

# Hospital Health Fund Fees - Overnight Accommodation Fees

When new contracts are negotiated with health funds, amended fees need to be loaded into FYDO to facilitate a seamless IFC & Billing process.

The Overnight Accommodation Fees tab allows the entry of any contracted fees.

For more information on adding Same Day Fees, please see our page

[Hospital Health Fund Fees - Same Day Fees Set Up](#)

## 1. Fees can be entered in **Settings > Hospital > Fees Setup**

- For multi-location databases, ensure the correct **Location** is selected
- Use the **Fund** drop down to select the required health fund
- The **Start of Current Fee** date indicates the date that the **Current Fees** will be utilised from. Any episode from before the start date will utilise the **Old Fees** (*See Same Day Fee Instructions to amend these dates*)
- The **End of Current Fee** date indicates the date that the **Current Fees** will expire. Users will still be able to create IFC's for admissions after the End of Current Fee date. However, the system will prohibit billing for episodes that fall after this date. (*This date isn't mandatory. However, it is a good way to ensure accounts aren't accidentally billed at old prices*)
- Select the **Overnight Accommodation Fees** tab
- Select the required **Accommodation Type** from the drop down. (*Accommodation Categories can be added or amended in Settings > Accommodation Categories*)
- Click **Edit**
- If adding amended fees, use the **More Actions** dropdown to select **Click to move all Current Fees to Old Fees**
- If the fees are required to mirror the Minimum Benefits fees (*Entered in Settings > Minimum Benefits*), use the **More Actions** drop down & select **Copy Rates from Minimum Benefits**
- A pop up will appear to give all required options regarding copying the Minimum Benefits Rates into the Health Fund Contract rates

X

### Copy Rates from Minimum Benefits

Select which minimum benefits accommodation category you wish copy from

Accom Type  ▼

Do you want to copy the current or old rates from this minimum benefit?

Fee Type  ▼

Now select which cover you would like to update, i.e. Full or Basic Cover

Cover Type  ▼

Last step, select which fee you wish to update, i.e. Current or Old Fees

Fee Type  ▼

Copy Rates
Cancel

12. **Full Cover** Fees can be added to the first section of the screen
13. **Basic Cover** Fees can be added to the second section of the screen
14. When entering fees, use the + - to adjust the Day that the fees apply to. This will automatically adjust the following line to continue on.
15. Add the relevant fees into the **Shared, Private & Rebate** columns
16. Click **Save**
17. The user is then able to select the next **Accom Type** that they require & follow the same process again

For further information on how to set up fees please visit our pages:

[Other Settings](#)

[Casebase Fees](#)

[Casebase Multi Fees](#)

[Hospital Health Fund Fees - DRG Fees](#)

## IFC for an Episode that is partially covered by the Health Fund

There will be some instances where insured patients need to pay for part of their procedure.

Maybe some of the procedures is classified as a cosmetic procedure, maybe they have restrictions on their level of cover & the hospital is able to raise a charge to the patient for those extra procedures.

Maybe the hospital is contracted for 2nd Tier rates and can charge a patient gap or they want to charge a credit card surcharge to the patient.

Whatever the case may be, FYDO accommodates this split method of billing the health fund AND the patient seamlessly.

The first step in this process is to ensure the patient is entered with their Health Fund Details for the

episode. And then adding the items to the **Edit Appointment** Screen.

As seen below, FYDO gives the option to **Send Invoice To** the Health Fund or the Patient. This allows the user to select certain items that will be billed to the patient.

APPOINTMENTS > **EDIT APPOINTMENT** (114- SQUAREPANTS, SPONGEBOB) Total 3,285.00 Save Cancel

**Booking Details**

Location: Shaes Private Hospital  
Theatre/List: Theatre 1 Roster 08:00  
Dr/Surgeon: MURPHY, Dr Shaun  
Surgical Assistant: Select Surgical Assistant  
Other Surgical Assistant: Select Other Surgical Assistant  
Anaesthetist: STARR, Dr Ringo  
Anaesthetic (Primary): General Anaesthetic: None  
Apmt Date: 24/05/2023 Time: 09:30 Adm #: 168  
Appointment Type: Standard 30 Mins: 30  
Proc Notes: Bilateral Augmentation  
Other Notes: B I U A

