify your email, follow these steps:

1. Go to your user account initials in the bottom left corner and select 'Edit Profile'



2. Select the tab **Email Verification** and if you want to email from a Shared email account, enter the email address, otherwise leave blank to send from your account you used to log into FYDO.
3. Click on the Microsoft button, which will prompt you with the following screen.
4. Click on the Accept button and if your Microsoft already has the appropriate permissions set, you should get a "Email has been successfully verified" message at the top of FYDO, as shown below.





ahartikainen@alturahealth.com.au

Permissions requested

FYDO_EmailSender
Altura Health Pty Ltd

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ Send mail as you
- ✓ Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel

Accept

4

Email has been successfully verified.

X

Note: If you do not see the success message, your Microsoft 365 tenant may not have granted the required permissions. Please contact your IT department and advise them that the FYDO_EmailSender application needs to be granted the following permissions for your user account:

- offline_access
- Mail.Send
- User.Read

You may also not have the appropriate permissions to email from a Shared email account.

IT Support Teams can contact Altura Health Support for assistance if required.

To find out how to email an invoice from FYDO, please see our [Emailing an Invoice from FYDO](#) user guide.

[My Health Record - Checking Patient's Individual Healthcare Identifier and Consent](#)

In order for patient's Discharge Summaries to be uploaded into My Health Record (MHR) their Individual Healthcare Identifier (IHI) needs to be successfully verified. These instructions will explain how this can be done in FYDO.

When creating a new patient, the **MHR Consent** tick box will be ticked by default. This ensures all

episodes created for this patient will automatically have the **MHR Consent** box ticked at an episodic level.

It will need to be unticked if the patient withdraws consent for information to be uploaded to MHR, and in turn, any bookings created after the patients MHR Consent tick box is unticked will **not** have the tick selected in the episode.

The screenshot shows the patient details form for Bob Lee SWAGGER (Patient ID 163, 16/04/1986 - 39). The form is divided into several sections: Patient Details, Referring Details, Personal Information, Medicare / DVA, Entitlement Cards, Health Fund, and Online Patient Verification (OPV). In the Health Identifier section, the 'MHR consent' checkbox is checked, and the 'IHI Check' button is highlighted with a blue arrow. The 'Record Status' is 'Last Verified'.

FYDO will automatically verify the **IHI Number** when the patient is added to the database for the first time.

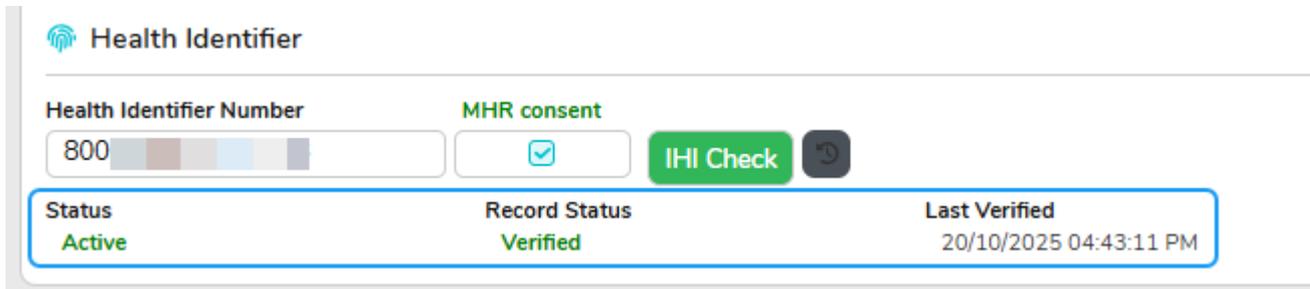
If manual verification is necessary, click **"IHI Check"** after adding the patient.

This screenshot is identical to the one above, showing the patient details form for Bob Lee SWAGGER. The 'IHI Check' button in the Health Identifier section is highlighted with a blue arrow, indicating the manual verification step.

If you are aware of what the patient's IHI Number is, and have typed it into FYDO, the check will verify that it is correct.

If you do not have the patient's IHI Number, the check will retrieve their number and populate the field, provided that the patient can be identified.

The **Status**, **Record Status** and **Last Verified** information will be displayed.



Health Identifier

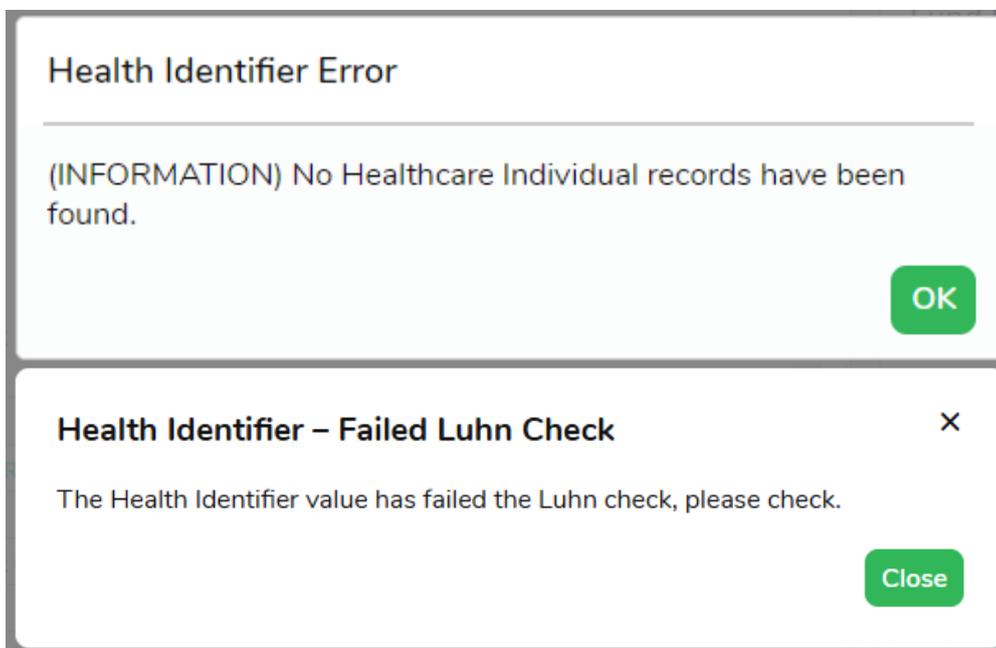
Health Identifier Number: 800

MHR consent:

