

# 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      Planned Time in Theatre  

First    Date 19/05/2026    200 mins

Pre-Op      Anaesthetic Type IV/Sedation

Anaesthetic Start      Anaesthetic Type  

Time In Theatre 11:30

Surgical Time Out      Complications  

Procedure Start  

Procedure Finished  

Time Out Theatre 14:50

Scrub Nurse      Scout Nurse  

Nurse/Assistant      Other Nurse/Assistant  

Surgical Assistant MURPHY, Dr Shaun    Other Surgical Assistant  

Other Staff

**Theatre Information** Theatre Complete

Recovery 1      Stage 1 Recovery Nurse  

Recovery 2      Stage 2 Recovery Nurse  

Recovery 3      Stage 3 Recovery Nurse  

Ready for Ward      Ready for Pickup  

Invoice On Hold      Theatre On Hold  

Pathology Nil     Side  

Pathology      # of Specimens

**Items**

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

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 Multiple

Visit to Theatre No Unplanned    ASA Score      Planned Time in Theatre  

Second    Date 19/05/2026    165 mins

Anaesthetic Start      Anaesthetic Type IV/Sedation

Time In Theatre 15:00

Surgical Time Out      Complications  

Procedure Start  

Procedure Finished  

Time Out Theatre 17:45

Scrub Nurse      Scout Nurse  

Nurse/Assistant      Other Nurse/Assistant  

Surgical Assistant      Other Surgical Assistant

**Theatre Information** Theatre Complete

Recovery 1      Stage 1 Recovery Nurse  

Recovery 2      Stage 2 Recovery Nurse  

Recovery 3      Stage 3 Recovery Nurse  

Ready for Ward      Ready for Pickup  

Invoice On Hold      Theatre On Hold  

Pathology Nil     Side  

Pathology      # of Specimens

**Items**

Code	Description	Band	Action
45588	Meloplasty (excluding browlifts and chinlift platysmaplasties), bilateral, if: (a) surgery...	7	<span style="color: red;">✖</span>

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  

#	Type	Code	Description	Cluster	Indicator	Action
1	<span> </span>	<span> </span>	<span> </span>	<span> </span>	<span> </span>	<span style="color: red;">✖</span>

**Procedure**

Anaesthetic Type IV/Sedation    Anaesthetic Type      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	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">House, Greg</span>	19/05/2026	<span> </span>	<span style="color: red;">✖</span>
2	45588-00	Facelift, bilateral	Murphy, Shaun	19/05/2026	<span> </span>	<span style="color: red;">✖</span>
3	<span> </span>	<span> </span>	<span> </span>	<span> </span>	<span> </span>	<span style="color: red;">✖</span>

Save & Continue Save Cancel

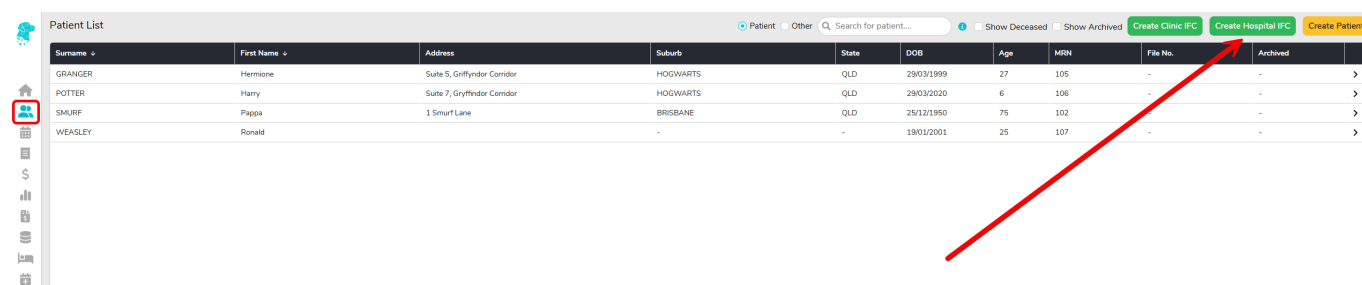
All other discharge and billing processes for this episode will function as normal.

## 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 these 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.



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 Other Services 7

Item	Description	Band	Action	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

- 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).
- Once you have made your selections, press Save.

