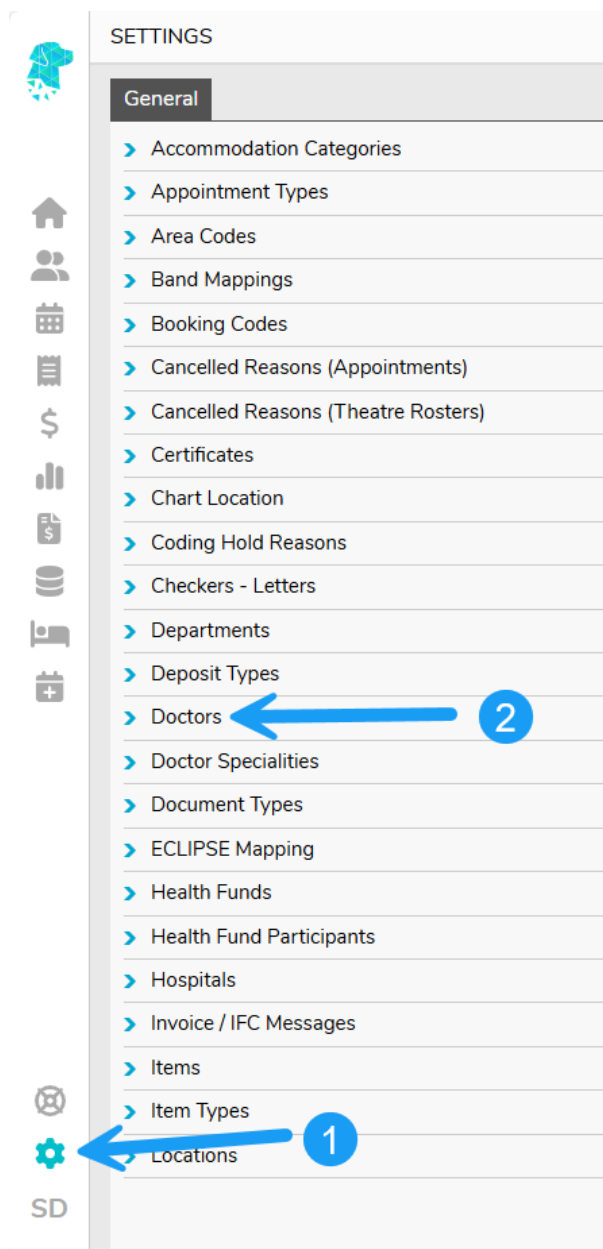


# My Health Record - Adding your Doctors

## 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.

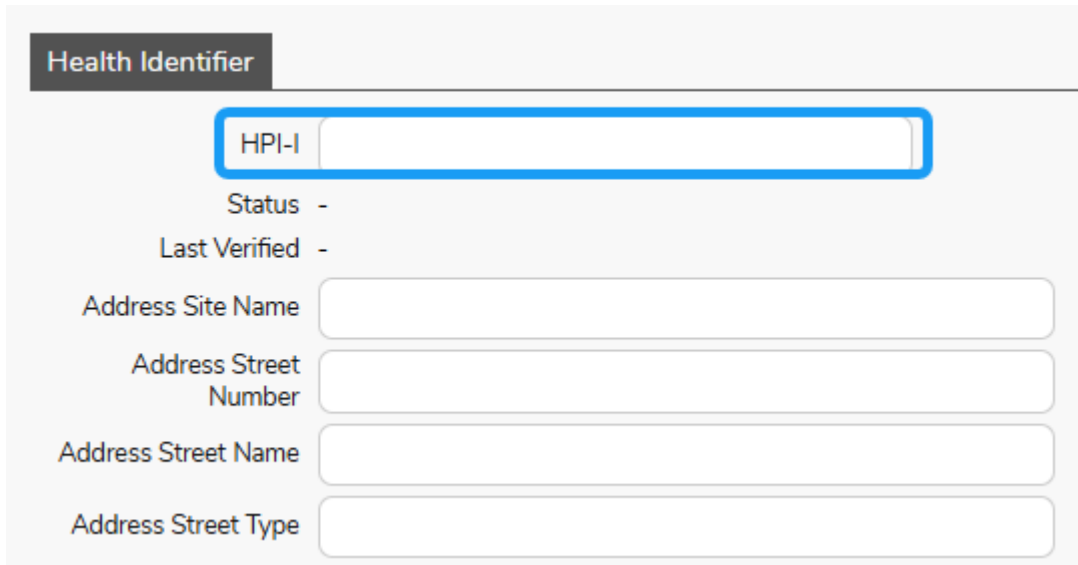
Navigate to **Settings**  
Select **Doctors**



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

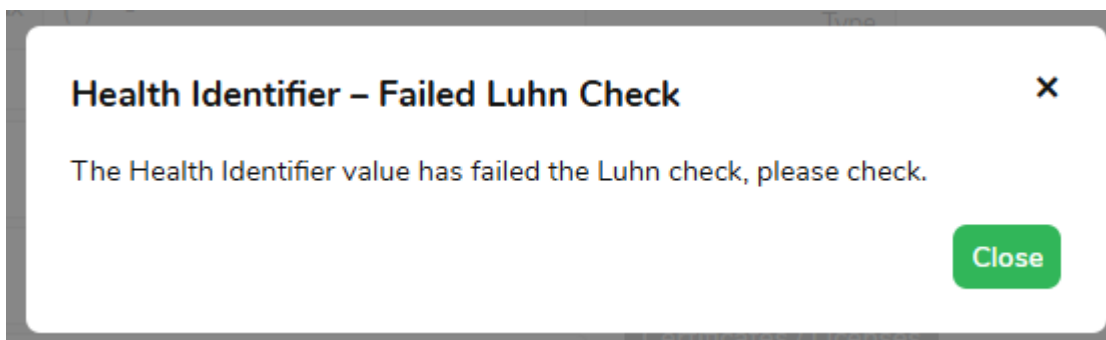


Type in the Doctors HPI-I, under the section **Health Identifier**, and click **Save**