IHI Check

Status	Record Status	Last Verified
Active	Verified	20/10/2025 04:43:11 PM

A message will display if the patient cannot be identified.



Health Identifier Error

(INFORMATION) No Healthcare Individual records have been found.

OK

Health Identifier - Failed Luhn Check

The Health Identifier value has failed the Luhn check, please check.

Close

IHI verifications work according to the same data matching principals' as the Medicare OPV. To address an unsuccessful verification, users can check certain patient identifiers i.e. the spelling of the first and last name, accuracy of their Date of Birth and Medicare card.

MHR Consent

MHR Consent is available in FYDO on both the **Patient Level** and the **Episodic Level** to allow patients the flexibility to withdraw MHR consent for specific episodes.

For facilities that utilise Preadmit, MHR Consent can be obtained when the patient submits their admission form, and the information can be transferred into FYDO. The answer that the patient gives will be reflected on the **Patient Screen**. If you are interested in setting this up, please reach out to our Preadmit team.

Consent on a Patient Level:

- For patients created in FYDO, MHR Consent is ticked on the **Patient Screen** by default when a patient is created.
- If a patient withdraw consent completely, this box needs to be manually unticked.
- MHR Consent updates made in **Preadmit** will update the patient's MHR Consent status in the **Patient Screen**.

Consent on an Episodic Level:

- MHR Consent is defaulted at the point of booking based on the patient's current consent status in the **Patient Screen**.
- If the patient has consented, new episodes will be automatically ticked as consented.
- If the patient has not consented, new episodes will remain unticked.
- After booking, the **Edit Appointment Screen** consent operates independently from the Patient Screen. This allows consent to be added or removed for an individual admission.
- If the MHR Consent is **not** ticked in the **Edit Appointment Screen**, FYDO recognises that the patient has not consented, and the facility will be unable to upload the discharge summary to MHR.

For more helpful information related to **My Health Record** visit our associated wiki pages to:

Add your **organisations** HPI-O to FYDO [here](#).

Add your **doctors** HPI-I to FYDO [here](#).

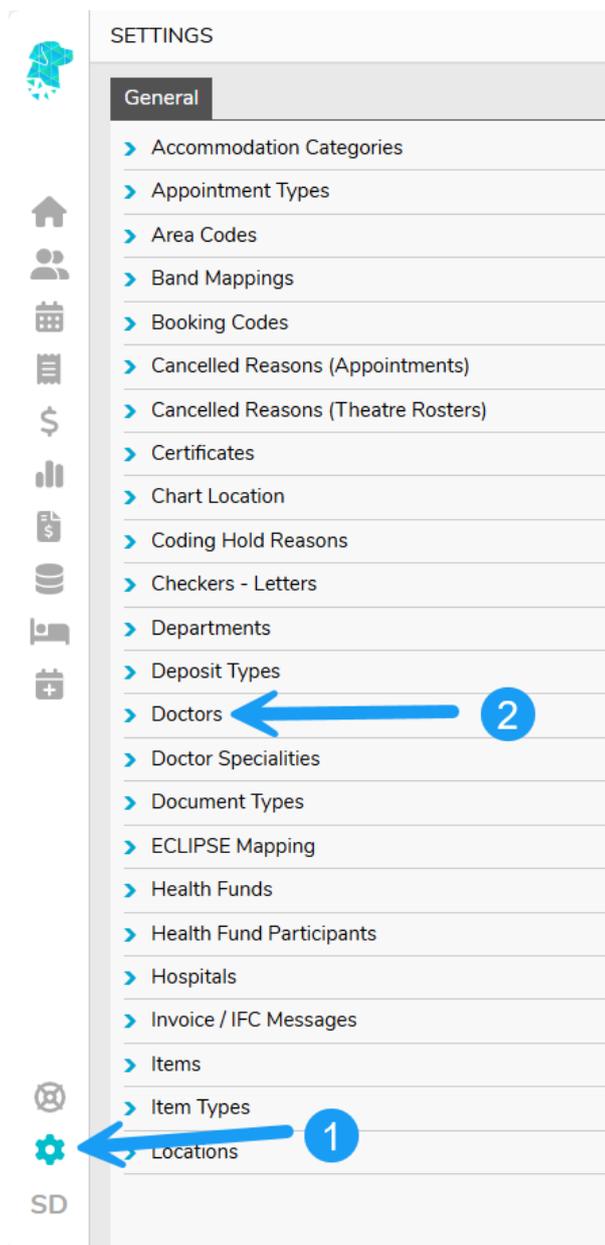
Upload a **discharge summary** in FYDO [here](#).

My Health Record - Adding your Doctors

HPI-I to FYDO

In order to upload Discharge Summaries to My Health Record Clinical Staff (Doctors/Surgeons) will need to supply the facility with their *Healthcare Provider Identifier - Individual (HPI-I)*. Doctors can find out what they HPI-I is by calling Healthcare Identifiers on 1300 361 457 or they can get it from AHPRA. This number needs to be entered into FYDO by following the instructions below.