OEC Received  OEC Checked  IFC Completed  
 Admission Form Received  Chart Ready  Consent Received

Patient Category: Day Only Start at Day: 1 Discharge: 0  
Accom Type: Accom - Medical Room Type: Private Bed Notes:

**Fund Details**

Health Fund: MPL - Medibank Private Limited  
Membership No.: 12345678A UPI: 0 Excess: 0.00 Co-pay: 0.00  
Insurance Status: Full Fee Claim Details

**Items**

Code	Description	Band	Action
45556	PLASTIC & RECON; Breast ptosis, correction of (unilateral), in the context of breast cancer or developmental abnormality, if photographic evidence (including anterior, left lateral and right lateral views) and/or diagnostic imaging evidence demonstrating the clinical need for this service is documented in the patient notes Applicable only once per occasion on which the service is provided (Anaes.)	4	X
			X

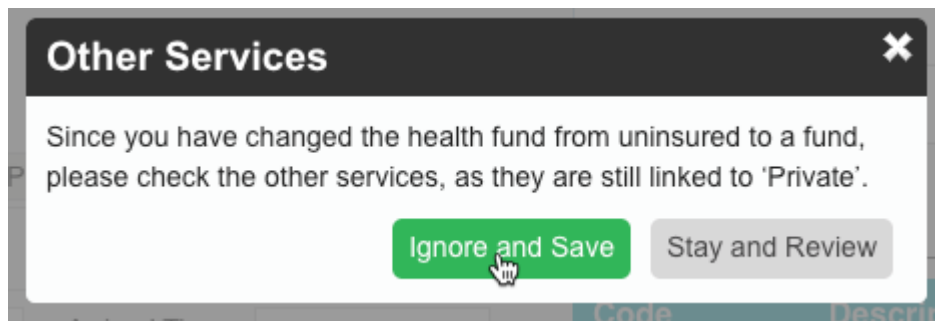
**Other Services**

Code	Description	Qty	Date of S	Send Invoice To	Action
UAM	Unilateral Augmentation Mammoplasty	1	24/05/2023	Patient	X
MN122	Mentor Smooth Round Gel Implant	1	24/05/2023	Patient	X
MN122	Mentor Smooth Round Gel Implant	1	24/05/2023	Health Fund	X
		0			X

Each facility is able to add their own “codes” to the Other Services list in FYDO. This can be done by following the instructions for [Adding Other Services Codes \(Hospital\)](#) and then adding the corresponding fees by following the instructions for [Adding Fees for Other Service Codes \(Hospitals\)](#)

After all required information is entered, the user can click **Save**. They will then be prompted to review the information, as FYDO wants to be sure that the items are being bill correctly.

Therefore click **Ignore and Save**.



From here, the user is able to proceed to creating the **IFC**. This is where we will be able to see that the items being billed to the health fund **will** attract a rebate. And the items being billed to the patient **will not** attract a rebate.

APPOINTMENTS > INFORMED FINANCIAL CONSENT


IFC

Name: SQUAREPANTS, Spongebob    DOB: 13/07/1988    Location: Shaes Private Hospital    Fund: MPL - Medibank Private Limited  
 Status: Full Fee    Doctor: Murphy, Shaun    Excess: 0.00    Co-payment: 0.00  
 Default Benefit: 0.00    Dates: 24/05/2023 - 24/05/2023

Item	Description	Charges inc GST	GST	Rebate
ACCOM	SameDay Accommodation Fee Band : 3	500.00	0.00	500.00
45556	PLASTIC & RECON; Breast ptosis, correction of (uni lateral and right lateral views) and/or diagnostic imaging evidence demonstrated in the patient notes Applicable only once per occasion on which the service is provided (Anaes.)	400.00	0.00	400.00
UAM	Unilateral Augmentation Mammoplasty	1,800.00	0.00	0.00
MN122	Mentor Smooth Round Gel Implant	595.00	0.00	0.00
MN122	Mentor Smooth Round Gel Implant	595.00	0.00	595.00
Apply Discount Percentage: 0.00%    Amount: 0.00		Sub-Total	3,890.00	0.00
		Total	3,890.00	0.00
Excess + Co-pay + Default Benefit: 0.00		Patient Gap: 2,395.00	Total out of pocket: 2,395.00	

IFC Message:    Copies: 1    Template: IFC - New    [Edit IFC] [Save] [Save & Print] [Cancel]

Once the IFC is produced the patient will be able to clearly see which items attract a health fund rebate & which items do not.