### Daily Recurring Appointment Example

#### Recurring Appointment

Repeats Daily

Repeat Every 1 Days

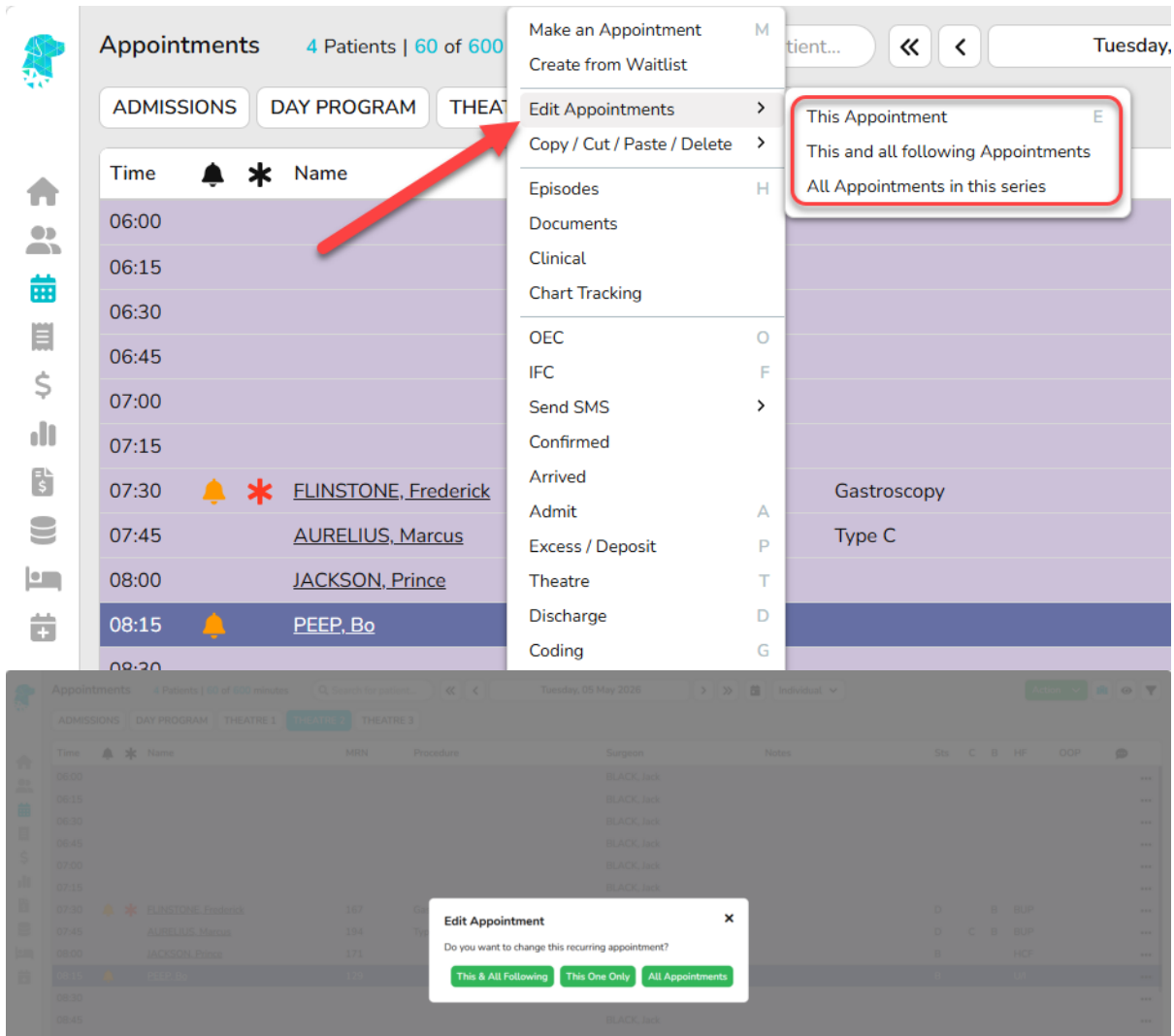
Start 06/05/2026

End  After 3 occurrences

On 06/06/2026

Cancel
Save

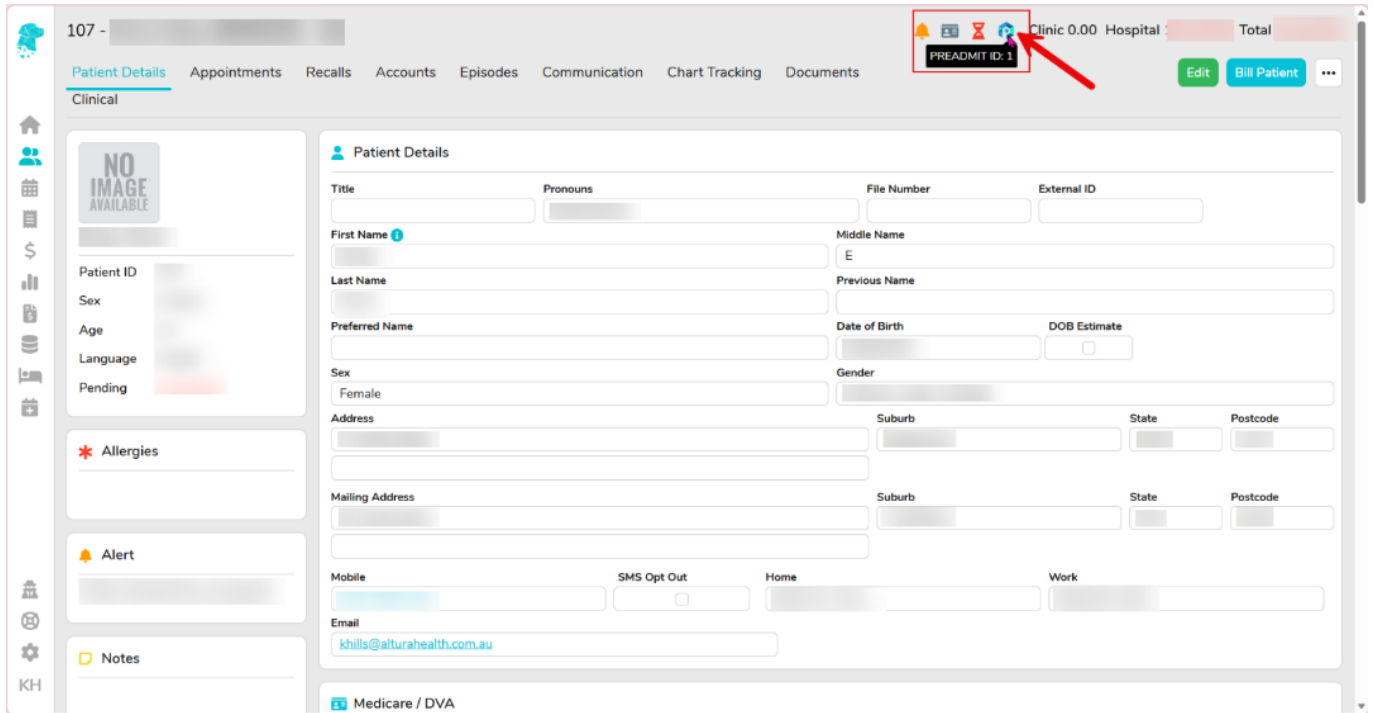
- Appointments in a recurring series also include additional options for **Edit Appointments** or **Delete Appointments**, which are:
  - This Appointment
  - This and all following Appointments
  - All Appointments in this series.



## [Digital Hospital Informed Financial Consent \(IFC\)](#)

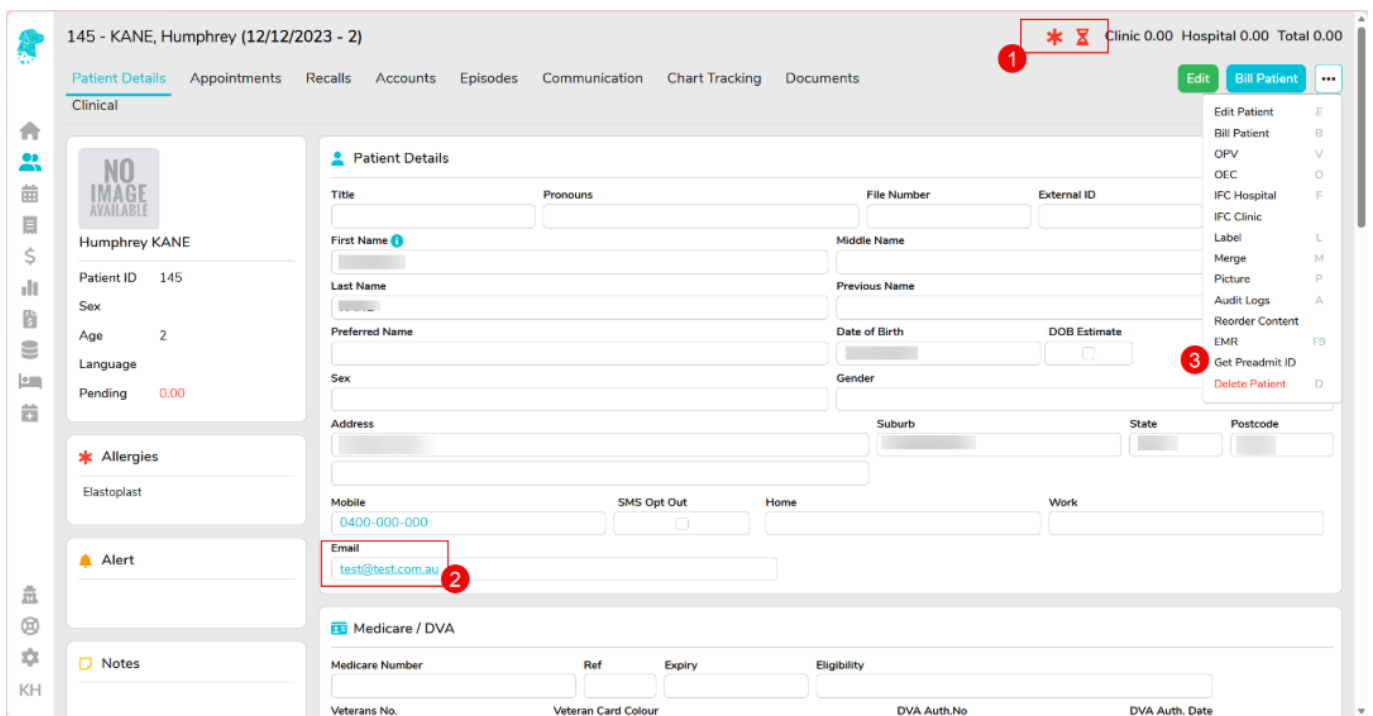
This fantastic feature allows patients to receive, review, and sign their IFC **before arriving at the facility**, with the signed document automatically returned to FYDO for staff to view.