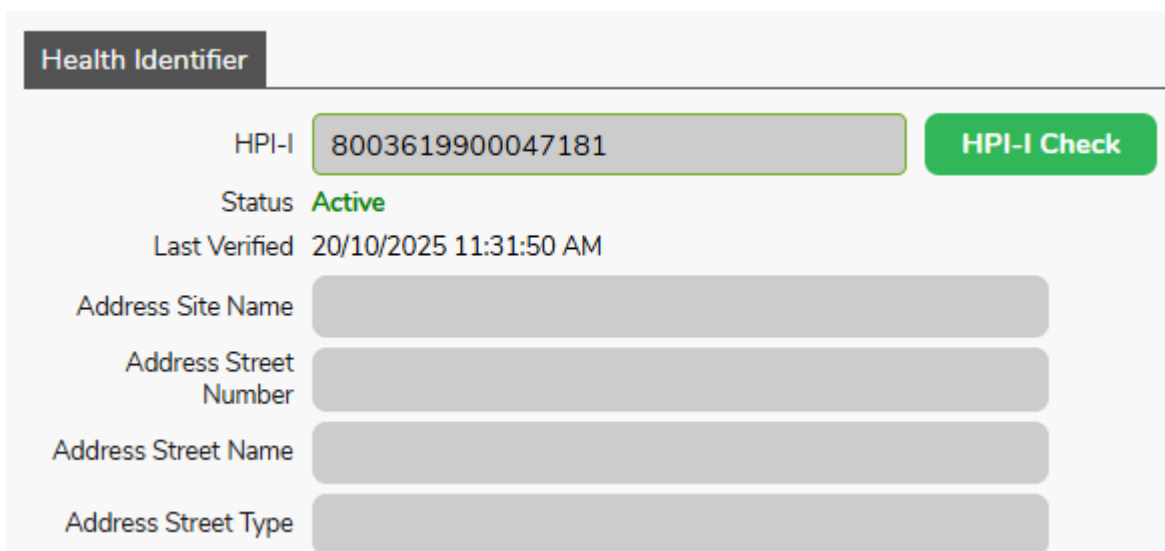
The screenshot shows a form titled "Health Identifier". The "HPI-I" field is highlighted with a blue border. Below it are fields for "Status", "Last Verified", "Address Site Name", "Address Street Number", "Address Street Name", and "Address Street Type".

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 "HPI-I Check" button. The "Status" is "Active" and "Last Verified" is "20/10/2025 11:31:50 AM". 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](#).

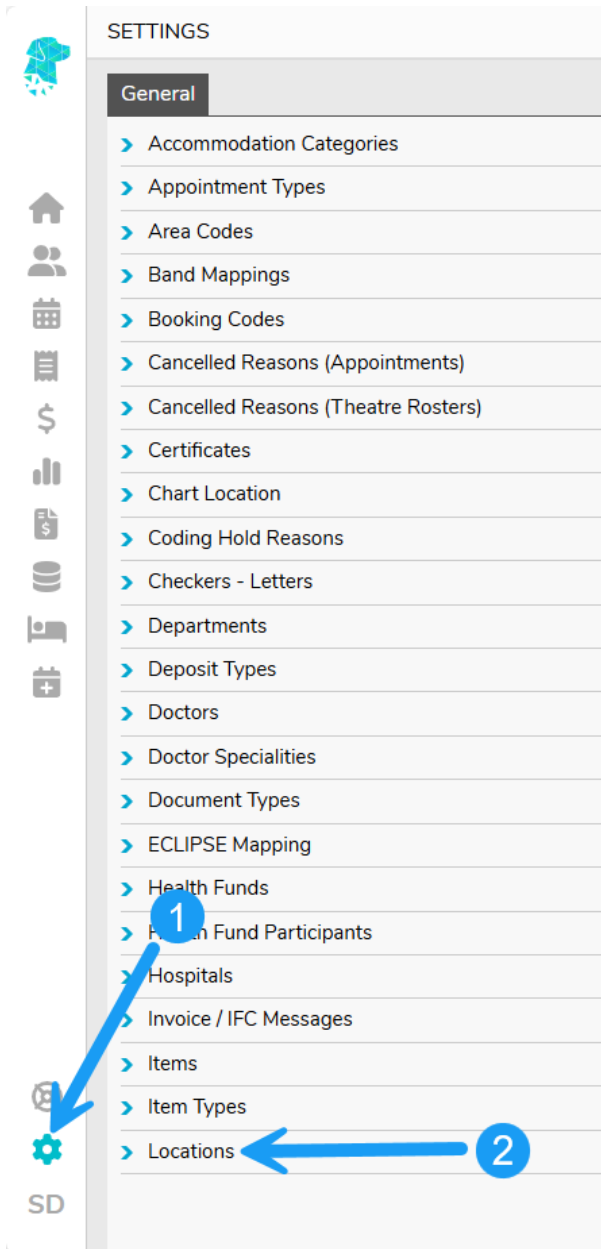
---

## [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**



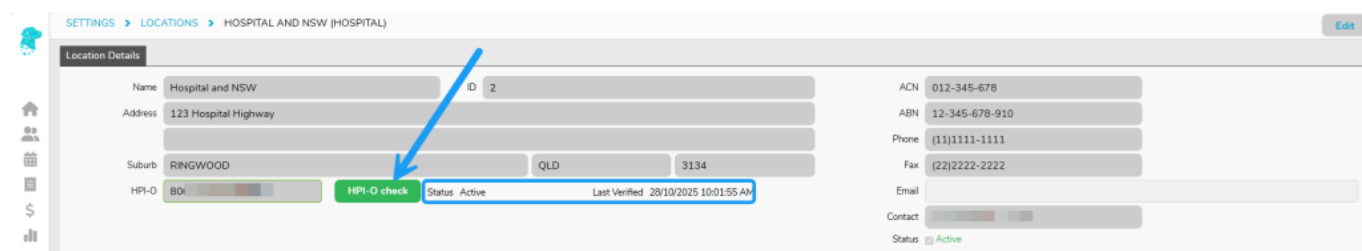
Double click on the required Location & Click **Edit**