Shaes Private Hospital  
 1 Sunshine Place  
 SUNSHINE ACRES QLD 4655  
 P: (07)5444-4444  
 F: (07)5455-5555  
 E: shaesprivatehospital@mail.com

### INFORMED FINANCIAL CONSENT

<b>Patient:</b>	SQUAREPANTS, Spongebob	<b>DOB:</b>	13/07/1988
<b>Fund:</b>	Medibank Private Limited	<b>Membership #:</b>	12345678A
<b>Excess:</b>	\$0.00	<b>Co-Payment:</b>	\$0.00
<b>Admission:</b>	24/05/2023	<b>Printed:</b>	24/05/2023 at 07:28
<b>Doctor:</b>	Murphy, Shaun	<b>IFC completed by:</b>	Shae Darr(ACSS)

**List of Items Estimate Based on**

ITEM	DESCRIPTION	CHARGE	REBATE
ACCOM	SameDay Accommodation Fee Band : 3	\$500.00	\$500.00
45556	PLASTIC & RECON; Breast ptosis, correction of (uni	\$400.00	\$400.00
UAM	Unilateral Augmentation Mammoplasty	\$1,800.00	\$0.00
MN122	Mentor Smooth Round Gel Implant	\$595.00	\$0.00
MN122	Mentor Smooth Round Gel Implant	\$595.00	\$595.00
<b>Summary of Facility Charges</b>		<b>TOTAL:</b>	\$3,890.00
			\$1,495.00

Total Payable on Admission: \$2,395.00

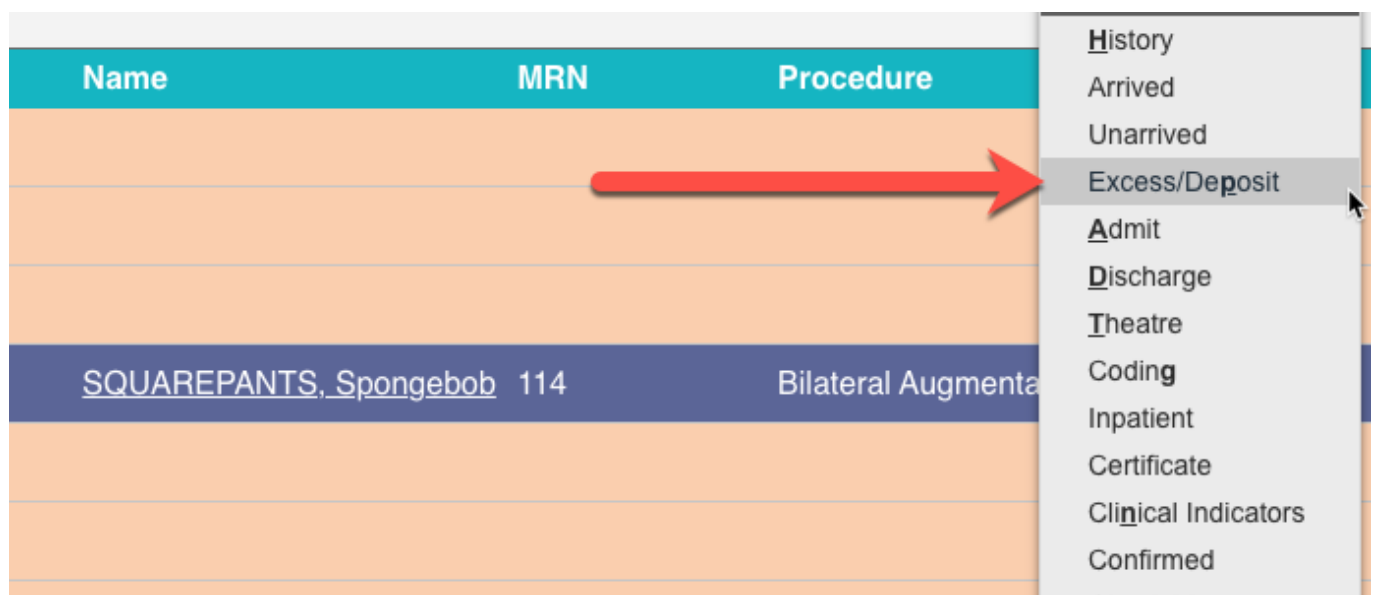
For information in receipting payments for these types of episodes visit these instructions for