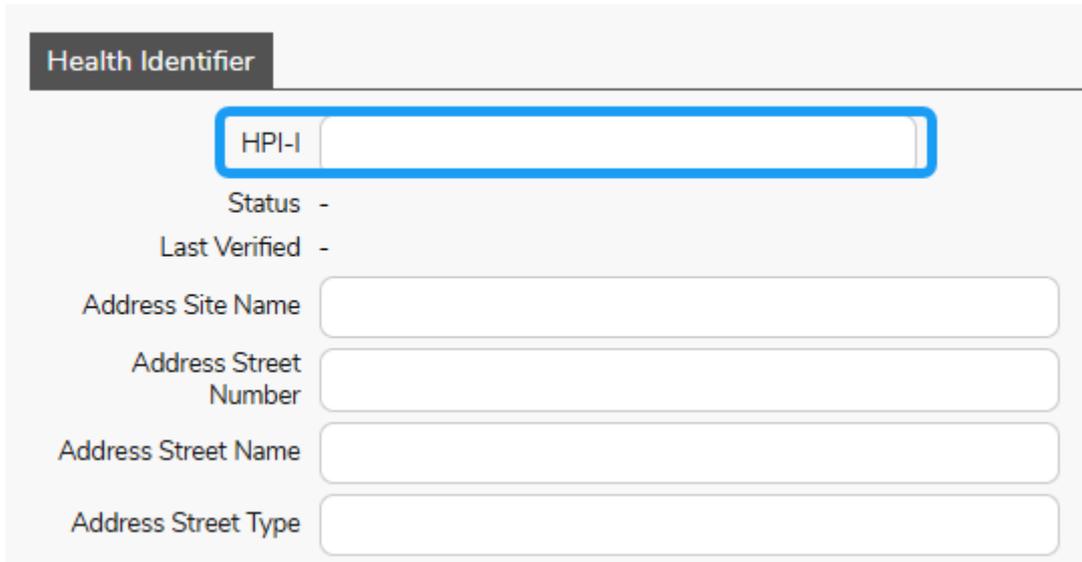
Navigate to **Settings**
Select **Doctors**



Double click on the required Doctor & select **Edit**

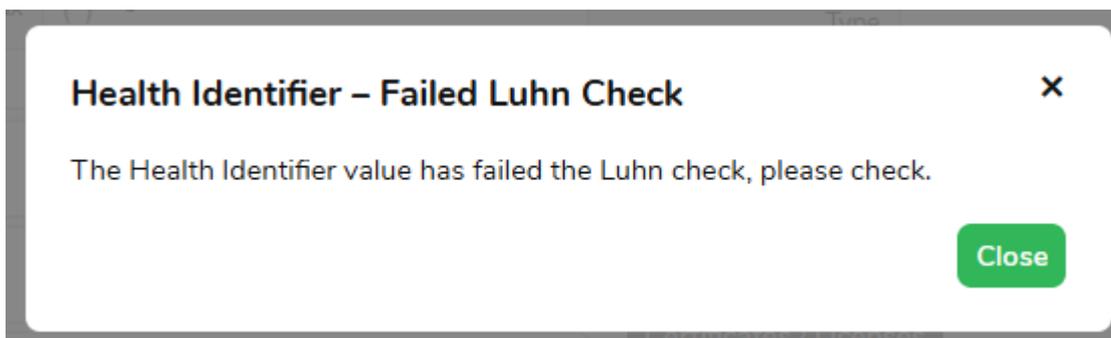


Type in the Doctors HPI-I, under the section **Health Identifier**, and click **Save**



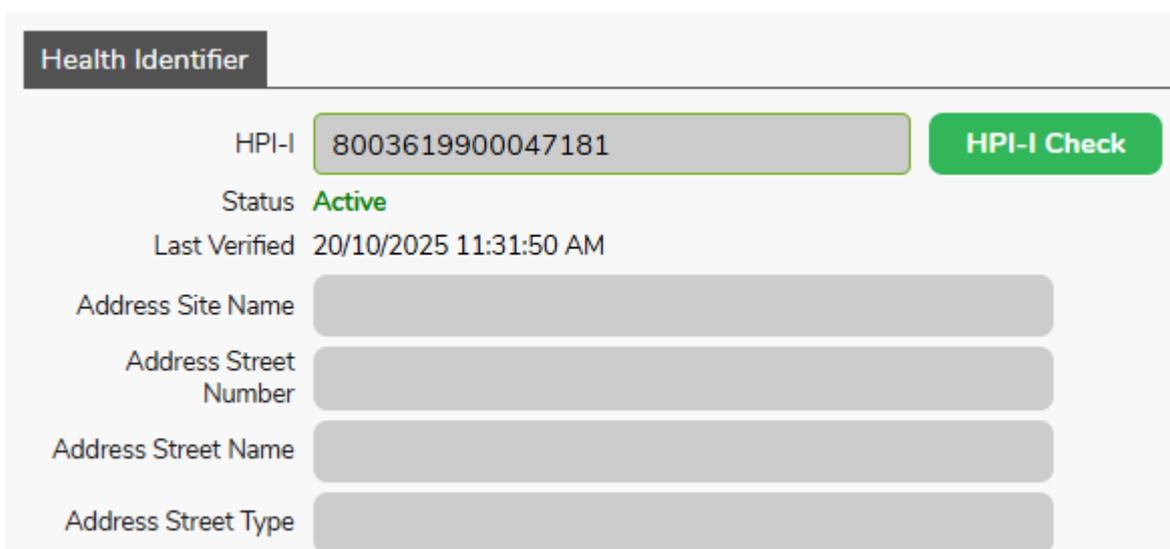
The screenshot shows a form titled "Health Identifier". The "HPI-I" field is highlighted with a blue border. Below it are fields for "Status", "Last Verified", "Address Site Name", "Address Street Number", "Address Street Name", and "Address Street Type".