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	<b>HPI-O check</b>	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									

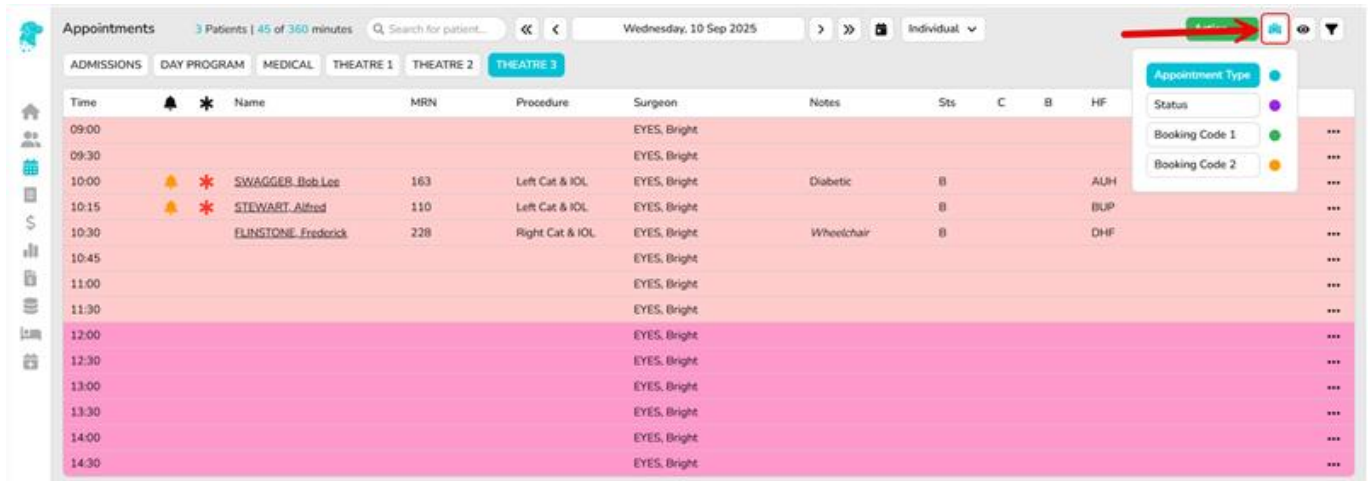
You can also use the arrows on either side of the displayed date to navigate forward or backward by **one day** or **one week**, making it easy to reach nearby dates.

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						

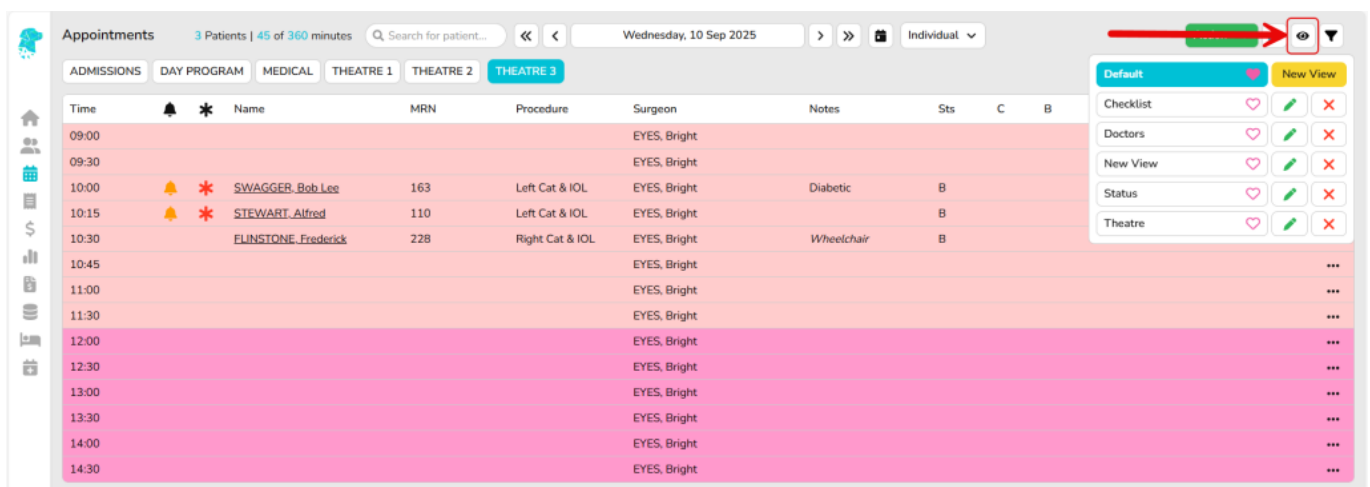
To manage your daily tasks – such as **Printing Lists**, **Sending Bulk SMS Messages**, **List Re-ordering**, or **Adding Patients to the Waitlist**, simply use the green dropdown menu labeled **Action**.