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.



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**.



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.

The screenshot displays the 'Appointments' interface with a patient list. A context menu is open over the 09:30 appointment, with 'IFC' highlighted. Below, the 'Informed Financial Consent - Hospital' form is shown with various patient and appointment details. At the bottom right, a 'Create IFC' button is highlighted with a red box and a red arrow pointing to it from the 'IFC' option in the menu above.

**Appointments** 1 Patients | 30 of 600 minutes

SAMPRAS, Pete Fortitude Vally Clinic | SMITH, John Westmead Clinic | THEATRE 1 Altura Private Hos

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

**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	🗑️

**Create IFC** Cancel

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: [Redacted]      DOB: [Redacted]      Location: Altura Private Hospital      Doctor: [Redacted]  
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 dioptres 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		+	600.00
Patient Gap				-	0.00
Bursary				=	600.00
Total out of Pocket					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.

Preadmit Holding Bay      Downloading files for belle test      391\_Admission Form\_001.pdf

Received ↓	Patient	Date of Birth	F	Doctor	Admission
24/04/2026	[Redacted]	[Redacted]	1	Dr John	-
24/04/2026	[Redacted]	[Redacted]	1	Dr John	-
24/04/2026	[Redacted]	[Redacted]	1	Dr John	-
20/04/2026	[Redacted]	[Redacted]	1	Dr John	-

Patient details: TITLE, GIVEN NAMES, FAMI, ADDRESS, KINGSWOOD, NT, POSTAL ADDRESS, TEL HOME, TEL WORK, EMAIL ADDRESS, DATE OF BIRTH, SEX, MARITAL STATUS

**\*\*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.

107 - [Redacted]      Clinic 0.00      Hospital 10,319.50      Tot

Patient Details    Appointments    Recalls    Accounts    Episodes    Communication    Chart Tracking    **Documents**    Clinical

All Document Type    Show deleted documents    Search    Admission    Select Admission Date    Import    Scan

Document Name	Type	Adm Date	MHR	Created ↑
HC21_ClaimForm-Signed-20...		20/04/2026		20/04/2026
IFC-Signed-2026-04-20	IFC	20/04/2026		20/04/2026
IFC 2026-04-20	IFC	20/04/2026		20/04/2026
Admission Form_001	Admission Form	20/04/2026		20/04/2026
IFC 2026-04-17	IFC	09/04/2026		17/04/2026
IFC 2026-04-17	IFC	09/04/2026		17/04/2026
IFC-Signed-2026-04-09	IFC	09/04/2026		17/04/2026
IFC 2026-04-17	IFC	09/04/2026		17/04/2026
IFC 2026-04-13	IFC	09/04/2026		13/04/2026

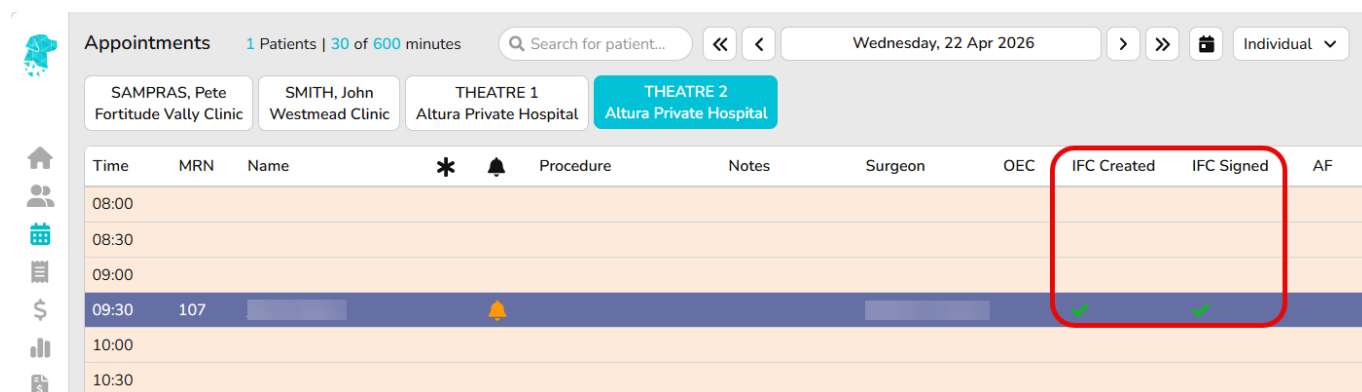
Altura Private Hospital  
502 Belles Place  
ADELAIDE QLD 5000  
P: (03)1600-0000  
F: (02)1600-0001  
E:

**INFORMED FINANCIAL CONSENT**

Patient:	[Redacted]	DOB:	[Redacted]
Fund:	NIB Health Funds Limited	Membership #:	2222
Excess:	\$0.00	Co-Payment:	\$0.00
Admission:	20/04/2026	Printed:	20/04/2026 at 15:45:56
Doctor:	SMITH, Kevin	IFC completed by:	[Redacted]

## 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.

		
<code>/api/AnaestheticType/getAnaestheticTypeSyncList</code>	Anaesthetic Type	Anatype code and description (no PII or PHI)
<code>/api/AppointmentTypes/getAppointmentTypesSyncList</code>	Appointment Type	Appointment type name, length, color, status (no PII or PHI)
<code>/api/BookingCodes/getBookingCodesSyncList</code>	Booking Code 1 and 2	Booking code 1 and 2 description and status (no PII or PHI)
<code>/api/Doctor/CheckPractitioner</code>	Cgov Integration	
<code>/api/Doctor/UpdatePractitioner</code>	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	Prothesis 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)

## [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

OEC Received
  OEC Checked
  Pre-Admission Contacted
  IFC Created  
 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 Admission No. 1257 EpiNo. 1 Admission Date/Time 06/03/2026 13:00 Discharge Date/Time 13/03/2026 16:00 Fund AHM Dr/Surgeon SAYS, Simon Location Shaes Private Hospital (QLD) Speciality IVF Anaesthetist

Procedure Notes Baby Delivery Other Notes

**HCP and PHDB Data**

Admission Date 06/03/2026 Admission Time 13:00

Re-Admission Not Applicable

Source of Referral By Other Medical Practitioner

Transferred From

Discharge Intent Discharge to Usual Residence

Urgency of Admission Planned

Service Category Acute 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 0 (g) Ambulance No.

HITH Start Date 11/03/2026

**State Specific Data**

Care Type **Acute**

Source of Referral Private Med Practitioner (excl psychiatrist)

Planned Same Day **No**

Insurance Status Hospital insurance

Contract Type

Contract Role

Elective Patient Status Elective Admission

Usual Accommodation

Pension Status

1<sup>st</sup> Adm for P.A.

Referral to Further Care

Prev. Spec. Non-Admitted P.A.

Save Cancel

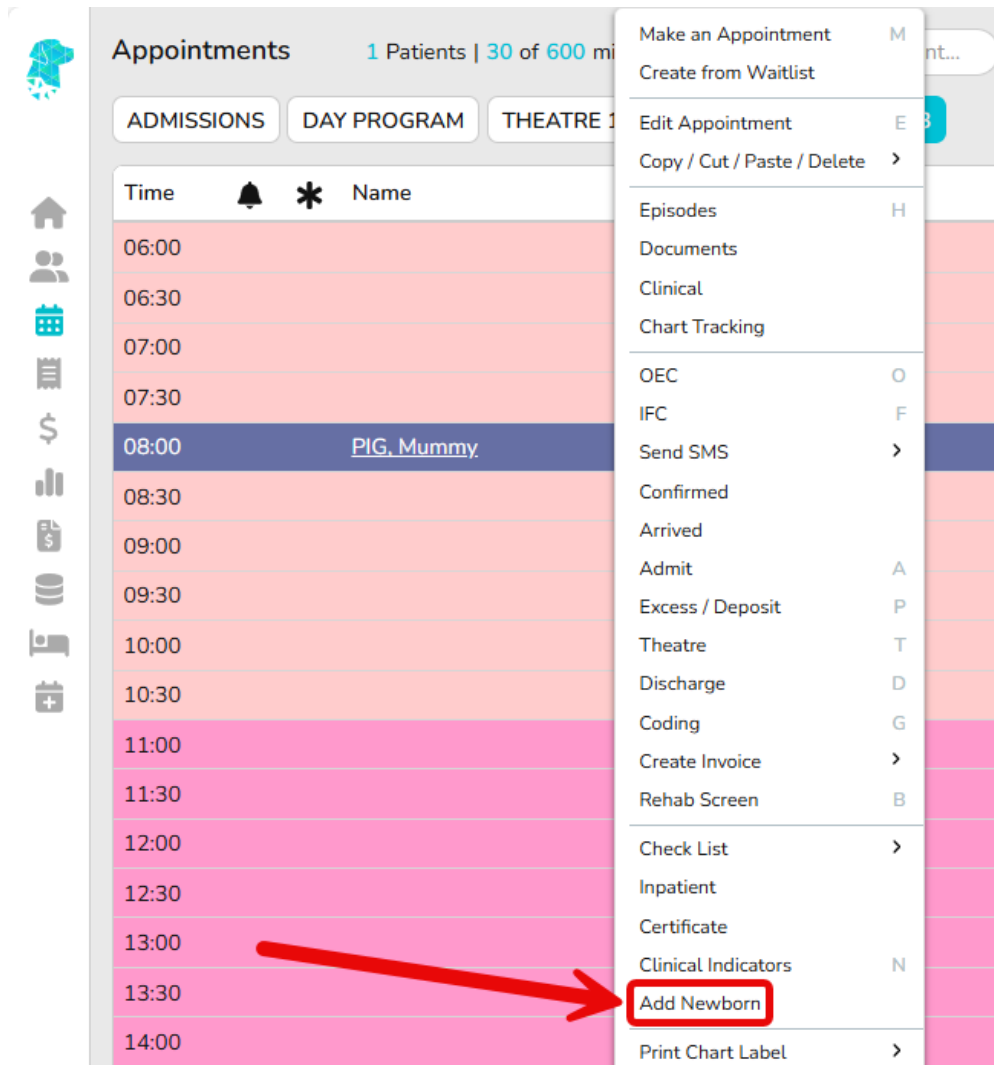
4. Allocate a Bed to the mother - **Appointment** → **Right-Click Menu** → **Inpatient** → **Bed History**