# Receipting for an Episode that is partially covered by the Health Fund

There will be some instances where insured patients need to pay for part of their procedure. Maybe some of the procedures is classified as a cosmetic procedure, maybe they have restrictions on their level of cover & the hospital is able to raise a charge to the patient for those extra procedures. Maybe the hospital is contracted for 2nd Tier rates and can charge a patient gap or they want to charge a credit card surcharge to the patient. Whatever the case may be, FYDO accommodates this split method of billing the health fund AND the patient seamlessly.

To create an IFC for a patient whose admission is only partially covered by the health fund, see instructions on [Creating an IFC for an Episode that is Partially Covered by the Health Fund](#)

To receipt the patient for their Insured & Uninsured portions of their payment at the same time navigate to the appointments screen, right click on the episode & select **Excess/Deposit**.



Then use the **Fund Excess** section to receipt the payment that is required to go towards the **Insured Fund Invoice** and use the **Patient Account Deposit** section to receipt the payment that is required to go towards the **Uninsured Patient Invoice**.

The screenshot shows the 'DEPOSIT/EXCESS' form. At the top, it displays patient information: 'MRN 114 - SQUAREPANTS, Mr Spongebob', 'DOB 13/07/1988 [34] Sex Male', 'Fund MPL', and 'Location Shaes Private Hospital (QLD)'. Below this, there are two main sections: 'Fund Excess' and 'Patient Account Deposit'. The 'Fund Excess' section has a transaction date of 24/05/2023, amount of 250.00, and description 'Excess Payment'. The 'Patient Account Deposit' section has a transaction date of 24/05/2023, amount of 5.50, and description 'Surcharge'. A green callout points to the 'Fund Excess' section with the text: 'Receipt fund payments (eg Excess or Co-Payment) in the Fund Excess section'. An orange callout points to the 'Patient Account Deposit' section with the text: 'Receipt patient payments (eg Surcharge or Gap) in the Patient Account Deposit section'. At the bottom right, there are 'Save', 'Save & Print', and 'Cancel' buttons.

Click **Save & Print** to produce a copy of the receipts for the patient.

If you navigate to the **History/Episodes** screen you will be able to see that there has been an **Insured Invoice Number** raised, along with an **Uninsured Invoice Number** raise.

Inv #	To	From	Acc Period	T	Code	Description	Qty	B	Charge inc	GST	GST	T
81	MPL	24/05/2023	24/05/2023	D	DEPOS	Excess Payment: EFTPOS	-		-\$250.00	0.00		H
82	U/I	24/05/2023	24/05/2023	D	DEPOS	Surcharge: EFTPOS	-		-\$5.50	0.00		P

## Claiming Hospital - Claims


**Claiming Hospital** is used to transmit the invoiced episodes to the health funds via ECLIPSE. It consists of 2 tabs, **Claims & Not Yet Sent**.

These instructions will cover the **Claims Tab**.

For information regarding the **Not Yet Sent Tab** see our instructions [Claiming Hospital - Not Yet Sent](#)

ID	Batch#	Date	Location	Claimed	TranId	Status	Paid	Inv#	Patient	Fund	Action
31845	A001007	22/07/2022		\$284.00		Closed with Issues	\$0.00	28195		BUP	
1498	A001016	22/07/2022		\$284.00		Closed with Issues	\$0.00	28194		BUP	
153	A001766	23/08/2022		(\$28.00)		Closed with Issues	\$0.00	28751		BUP	
48	A001935	30/08/2022		\$284.00		Closed with Issues	\$0.00	28938		BUP	
52	A001978	30/08/2022		\$200.00		Closed with Issues	\$0.00	28905		BUP	