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	
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						

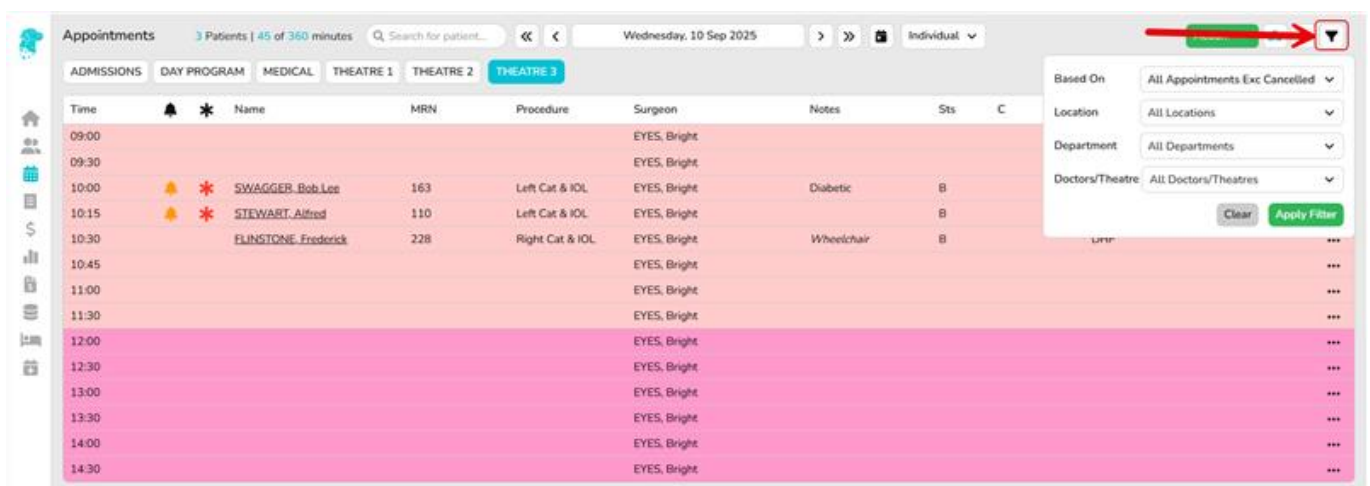
The next icon allows you to filter the view based on the specific hospital status.



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](#)

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## [My Health Record - Uploading a Discharge Summary](#)

**Once your hospital is set up to upload Discharge Summaries to My Health Record (MHR), users will be able to follow these instructions in order to complete that task. Removing Discharge Summaries will also be covered.**

To upload a patient's Discharge Summary, ensure the **MHR Consent** box is selected in the associated appointment.

If the **MHR Consent** box is ticked on the patient screen, it will automatically be selected when the appointment is scheduled.

If the patient withdraws their consent for the Discharge Summary to be uploaded for a particular episode, the box on the **Edit Appointment Screen** should be unticked.

Back to Appointments / Edit Appointment

**BEACHES, Sandy**

MRN 199  
 File No -  
 DOB 10/04/1986 (39)  
 Sex Female  
 Mobile 0411 111 111  
 Medicare -  
 Veterans -

**Allergies**  
-

**Alert**  
-

**Notes**  
-

**Document Alert**  
-

**Booking Details**

Location Shaes Private Hospital  
 Theatre/List Theatre 3 Roster Select Roster  
 Dr/Surgeon PIERCE, Dr Hawkeye  
 Surgical Assistant  
 Other Surgical Assistant  
 Anaesthetist STARR, Dr Ringo  
 Anaesthetic (Primary) IV/Sedation Anaesthetic  
 Appointment Date 27/10/2025 Time 11:05 Adm # 1047  
 Appointment Type Special Make Recurring Mins 15  
 Procedure Notes Right Cat & IOL  
 Other Notes  
 Checklist  
 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 Day Only Start at Day 1 Discharge 0  
 Accom Type Accom - Medi... Room Type Private  
 Provisional DRG Program Status Start Select Epis...  
 Bed Notes  
 Cancelled Confirmed Arrived Time  
 Booking Code 1 Booking Code 2  
 Food Instructions  
 Fasting Food Fasting Fluids  
 Planned Time in Theatre Admission Time Procedure Time  
 Program NHTP No In fold  
 Flags  New Patient  Intern Billing  Medical Only  MHR consent

Once it is established that the MHR Consent box is ticked, navigate to the patient's **Documents**.

Utilise the **Import** or **Scan** feature to import a document into FYDO:

199 - BEACHES, Sandy (10/04/1986 - 39) Clinic 0.00 Hospital 0.00 Total 0.00

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

All Document Type Show deleted documents Search Admission Select Admission Date

**Import** **Scan** **New Letter**

Document Name	Type	Adm Date	MHR	Created
AdmissionForm_001	Admission Form	-		04/12/2024

If you would like to use the **Create Letter** feature in FYDO to generate a Discharge Summary, do this from the **Right-Click Menu** on the **Appointments Screen** to ensure all episodic data is loaded into the document.

Ensure that the document is saved with a **Document Type** linked to **MHR Template > Discharge Summary (DISSU)**. This may need to be set up for your facility in **Documents > Documents Types**. (Reach out to our support staff for assistance with this)

A **Doctor** with a successfully verified **HPI-I** will also need to be allocated.