# 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

- 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.

The screenshot shows the 'ADMISSION' screen for a newborn patient. Key fields include:

- MRN:** 240 - PIG, Peppa
- DOB:** 07/03/2026 (0)
- Sex:** Female
- File No:** [Blank]
- 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:** [Blank]

**HCP and PHDB Data:**

- Admission Date: 09/03/2026
- Admission Time: 18:05
- Re-Admission: Not Applicable
- Source of Referral: Born in Hospital
- Transferred From: [Blank]
- 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)
- HITH Start Date: [Blank]

**State Specific Data:**

- Care Type: Newborn
- Source of Referral: Born in hospital
- Planned Same Day: No
- Insurance Status: Hospital insurance
- Contract Type: [Blank]
- Contract Role: [Blank]
- Elective Patient Status: Elective Admission
- Usual Accommodation: [Blank]
- Pension Status: [Blank]
- 1<sup>st</sup> Adm for P.A.: [Blank]
- Referral to Further Care: [Blank]
- Prev. Spec. Non-Admitted P.A.: [Blank]

## Step 2: Link Newborn to Mother

- 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:

The screenshot shows the 'Patient Details' page for Peppa PIG. The 'Mother' field is highlighted with a red arrow and a link to 'PIG, Mummy'.


**Patient Details:**

- Title: Miss
- Pronouns: [Blank]
- File Number: [Blank]
- External ID: [Blank]
- First Name: Peppa
- Middle Name: [Blank]
- Last Name: PIG
- Previous Name: [Blank]
- Preferred Name: [Blank]
- Date of Birth: 07/03/2026
- DOB Estimate: [Blank]
- Sex: Female
- Gender: Woman, or girl, or female
- Address: 14 Acorn Grove
- Suburb: PEPPERMINT GROVE BEACH
- State: WA
- Postcode: 6271
- Mobile: [Blank]
- SMS Opt Out: [Blank]
- Home: [Blank]
- Work: [Blank]
- Email: [Blank]

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 Shree 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**      X

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

Date of Birth 28/01/1936 Age 89

Dr ABN - - - Sex

Speciality (WA) General Surgery

Speciality Surgeon

Type

AHPRA MED0001234567 Expiry Date 31/12/2026

Prescriber 1234567

Clinic Dr -- Select Doctor --

Insurance

Insurance Southern Cross Insurance

Policy No 111111

Insured To 01/02/2029

Credentialing

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

Category

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

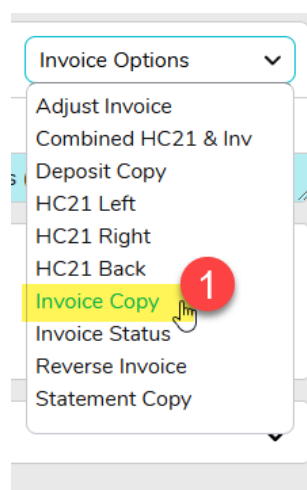
## [Emailing an Invoice from FYDO](#)