1. The **Claiming Hospital** section can be opened by hovering over the **\$** and selecting **Claiming Hospital**.
2. This will open to display the **Claims** tab which is where all the claims that have been transmitted to the health fund are displayed. It will open to show all outstanding claims. Claims that fall under the category of **Receipted** or **Payment Received** are not displayed by default when the page is open. *(These categories will be touched on later in the instructions)*
3. For multi-location systems, use the **Location** dropdown to select the desired location
4. The **Provider** dropdown gives the option to select a certain doctor/surgeon
5. The **Status** dropdown allows the ability to display the claims according to their current status. *(This status refers to the ability of the claim to be sent to the health fund. It is not a response from the health fund. The responses will be covered in the instructions **Processing & Payment Reports**)*
  - a. Open
  - b. Closed
  - c. Closed with Issues - There was a problem sending the claim
  - d. Ready
  - e. Queued - The claim is waiting to be sent to the fund
  - f. Sent (white) - Has been sent to the fund less than 2 weeks ago or the fund has responded
  - h. Sent (red) - Has been sent to the fund, but no response has been received for 2 weeks

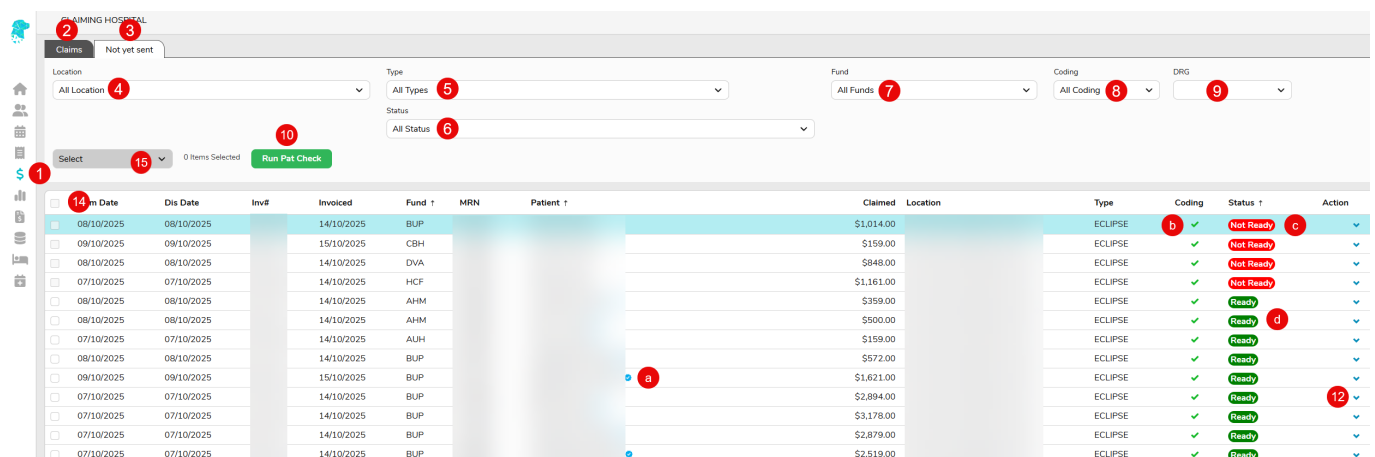
- i. Processed - The fund has processed the claim
  - j. Payment Received - The payment has been received
  - k. Receipted - The payment has been received & applied
  - l. Rejected - The claim hasn't been received/accepted by the fund
6. The **Fund** dropdown allows filtering to a particular health fund
  7. The **Search** field gives the ability to search any information e.g., batch number, invoice number, patient name, amount claimed or paid etc
  8. Hovering over the words **Closed with Issues** or **Rejected** will display a pop up that will give more information as to why the claim wasn't successfully transmitted
  9. Clicking on the **Invoice Number** will open a new tab & display the health fund response, if it has been received, in the **Processing IHC** screen. Information on this tab will be covered in the **Processing & Payment Reports** instructions
  10. The **blue arrow**  on the right of the screen, & also the **Right Click** feature, gives the option to go to the patient **History** screen, if you need to view the episode details. **The Right Click function also allows the user to Remove Batch.** However, this would only be utilised if the health fund has confirmed that it didn't transmit successfully & they will not be making payment towards it. The batch is what allows the system to link this claim to the invoice number. Therefore, if a batch is removed prematurely, the associated invoice number will not display on the Electronic Remittance Advice when it is received from the fund. This makes it very difficult, & a lot more time consuming, to receipt a remittance so we do not advise to remove sent batches without liaising with the health fund first.
  11. As mentioned earlier, the Claims screen displays all claims **Except Receipted & Payment Received** when opening. Therefore, as soon as a payment has been processed in the system the claim will disappear from this screen by default. This allows users to easily identify claims that are still outstanding. Claims with the status of Payment Received or Receipted can always be viewed by using the **Status** dropdown mentioned in #5 above

## Claiming Hospital - Not Yet Sent








**Claiming Hospital** is used to transmit the invoiced episodes to the health funds via ECLIPSE. It consists of 2 tabs, **Claims** & **Not Yet Sent**.