**New Letter**

Select a template  ▼

Document Name

**Document Type**  ▼

**Doctor**  ▼

Admission  ▼

**Referring Details**

Previous Referrals  ▼

Referring Doctor

Referring Date

Period

First Consult

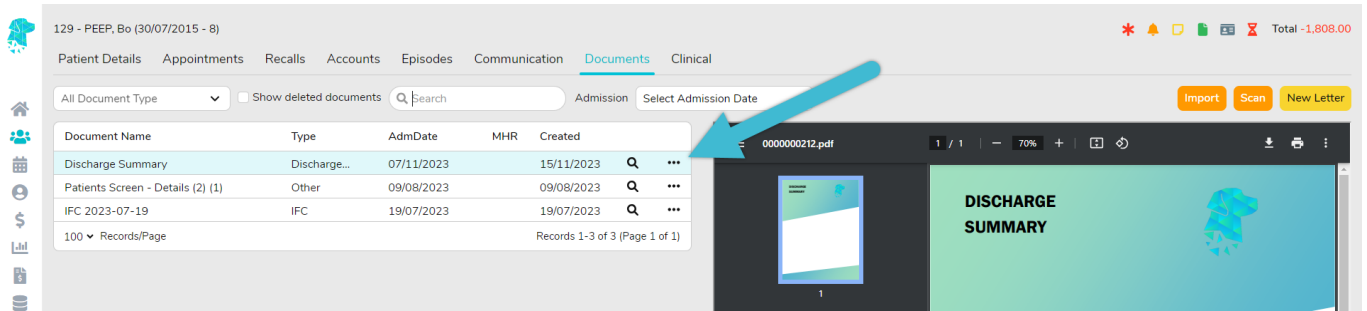
Attempting to upload a document that is not assigned a MHR Template type of 'Discharge Summary' will trigger an alert message. Only Discharge Summaries can be uploaded to MHR through FYDO.

**MHR – Document Upload**

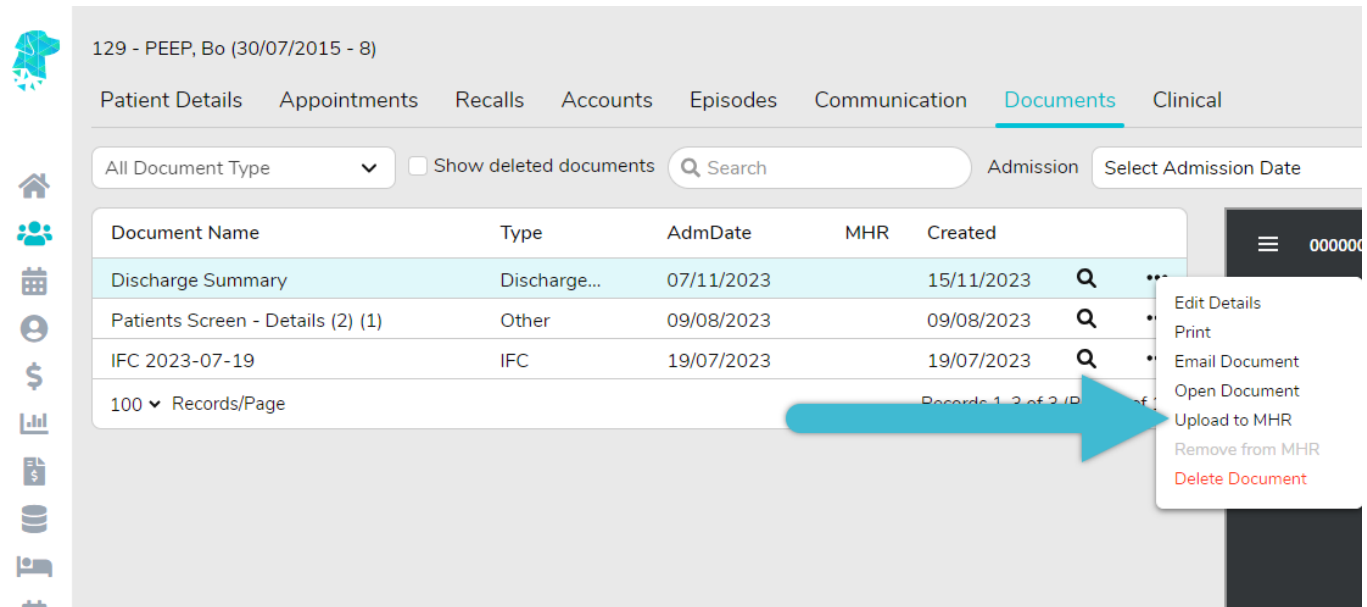
---

This document cannot be uploaded as we currently can only upload Discharge Summaries. Ensure the document type is set Discharge Summary in Settings > Document Types.

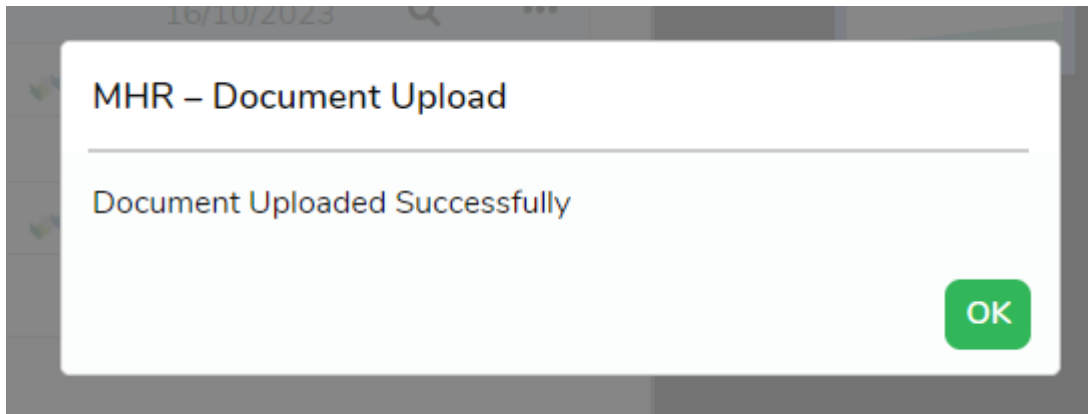
After the required document is uploaded, click the three dots to display the **Menu**.



Select **Upload to MHR**.



A confirmation message indicating a successful upload will be displayed.



Documents that have been uploaded can be identified by the MHR symbol.