FYDO will automatically run an internal check, to ensure the HPI-I follows the required format, when you click save. If the number doesn't meet the requirements, you will be given an alert.



You will then need to either correct the HPI-I or remove it to be able to save the rest of the information.

If the number was able to be saved, you can utilise the **HPI-I Check** button to verify the number. A successful verification will be identified with a **GREEN** boarder, and the **Status** and **Last Verified** date and time also be displayed.



The screenshot shows the "Health Identifier" form with the "HPI-I" field containing the value "8003619900047181" and a green border. The "Status" is "Active" and "Last Verified" is "20/10/2025 11:31:50 AM". A green "HPI-I Check" button is visible next to the HPI-I field. The address fields are greyed out.

For more helpful information related to **My Health Record** visit our associated wiki pages to:

Add your **organisations** HPI-O to FYDO [here](#).

Check a **patients** IHI in FYDO [here](#).

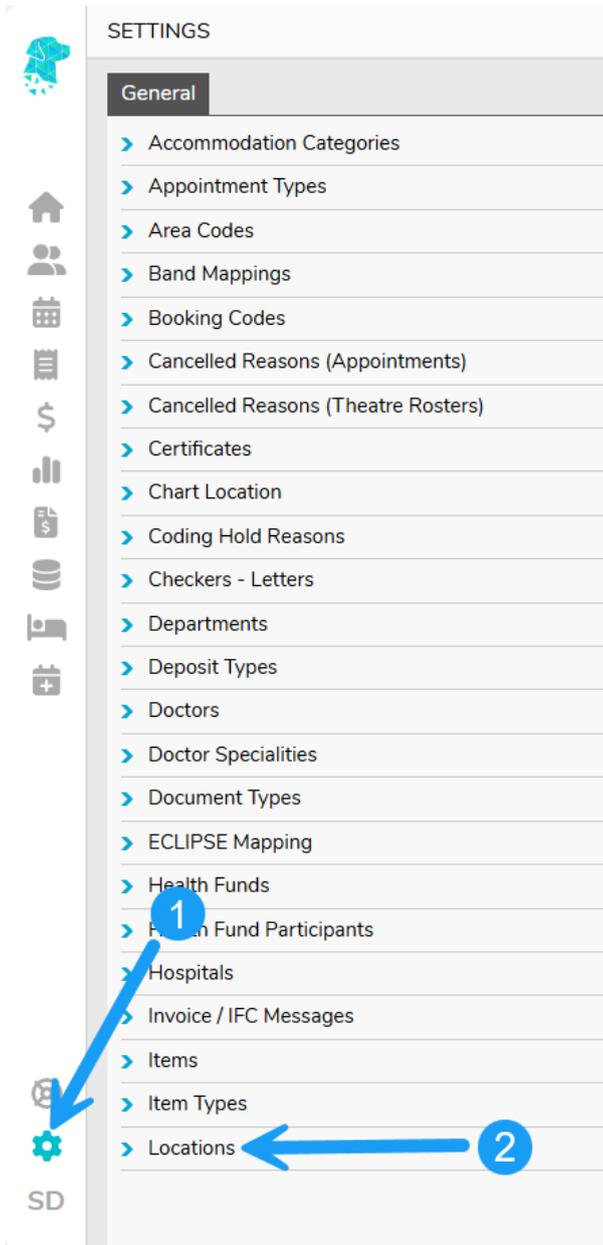
Upload a **discharge summary** in FYDO [here](#).

[My Health Record - Adding your Organisations HPI-O to FYDO](#)

In order to upload Discharge Summaries to My Health Record organisations will need to have completed the registration process & received a *Healthcare Provider Identifier - Organisation (HPI-O)*. This number needs to be entered into FYDO by following the instructions below.

Navigate to **Settings**

Select **Locations**



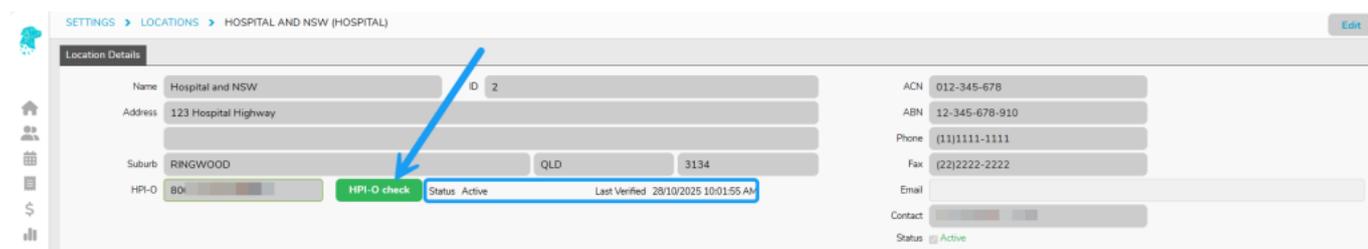
Double click on the required Location & Click **Edit**



Enter in the organisations **HPI-O** and click **Save**



You will then be able to click **HPI-O Check** and see the **Status** and **Last Verified** date and time.