These instructions will cover the **Not Yet Sent** Tab.

For information regarding the **Claims** Tab see our instructions on [Claiming Hospital - Claims](#)



In Date	Dis Date	Inv#	Invoiced	Fund	MRN	Patient	Claimed	Location	Type	Coding	Status	Action
08/10/2025	08/10/2025		14/10/2025	BUP			\$1,014.00		ECLIPSE	✓	Not Ready	
09/10/2025	09/10/2025		15/10/2025	CBH			\$159.00		ECLIPSE	✓	Not Ready	
08/10/2025	08/10/2025		14/10/2025	DVA			\$848.00		ECLIPSE	✓	Not Ready	
07/10/2025	07/10/2025		14/10/2025	HCF			\$1,161.00		ECLIPSE	✓	Not Ready	
08/10/2025	08/10/2025		14/10/2025	AHM			\$359.00		ECLIPSE	✓	Ready	
08/10/2025	08/10/2025		14/10/2025	AHM			\$500.00		ECLIPSE	✓	Ready	
07/10/2025	07/10/2025		14/10/2025	AUH			\$159.00		ECLIPSE	✓	Ready	
08/10/2025	08/10/2025		14/10/2025	BUP			\$572.00		ECLIPSE	✓	Ready	
09/10/2025	09/10/2025		15/10/2025	BUP			\$1,621.00		ECLIPSE	✓	Ready	
07/10/2025	07/10/2025		14/10/2025	BUP			\$2,894.00		ECLIPSE	✓	Ready	
07/10/2025	07/10/2025		14/10/2025	BUP			\$3,178.00		ECLIPSE	✓	Ready	
07/10/2025	07/10/2025		14/10/2025	BUP			\$2,879.00		ECLIPSE	✓	Ready	
07/10/2025	07/10/2025		14/10/2025	BUP			\$2,519.00		ECLIPSE	✓	Ready	

1. The **Claiming Hospital** section can be opened by hovering over the  and selecting **Claiming Hospital**
2. This will open to display the **Claims** Tab. (*Click on this link to view the [Claiming Hospital - Claims instructions](#)*)
3. The **Not yet sent** tab displays all claims that have been invoiced & will include claims that can be sent via ECLIPSE & also Paperbase claims that need to be sent manually
4. For multi-location databases, use the **Location** dropdown to select the desired facility
5. Use the **Type** dropdown to select **Eclipse** or **Paperbase** claims
6. Use the **Status** dropdown to display, or omit, claims that are **Ready, Not Ready** or **On Hold**
7. Use the **Fund** dropdown to display, or omit, certain funds
8. Use the **Coding** dropdown to display, or omit, claims that are **Completed** or **Pending** coding
9. Use the **DRG** dropdown to show claims **with a DRG** or with an **Empty DRG**. Using the Empty DRG option will identify claims that still require to be grouped
10. Use the **Run Pat Check** button to run an **OPV Check** for all the patients on the list. This function will only work if the patients' Medicare card & health fund cards are entered correctly. Sometimes this may need to be run twice as the Medicare card might be updated the first time, therefore running it a second time will enable the system to check the fund details
11. For a claim to be ready to be sent it requires:
  - a.  A blue tick to confirm the **OPV** check has been successfully performed
  - b.  A green tick to confirm that the **coding** has been completed
  - c.  If it is still showing as **Not Ready** it will need to be grouped, in the coding screen
  - d.  Once it is showing as **Ready** it is able to be transmitted via eclipse
12. Use the **Blue Arrow** , or select the claim (*so that it is purple*) and **Right Click** to display a menu that allows you to navigate to:
  - The **Coding** Screen to check coding & grouper
  - The Patient **History** Screen to view the invoice details
  - The **Patient** Record Screen to complete the OPV check
 This feature assists in getting the claims ready to transmit via eclipse
13. When an ECLIPSE claim is ready to be sent another option will be available in the menu called **Send Invoice via ECLIPSE** which will then send the invoice to the fund
14. Once all claims are ready to be sent (*or filters have been applied to only show Ready ECLIPSE claims*) the select all function will be available to select & send multiple claims at once
15. After all desired claims have been selected, use the **Select** dropdown to **Send selected via ECLIPSE**
16. The claims will then be transmitted to the fund & will display on the **Claims** tab with their status. It is a great idea to check the Claims Tab straight away to make sure claims have been successfully transmitted
17. **Paperbase** claims will also appear on the **Not yet sent** Tab. This is to remind the user to send the claim away manually.
18. Paperbase claims will require the coding to be done & the episode to be grouped before it will show as **Ready**
19. Once it is ready, the blue arrow  on the right, or the right-click function, will display the option to **Mark as Sent**. Using this function, only after the invoice has been manually sent, is a great way to ensure no claims are missed. Once the claim is marked as sent it will no longer display on the Not yet sent tab. There will also be an audit in the Patient Episode Screen to state who marked the claim as sent & when.