129 - PEEP, Bo (30/07/2015 - 8)

Patient Details Appointments Recalls Accounts Episodes Communication Documents Clinical

All Document Type  Show deleted documents Search Admission Select Admiss

Document Name	Type	AdmDate	MHR	Created
Discharge Summary	Discharge...	07/11/2023		15/11/2023
Patients Screen - Details (2) (1)	Other	09/08/2023		09/08/2023
IFC 2023-07-19	IFC	19/07/2023		19/07/2023

100 Records/Page Records 1-3 of 3 (Page 1 of 1)

Documents can be **removed** from MHR by following the same process above and selecting **Remove from MHR**.

DocFullName Document 11/10/2023 11/10/2023

100 Records/Page Records 1-8 of 8 (Page 1 of 1)

- Edit letter
- Edit Details
- Print
- Email Document
- Open Document
- Upload to MHR
- Remove from MHR
- Delete Document

Confirm the removal by clicking **Yes**.

**MHR - Remove Document**

Are you sure you wish to remove this document from the patient's My Health Record?

Yes Cancel

A confirmation of successful removal will be displayed.

**MHR - Remove Upload**

Document Removed Successfully

OK

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](#).

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

---

## **Hospital Appointments Screen - Right Click Menu**

**Most functions available in the Appointments Screen can be accessed by selecting the required episode & using your mouse to right click. This menu can also be accessed with a single click on the appointment time which allows users on tablets to access the menu as well.**

1	Make an Appointment	M
2	Create from Waitlist	
3	Edit Appointment	E
4	Copy / Cut / Paste / Delete	>
5	Episodes	
6	Documents	
7	Chart Tracking	
8	EMR	F9
9	OEC	O
10	IFC	F
11	Send SMS	>
12	Confirmed	
13	Unarrived	
14	Admit	A
15	Excess / Deposit	P
16	Theatre	T
17	Discharge	D
18	Coding	G
19	Create Invoice	>
20	Rehab Screen	B
21	Check List	>
22	Inpatient	
23	Certificate	
24	Clinical Indicators	N
25	Print Chart Label	>
26	Print Wristband	>
27	Quick Form	
28	HC21	>
29	Create Letter	

1. **Make an Appointment** allows users to add a booking
2. **Create from Waitlist** allows a booking to be made using a patient on the Waitlist
3. **Edit Appointment** allows users to amend an existing booking
4. **Copy / Cut / Paste / Delete** allows users to copy, cut or past an existing booking or delete
5. **Episodes** gives a list of all episodes for the selected patient, along with financial information

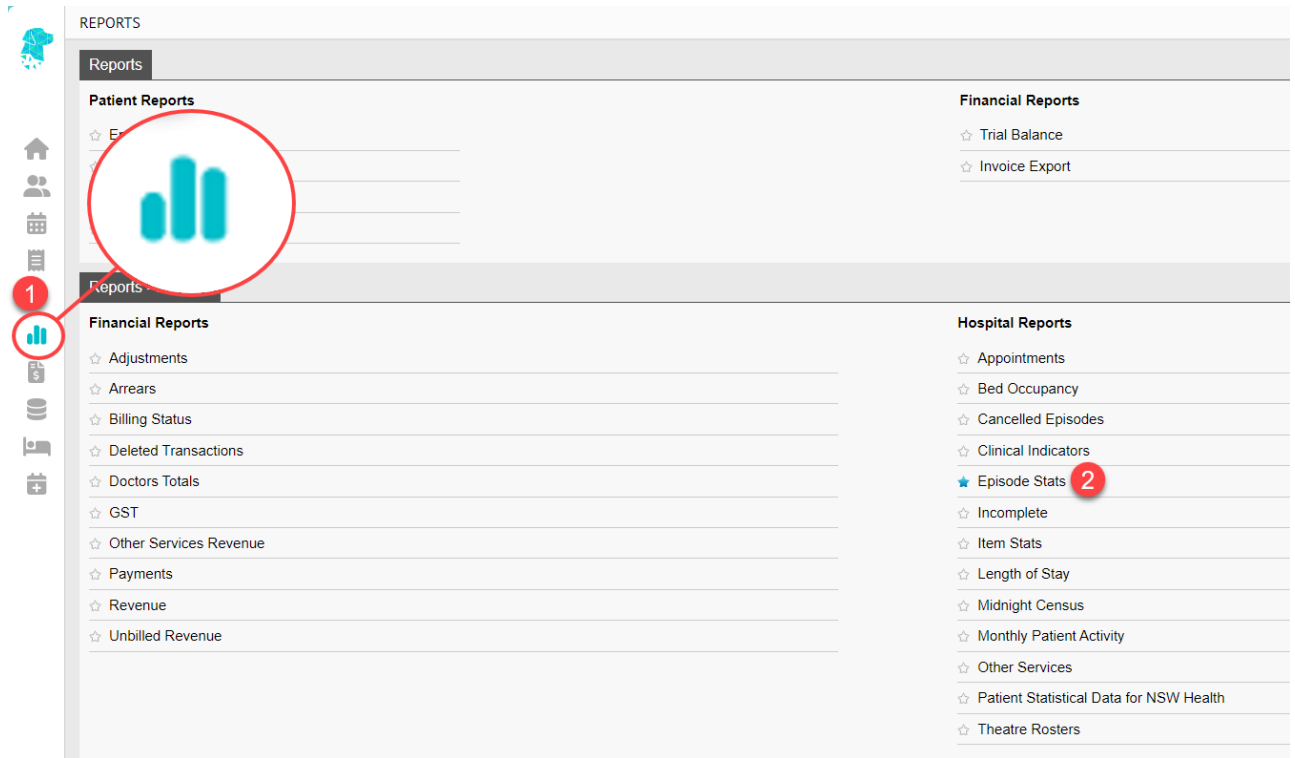
6. **Documents** displays all documents that have been generated in or scanned into FYDO
7. **Chart Tracking** allows for chart movement to be tracked
8. **EMR** will be displayed if the facility integrates with an external Electronic Medical Record system
9. **OEC** is where users will go to perform an Online Eligibility Check for the patient for that admission
10. **IFC** is where users will go to generate an Informed Financial Consent for the episode
11. **Send SMS** gives the user the option to send an SMS to the patient or to their pickup person
12. **Confirmed** gives users the option to make appointments as confirmed
13. **Arrived / Unarrived** gives users the ability to mark patients as arrived as they present to the facility
14. **Admit** is the page where the admission time & information is recorded
15. **Excess/Deposit** is where a receipt for a patient payment can be generated
16. **Theatre** is where all the theatre times, item numbers and other services etc. are recorded
17. **Discharge** is the page where the discharge time & information is recorded
18. **Coding** is the page that the relevant diagnosis & procedure codes are entered & where the episode can be grouped
19. **Create Invoice / Other Service Only Invoice** is where users will go to invoice the episode
20. **Rehab Screen** is used for recording rehabilitation information
21. **Check List** allows users to mark off tasks easily & efficiently as they are complete e.g., OEC, IFC, Consent Form etc
22. **Inpatient** is where information regarding scheduled inpatient procedures, bed allocation & leave can be recorded
23. **Certificate** is where Type C, Type B, psychiatric etc certificates can be entered into FYDO to be transmitted electronically via ECLIPSE
24. **Clinical Indicators** is where certain indicators relating to the episode can be recorded. This feature allows for efficient collation of statistical data
25. **Print Chart Label** is where labels can be printed for the patient chart
26. **Print Wristband** is where a wristband label can be printed for the patient
27. **Quick Form** allows users to print other forms that have been loaded into the database. For example, Discharge Summaries
28. **HC21 (Left, Right and Back)** for the patient to sign (*left*), for the facility to complete and sign (*right*) and for the surgeon to complete if a certificate is required (*back*)
29. **Create Letter** allows users to create letters in FYDO from preloaded templates