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

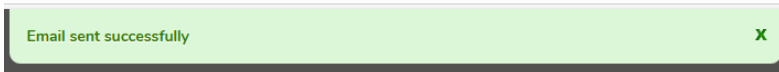
Your Receipt/Invoice

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

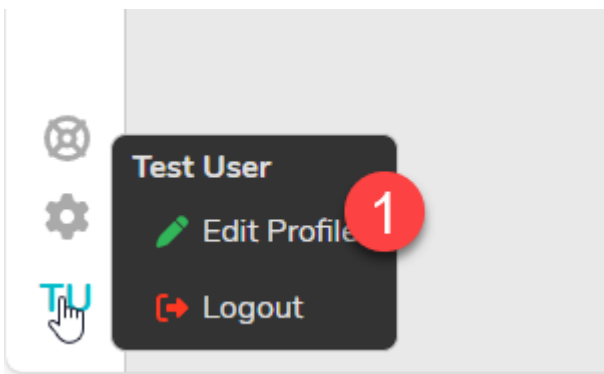
uses a secure integration via a Microsoft Enterprise Application called **FYDO\_EmailSender**.

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

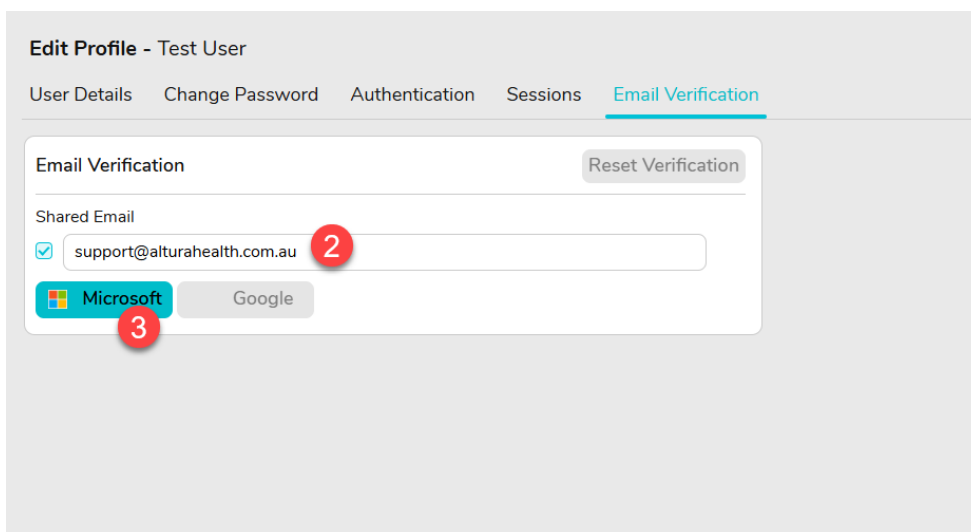
**Email Verification Step** - Before being able to email an invoice from FYDO, you firstly need to verify your email account (either your user account or a shared email account, such as a department email address).

**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.

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## [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.

163 - SWAGGER, Bob Lee (16/04/1986 - 39) \* Total 1,979.00

Patient Details | Appointments | Recalls | Accounts | Episodes | Communication | Chart Tracking | Documents | Clinical

**Bob Lee SWAGGER**  
Patient ID 163  
Sex Male  
Age 39  
Language English  
Pending 1,979.00

**Allergies**  
Mango

**Alert**

**Notes**

**Document Alert**

**Patient Details**

Title Mr | Pronouns | File Number | External ID  
First Name Bob Lee | Middle Name Shooter  
Last Name SWAGGER | Previous Name Fun  
Preferred Name | Date of Birth 16/04/1986 | DOB Estimate  
Sex Male | Gender Man, or boy, or male  
Address 123 Longshot Lane | Suburb TRIGG | State WA | Postcode 6029  
Mobile | Home | Work  
Email

**Referring Details**

Previous Referrals  
Referring Doctor | Referral To  
Referral Date | Period | First Consult | Site Referral (global) | Open Access | Status

**Personal Information**

**Medicare / DVA**

Medicare Number | Ref | Expiry | Eligibility  
Veterans No. | Veteran Card Colour | DVA Auth.No | DVA Auth. Date

**Entitlement Cards**

Card Type | Card Number | Expiry

**Health Fund**

Fund Name AUH - Australian Unity  
Membership No. 123456 | UPI | Insurance Status Full Fee  
Alias Name | Alias Surname

**Online Patient Verification (OPV)**

Type Health Fund | As at 28/10/2025 | OPV Check  
Last Medicare Check | Last Health Fund Check  
Location Shaes Private Hospital

**Health Identifier**

Health Identifier Number | MHR consent  | IHI Check  | Record Status | 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.