SETTINGS > LOCATIONS > HOSPITAL AND NSW (HOSPITAL) Edit

Location Details

Name	Hospital and NSW	ID	2	ACN	012-345-678
Address	123 Hospital Highway			ABN	12-345-678-910
Suburb	RINGWOOD	QLD	3134	Phone	(11)1111-1111
HPI-O	BOI	HPI-O check	Status Active	Last Verified	28/10/2025 10:01:55 AM

Contact: [Redacted]
Status: Active

A successful verification will be indicated with a **GREEN** border around the number as per above.

For more helpful information related to **My Health Record** visit our associated wiki pages to:

Add your **doctors** HPI-I to FYDO [here](#).

Check a **patients** IHI in FYDO [here](#).

Upload a **discharge summary** in FYDO [here](#).

[Diagnosis Cluster Code User Guide](#)

This guide is written for end users (*e.g. clinical coders, medical record staff*) who assign the Diagnosis Cluster Code ID during routine workflows.

What is a Diagnosis Cluster Code?

A **Diagnosis Cluster Identifier (DCID)** is an alphanumeric character allocated to each ICD-10-AM code reported within an episode of care to identify and maintain the link between diagnosis codes as the data is collected, validated, processed and analyzed.

When should I assign it?

Cluster codes apply for ICD-10-AM and ACS Thirteenth Edition and will be mandatory starting from **1 July 2026**.

Is FYDO Cluster Code Ready?

Yes, the Diagnosis Cluster Code field is already available on the **FYDO Coding Screen** for each diagnosis line.

APPOINTMENTS > CODING SCREEN * Clinic: \$0.00 Hospital: \$ 923,315.50 Total: \$ 923,315.50 Save & Continue Save Cancel

MRN 103 - [DAY Doris](#) DOB 03/04/1922 (103) Sex Female FileNo Fund BUP Location Shaes Private Hospital (QLD)

Admission No. 1086 EpiNo. 111 Admission Date/Time 02/12/2025 06:00 Discharge Date/Time - Dr/Surgeon HAB,Rea Speciality Surgeon Anaesthetist

Procedure Notes Gastroscopy Other Notes

Diagnosis Codefinder Documents

Coder S (Altura) Copy Previous Coding Select Episode Coding on Hold

#	Type	Code	Description	Cluster	Indicator	Action
1	P - Principal Diagnosis	S52.30	Fracture shaft of radius part unsp	A	Y - Condition present on admission	X
2	E - External cause	V03.1	Ped vs car truck ped traf accident	A	Y - Condition present on admission	X
3	E - External cause	Y92.10	Plo prison	A	Y - Condition present on admission	X
4	E - External cause	Y72.0	ENT dev ass unimtl dx & monitor	A	Y - Condition present on admission	X
5	A - Additional Diagnosis	J44.1	COPD with acute exacerbation unspecified	8 - not assigned to	Y - Condition present on admission	X
6	A - Additional Diagnosis	Z72.0	Tobacco use current	8 - not assigned to	Y - Condition present on admission	X
7	A - Additional Diagnosis	U82.3	Supplementary code for hypertension	0 - chronic conditio	Y - Condition present on admission	X
8	A - Additional Diagnosis	U86.2	Supply code arthritis & osteoarthritis	0 - chronic conditio	Y - Condition present on admission	X
9						X



While not mandatory until 1 July 2026, hospitals have the option of assigning DCIDs now or leave the cluster code as default 8.

More information can be found via the helpful link here:
[Cluster coding | IHACPA](#)

Cluster Coding and Data Extracts

FYDO will include Diagnosis Cluster Codes in all statutory data extracts from 1 July 2026, in alignment with IHCPA requirements.

[Appointment Screen Improvements](#)

FYDO is continuously working behind the scenes to enhance functionality and streamline workflows. Below, you'll find an overview of the new look **Appointment Screen** scheduled for implementation at the end of **September**.

This sleek new look has been designed to support efficient workflows and allow staff to easily access the features that are important to them. All actions previously in the sidebar have been relocated to allow for a wider view to display more information that is important to you.

Appointments 3 Patients | 45 of 360 minutes Search for patient... Wednesday, 10 Sep 2025 Individual

ADMISSIONS DAY PROGRAM MEDICAL THEATRE 1 THEATRE 2 THEATRE 3

Time	Name	MRN	Procedure	Surgeon	Notes	Sts	C	B	HF	OOP
09:00				EYES, Bright						
09:30				EYES, Bright						
10:00	SWAGGER, Bob Lee	163	Left Cat & IOL	EYES, Bright	Diabetic	B			AUH	
10:15	STEWART, Alfred	110	Left Cat & IOL	EYES, Bright		B			BUP	
10:30	FLINSTONE, Frederick	228	Right Cat & IOL	EYES, Bright	Wheelchair	B			DHF	
10:45				EYES, Bright						
11:00				EYES, Bright						
11:30				EYES, Bright						
12:00				EYES, Bright						
12:30				EYES, Bright						
13:00				EYES, Bright						
13:30				EYES, Bright						
14:00				EYES, Bright						
14:30				EYES, Bright						

To choose your preferred view - **All, Individual, Week, List, or Waitlist** - use the dropdown menu located on the right-hand side of the date.