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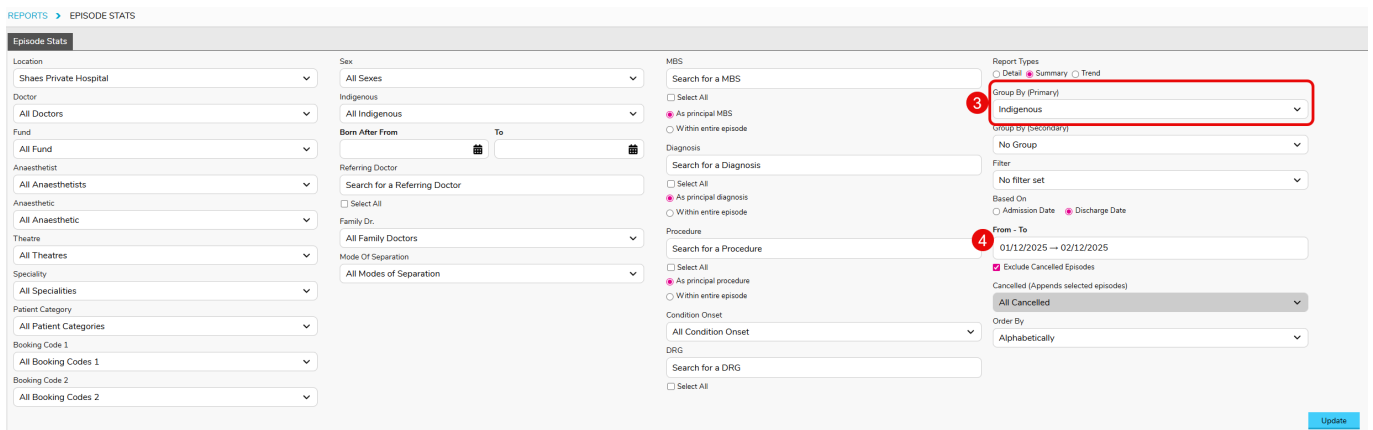
## [Obtaining ATSI Statistical Data \(Hospital\)](#)

From time to time, it will be necessary to report on Aboriginal & Torres Strait Islander statistics. FYDO makes this extremely easy using the Episode Stats report.

1. Select **Reports** from the main menu
2. Select **Episode Stats**



3. In the **Group By (Primary)** field select **Indigenous**



4. Select the date range required in the **From & To** fields

5. Click **Update**

The report will give you the total number & percentage total of episodes that fall under each category.

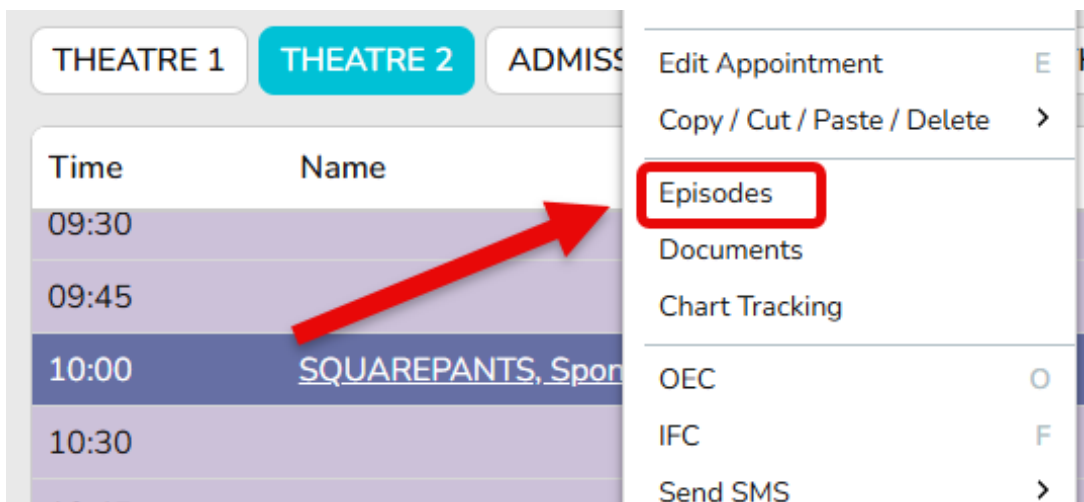
Private Hospital			
Episode Stats (Summary) based on Discharges 01/11/2025 - 31/12/2025			
Grouped by Indigenous for Location = Private Hospital			
Indigenous	Description	Percentage	Episodes
1	Aboriginal	50.00%	1
4	Neither Aboriginal or Torres Strait Islander	50.00%	1
<b>Total</b>		<b>100.00%</b>	<b>2</b>