163 - SWAGGER, Bob Lee (16/04/1986 - 39) \* Total 1,979.00

Patient Details | Appointments | Recalls | Accounts | Episodes | Communication | Chart Tracking | Documents | Clinical

**Bob Lee SWAGGER**  
Patient ID 163  
Sex Male  
Age 39  
Language English  
Pending 1,979.00

**Allergies**  
Mango

**Alert**

**Notes**

**Document Alert**

**Patient Details**

Title Mr | Pronouns | File Number | External ID  
First Name Bob Lee | Middle Name Shooter  
Last Name SWAGGER | Previous Name Fun  
Preferred Name | Date of Birth 16/04/1986 | DOB Estimate  
Sex Male | Gender Man, or boy, or male  
Address 123 Longshot Lane | Suburb TRIGG | State WA | Postcode 6029  
Mobile | Home | Work  
Email

**Referring Details**

Previous Referrals  
Referring Doctor | Referral To  
Referral Date | Period | First Consult | Site Referral (global) | Open Access | Status

**Personal Information**

**Medicare / DVA**

Medicare Number | Ref | Expiry | Eligibility  
Veterans No. | Veteran Card Colour | DVA Auth.No | DVA Auth. Date

**Entitlement Cards**

Card Type | Card Number | Expiry

**Health Fund**

Fund Name AUH - Australian Unity  
Membership No. 123456 | UPI | Insurance Status Full Fee  
Alias Name | Alias Surname

**Online Patient Verification (OPV)**

Type Health Fund | As at 28/10/2025 | OPV Check  
Last Medicare Check | Last Health Fund Check  
Location Shaes Private Hospital

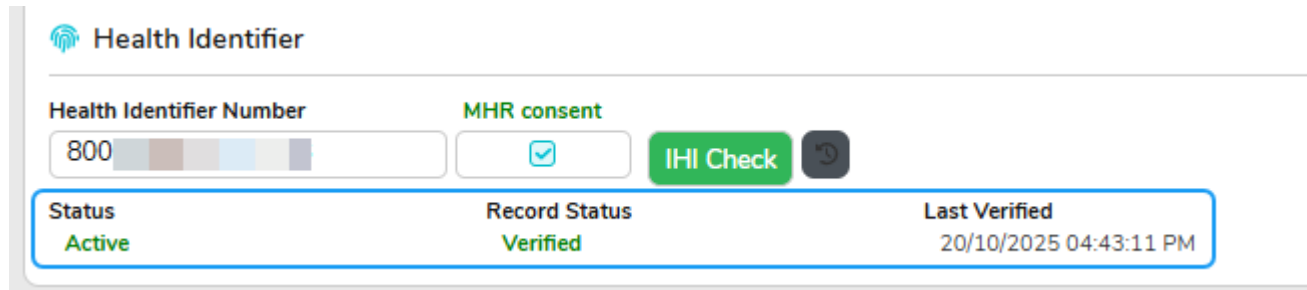
**Health Identifier**

Health Identifier Number | MHR consent  | IHI Check  | Record Status | Last Verified

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

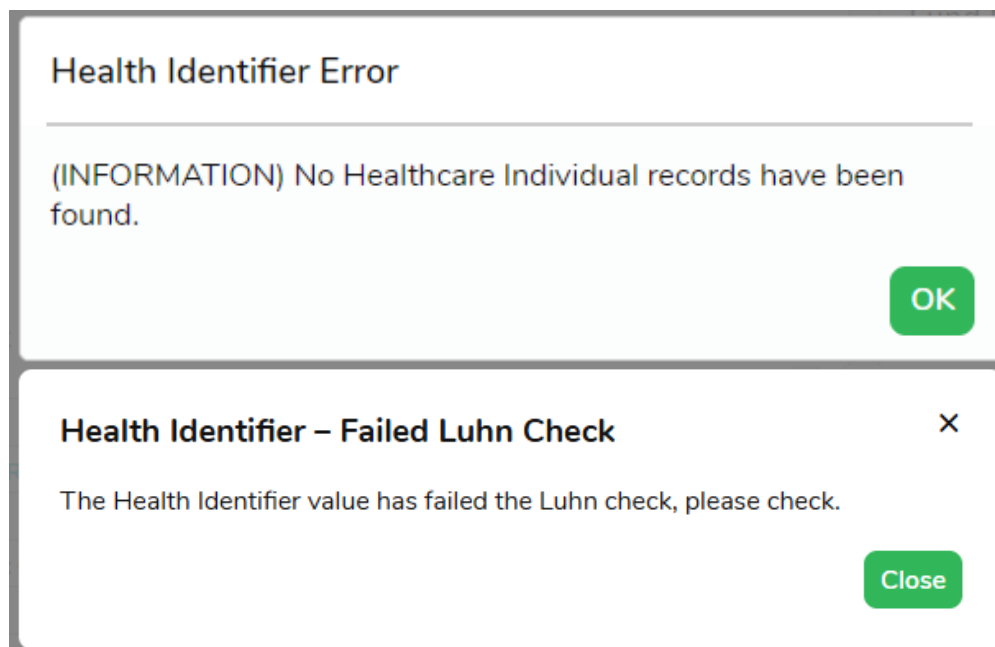
Health Identifier Number: 800

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](#).