Appointments 3 Patients | 45 of 360 minutes Search for patient... Wednesday, 10 Sep 2025 Individual

ADMISSIONS DAY PROGRAM MEDICAL THEATRE 1 THEATRE 2 THEATRE 3

All Individual Week List Waitlist

Time	Name	MRN	Procedure	Surgeon	Notes	Sts	C	B	HF	OOP
09:00				EYES, Bright						
09:30				EYES, Bright						
10:00	SWAGGER, Bob Lee	163	Left Cat & IOL	EYES, Bright	Diabetic	B			AUH	
10:15	STEWART, Alfred	110	Left Cat & IOL	EYES, Bright		B			BUP	
10:30	FLINSTONE, Frederick	228	Right Cat & IOL	EYES, Bright	Wheelchair	B			DHF	
10:45				EYES, Bright						
11:00				EYES, Bright						
11:30				EYES, Bright						
12:00				EYES, Bright						
12:30				EYES, Bright						
13:00				EYES, Bright						
13:30				EYES, Bright						
14:00				EYES, Bright						
14:30				EYES, Bright						

Appointments 10 Patients | 155 of 1440 minutes Search for patient... Wednesday, 18 Jun 2025 All

THEATRE 1				THEATRE 2				THEATRE 3			
Time	Name	Sts	Excess	Time	Name	Sts	Excess	Time	Name	Sts	Excess
08:00				08:00				09:00			
08:30				08:15				09:30			
09:00	STEWART, Alfred	A		08:30	PEEP, Bo	A	500.00	10:00	DEAN, James	A	200.00
09:15	BEETHOVEN, Ludwig	B	400.00	08:45	PORGY, Georgy	A	800.00	10:20	SWAGGER, Bob Lee	B	
09:30	DUMPTY, Humpty	B		09:00	WHITE, Snow	B		10:35	FLINSTONE, Frederick	B	
09:45	KNIGHT, Kathy	B		09:15				10:50			
10:00				09:30				11:00			
10:30				09:45				11:30			
11:00				10:00				12:00			
11:30				10:15				12:30			

Appointments 12 Patients | 205 of 205 minutes Search for patient... Wednesday, 18 Jun 2025 List

Hospital View

Time	Name	Surgeon	Procedure	Notes	HF	Excess	Anaesthetic (1)	List
09:00	STEWART, Alfred	MURPHY, Shaun	Right Cat & IOL		BUP		IV/Sedation	Theatre 1
09:15	BEETHOVEN, Ludwig	MURPHY, Shaun	Right Cat & IOL		BUP	400.00	IV/Sedation	Theatre 1
09:30	DUMPTY, Humpty	MURPHY, Shaun	Left Cat & IOL		BUP		IV/Sedation	Theatre 1
09:45	KNIGHT, Kathy	MURPHY, Shaun	Left Cat & IOL		MPL		IV/Sedation	Theatre 1
08:30	PEEP, Bo	HOUSE, Greg	Sleep Study		POL	500.00	General	Theatre 2
08:45	PORGY, Georgy	HOUSE, Greg	Sleep Study	Wheelchair	MPL	800.00	General	Theatre 2
09:00	WHITE, Snow	HOUSE, Greg	Sleep Study		CBH		General	Theatre 2
08:40	SQUAREPANTS, Spongebob	PIERCE, Hawkeye	Prep Admission		BUP		General	Admissions
10:00	PORGY, Georgy	MURPHY, Shaun			MPL		General	Day Program
10:00	DEAN, James	BLACK, Jack	Colonoscopy		MPL	200.00	IV/Sedation	Theatre 3

To view the **calendar**, click on the displayed date (e.g., **Wednesday, 10 Sep 2025**). The calendar will open, allowing you to easily select your desired date.

Time	Name	MRN	Procedure	Notes	Sts	C	B	HF	OOP
09:00									
09:30									
10:00	SWAGGER, Bob Lee	163	Left Cat & IOL	Diabetic	B			AUH	
10:15	STEWART, Alfred	110	Left Cat & IOL		B			BUP	
10:30	FLINSTONE, Frederick	228	Right Cat & IOL	Wheelchair	B			DHF	
10:45									
11:00									
11:30									
12:00									
12:30									
13:00									
13:30									
14:00									
14:30									

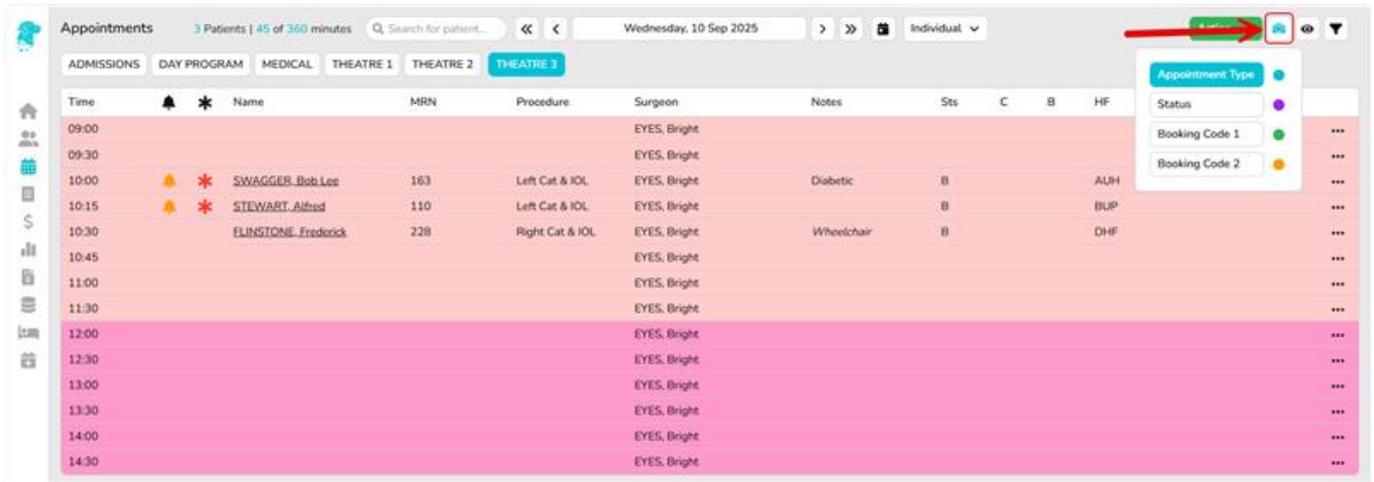
You can also use the arrows on either side of the displayed date to navigate forward or backward by **one day** or **one week**, making it easy to reach nearby dates.