EpisodeStats- PrivateHospital Page 1 of 1 Date: 02/12/2025 11:55 AM

## Unadmit or Undischarge a Hospital Episode

If an episode is accidentally admitted or discharged, the user can Un-admit or Un-discharge following the steps below.

1. Navigate to the appointment that needs to be Un-admitted and/or Un-discharged
2. Use the **Right Click Menu** to select **Episodes**



3. If the episode has been admitted, & **discharged**, Right Click on the required Episode and select **Un-discharge**

Back to Appointments / 114 - SQUAREPANTS, Spongebob (13/07/2020 - 5)

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

No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure
58	1100	<a href="#">17/10/2025</a>	17/10/2025	Discharged	D/O	Colonoscopy
56	1026	<a href="#">08/09/2025</a>	08/09/2025	Discharged	D/O	Carpal Tun
55	977	<a href="#">06/08/2025</a>	06/08/2025	Discharged	D/O	Colonoscopy
54	954	<a href="#">28/07/2025</a>	28/07/2025	Discharged	D/O	Left Cat &
48	859	<a href="#">03/06/2025</a>	03/06/2025	Discharged	D/O	Left Cat &

Admission Date: 17/10/2025 | Invoices for Admission: 1100

Inv #	To	Charge inc GST	Adjustments

Inv #	To	DOS From	Acc Period	T Code	Description

Admission

Edit Appointment E

Discharge D

**Un Discharge**

Coding G

Theatre T

Certificate

Leave

Clinical Indicators N

Create Invoice I

Quick Form

Other Services Only

Remove Episode

4. The user will be asked to **Confirm** that they are sure they want to un-discharge the episode.

**Confirm**

---

Are you sure you want to un-discharge this episode?

Confirm
Cancel

5. The Right Click process will need to be repeated to then **Un-admit** the episode.

Back to Appointments / 114 - SQUAREPANTS, Spongebob (13/07/2020 - 5)

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking Documents Clinical

No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure	Other No
58	1100	<a href="#">17/10/2025</a>	-	Admitted	0	Colonoscopy	
56	1026	<a href="#">08/09/2025</a>	08/09/2025	Discharged	D/O	Carpal Tunnel Release	
55	977	<a href="#">06/08/2025</a>	06/08/2025	Discharged	D/O	Colonoscopy & Gastro	
54	954	<a href="#">28/07/2025</a>	28/07/2025	Discharged	D/O	Left Cat & IOL	
48	859	<a href="#">03/06/2025</a>	03/06/2025	Discharged	D/O	Colonoscopy & Gastro	

Admission Date: 17/10/2025 | Invoices for Admission: 1100

Inv #	To	Charge inc GST	Adjustments	Payments
				No invoice

- Admission
- Edit Appointment
- Theatre
- Leave
- Clinical Indicators
- Un-admit**
- Quick Form
- Other Services Only
- Remove Episode

6. The user will again be prompted to **confirm** that they want to un-admit the episode.

**Un-Admit**

---

Are you sure you want to un-admit this episode?

7. Once this process has been followed, click **Back to Appointments** and the episode will have been returned to the status of **B** for **Booked**

## [Hospital Cancer Registry Data](#)

**FYDO gives users the ability to enter Cancer Registry information & export the data for ease of submission.**

Once the coding has been entered, by following the instructions on [Hospital Coding](#), you are able to click on the **Cancer Registry** icon.

APPOINTMENTS > CODING SCREEN

MRN 129 - PEEP,Bo    EpiNo. 68    DOB 30/07/2015 (10)    Sex Female    FileNo    Fund MPL    Speciality Ophthalmologist    Location Shaes Private Hospital (QLD)

Admission No. 1208    Admission Date/Time 20/01/2026 06:00    Discharge Date/Time 20/01/2026 15:00    Dr/Surgeon EYES,Bright    Anaesthetist SLEEP,Great

Procedure Notes Left Cat & IOL    Other Notes

Diagnosis

Coder S (Altura)    Coding on Hold    **Cancer Registry**

#	Type	Code	Description	Cluster	Indicator
1	P - Principal Diagnosis	G44.1	Vascular headache NEC	B - not assigned to any cluster	N - Condition arises during current episode
2	A - Additional Diagnosis	C57.0	Malignant neoplasm of fallopian tube	B - not assigned to any cluster	Y - Condition present on admission
3	E - External cause	W00	Fall on same level inv ice and snow	B - not assigned to any cluster	Y - Condition present on admission
4	M - Morphology	MB010/1	Epithelial tum, ublm	B - not assigned to any cluster	Y - Condition present on admission

Procedures

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

This will open up a screen that allows you to **Add Cancer Information**.

Cancer Registry List

**Add Cancer Information**

ID ↑	Description	Date of Diagnosis	Action
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Navigation icons: ⏪ ⏩

Once in the Cancer Registry screen, enter all relevant information for your state & click **Save**.

The Cancer Registry Data can then be exported in the same manner that you export all your monthly data.

For more information on Data Extracts, see [Hospital Data Extracts](#)