Time	Name	MRN	Procedure	Surgeon	Notes	Sts	C	B	HF	OOP
09:00				EYES, Bright						
09:30				EYES, Bright						
10:00	SWAGGER, Bob Lee	163	Left Cat & IOL	EYES, Bright	Diabetic	B			AUH	
10:15	STEWART, Alfred	110	Left Cat & IOL	EYES, Bright		B			BUP	
10:30	FLINSTONE, Frederick	228	Right Cat & IOL	EYES, Bright	Wheelchair	B			DHF	
10:45				EYES, Bright						
11:00				EYES, Bright						
11:30				EYES, Bright						
12:00				EYES, Bright						
12:30				EYES, Bright						
13:00				EYES, Bright						
13:30				EYES, Bright						
14:00				EYES, Bright						
14:30				EYES, Bright						

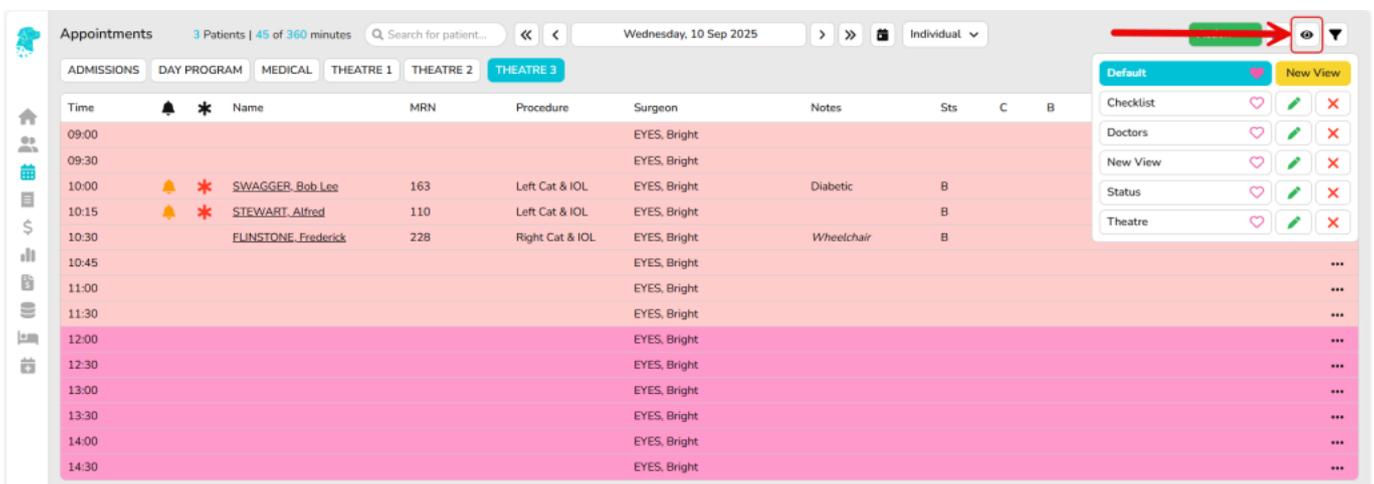
To manage your daily tasks – such as **Printing Lists**, **Sending Bulk SMS Messages**, **List Re-ordering**, or **Adding Patients to the Waitlist**, simply use the green dropdown menu labeled **Action**.

Time	Name	MRN	Procedure	Surgeon	Notes	Sts	C	B	HF	OOP
09:00				EYES, Bright						
09:30				EYES, Bright						
10:00	SWAGGER, Bob Lee	163	Left Cat & IOL	EYES, Bright	Diabetic	B			AUH	
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11:00				EYES, Bright						
11:30				EYES, Bright						
12:00				EYES, Bright						
12:30				EYES, Bright						
13:00				EYES, Bright						
13:30				EYES, Bright						
14:00				EYES, Bright						
14:30				EYES, Bright						

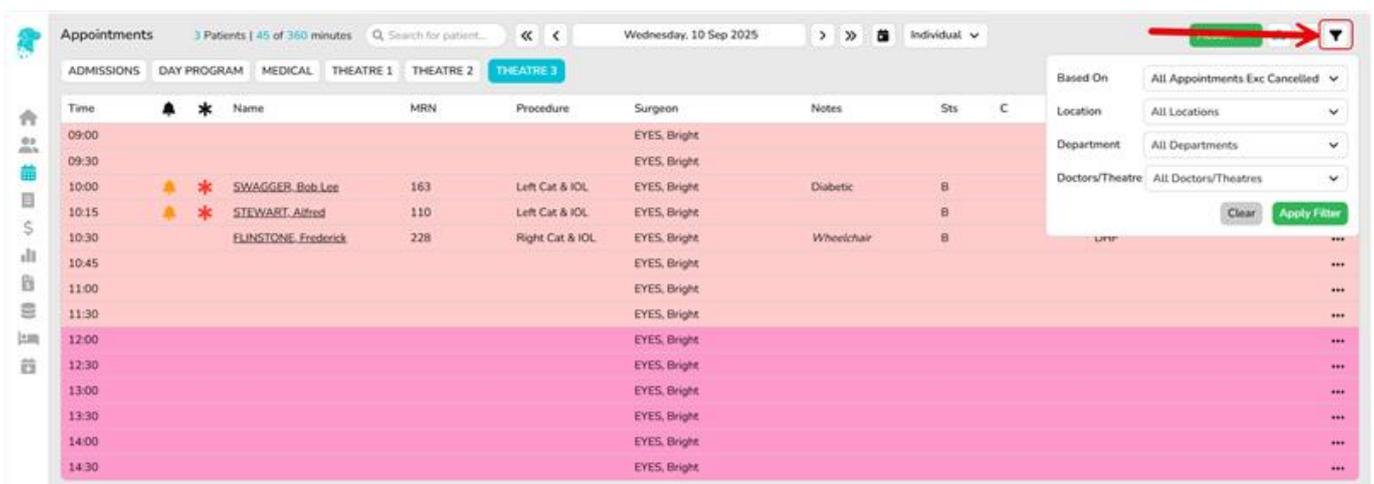
The next icon allows you to filter the view based on the specific hospital status.



The **eye icon** allows you to customize the view to meet the specific requirements of each hospital's department, displaying only the information relevant to you.



Finally, the **filter option** provides four categories - **Based On, Location, Department, Doctors/Theatres**, allowing you to customize the view accordingly.



[My Health Record \(MHR\)](#)

This page is designed to guide your team through the process of connecting to My Health Record (MHR) via your FYDO account. It outlines the key steps to ensure a seamless integration, helping your hospital streamline the process of uploading of Discharge Summaries.

It will assist you in having everything needed for a smooth transition, allowing both staff and patients to benefit from a more connected healthcare experience.

Explore the page to ensure your team is ready for this important integration, and feel free to contact us with any questions at **(02) 9632 0026** or **support@alturahealth.com.au**

On the 28th of November 2023 we partnered with the **Australian Digital Health Agency** to present a webinar to our customers. This webinar provided essential information on the steps required for your hospital's integration with MHR.

Click the link below to access the slideshow from this presentation. It offers step-by-step instructions on tasks like **how to register a seed organisation, registering for PRODA, linking your Healthcare Identifiers to HPOS, registering your organisation for HPI-O, and more.**

[Implementing My Health Record in a Private Hospital or Day Surgery Webinar](#)

Additional information on how to register your organisation for My Health Record can be accessed [here](#).

My Health Record Timeline

The [Advisory AS18/11: Implementing systems that can provide clinical information into the My Health Record system](#) outlines the timeframes for implementation of a system to upload Discharge Summaries to MHR.

As of January 2026, this advisory stated:

To comply with Actions 1.17 and 1.18, health service organisation must:

- *By June 2024, have developed a detailed plan that complies with:*
 - *all requirements of Part 5 of the Rule;*
 - *user of national patient and provider identifiers (IHIs, HPI-Os, HPI-Is); and,*
 - *user of standard national terminologies.*
- *By December 2024, have ongoing monitoring and evaluation of compliance with the requirements of Action 1.17 and 1.18.*

Accrediting agencies are required to:

- *Review evidence that:*

- From July 2024, the organisation has completed a gap analysis, has a detailed plan and the plan is being implemented
- From January 2025, the organisation has a system to monitor and evaluate compliance with Action 1.17 and 1.18.
- Rate Action 1.17 as met, only if the organisation demonstrates achievement of the specific requirements of the Action in the relevant year.
- Rate Action 1.18 as met only if the organisation demonstrates embedded processes in accordance with the specific requirements of the Action in the relevant year.
- Rate Actions 1.17 and 1.18 as met with recommendations if there is evidence of a gap analysis and finalised plan endorsed by executive and the plan is being implemented and monitored (NB. where these requirements are met, these actions may be rated 'met with recommendation' for no more than one accreditation cycle).

Action 1.17 states:

The health service organisation works towards implementing systems that can provide clinical information into the My Health Record system that:

- a. Are designed to optimise the safety and quality of health care for patients
- b. Use national patient and provider identifiers
- c. Use standard national terminologies

Action 1.18 states:

The health service organisation providing clinical information into the My Health Record system has processes that:

- a. Describe access to the system by the workforce, to comply with legislative requirements
- b. Maintain the accuracy and completeness of the clinical information the organisation uploads into the system

The information above outlines that, from January 2025, the health service organisation are expected to **works towards implementing** systems capable of providing clinical information to MHR. Additionally, organisations must have **processes that**

- **describe access to the system** and
- **maintain the accuracy and completeness of information the organisation uploads**

What can you do to prepare for the MHR integration?

FYDO is now listed on the Australian Digital Health Agency's My Health Record Conformance Register, that can be found [here](#).

Facilities can now upload Discharge Summaries to MHR through FYDO, provided they have completed the following steps:

- Registered their organisation and obtained their **HPI-O**. Added their HPI-O to FYDO by following the instructions found [here](#).
- Collecting the individual **HPI-I's** of their doctors. Added the doctors HPI-I numbers to FYDO by following the instructions found [here](#).
- Review **Advisory AS18/11** to conduct the required gap analysis and ensure a detailed plan, policies and procedures are in place and being implemented that align with the requirements.
- Contact us here at Altura Health to obtain our **CSP number** so that you can link your **HPI-O** to it.

*Instructions on completing this can be found in **slide 51** of the MHR Webinar information pack [here](#).*

- **Set required access levels** for all staff to Upload and Remove Discharge Summaries from MHR. This can be done by an authorised staff member from your facility by navigating to **Settings > User Groups**.

Additional instructional pages to assist with the uploading of Discharge Summaries can be found below:

[Checking a patients Individual Healthcare Identifier \(IHI\)](#)

[Uploading a Discharge Summary from FYDO to MHR](#)