# Adding Fees to Other Services Codes (Hospital)

These instructions will assist users in adding or amending the fees associated with Other Service Codes / Prosthesis Codes.

Prostheses list updates will be automatically loaded into FYDO and any new items will be added with all new fees will be imported. However descriptions will not be updated, as some facilities prefer their own descriptions & do not what them overridden.

After following the instructions for [Adding Other Services Codes](#) the user will be able to add the correlating fees by following the steps below.

1. Go to **Settings**
2. Scroll down to **Hospital > Fees Management** & select **Other Services**
3. Use the **Search** field to find the desired code / other service
4. Double click on the item to display the information that has been entered, along with the table to enter the **relevant fees**

The screenshot shows a software interface for managing fees. At the top, there is a dropdown menu labeled 'Action' with a downward arrow. Below it, a list of actions is displayed, each with a red circle containing a number: 'Move All Current Fees to Old Fees' (5), 'Move Current Charge into Current Rebate' (8), and 'Make the First Charge the same for the rest of the Funds' (7). Below the dropdown is a table with columns: 'Code', 'Charge inc GST', 'Rebate', and 'GST'. The table contains several rows of data, with the first row being 'ADF' and the last row being 'HCF'. Each row has input fields for 'Charge inc GST' and 'Rebate', and a checkbox for 'GST'. A red circle with the number '6' is next to the 'AGA' code, and a red circle with the number '11' is next to the date '01/11/2025' for the 'AGA' row. A red circle with the number '9' is next to the 'GST' checkbox for the 'AGA' row. At the bottom right of the interface, there are two buttons: 'Save' (green) and 'Cancel' (grey).

Code	Charge inc GST	Rebate	GST
ADF	524.00	524.00	<input type="checkbox"/>
AGA	524.00	524.00	<input type="checkbox"/>
AHS	524.00	524.00	<input type="checkbox"/>
ARH	524.00	524.00	<input type="checkbox"/>
BHS	524.00	524.00	<input type="checkbox"/>
BUD	524.00	524.00	<input type="checkbox"/>
BUP	524.00	524.00	<input type="checkbox"/>
DVA	524.00	524.00	<input type="checkbox"/>
HCF	524.00	524.00	<input type="checkbox"/>

5. If replacing fees that have already been entered, use the **Action** dropdown & select **Move all Current Fees to Old Fees**. This will copy the Current fees to the Old fees to allow the new fees to be entered, without losing the previous fee schedule or needing to type them in again

6. **If the cost of the item will be the same for each health fund**, enter the charge for the first fund under the **Charge inc GST** column
7. Then use the **Action** dropdown & select **Make the First Charge the same for the rest of the Funds**. This will replicate the fee added for the rest of the funds
8. Then use the **Action** dropdown & select **Move Current Charge into Current Rebate**. This will replicate all the Charge inc GST fees in the **Rebate** column. *You may then need to **remove** some of the fees listed in the Rebate column (or override them to \$0) if the 'fund' doesn't attract a rebate (e.g., Uninsured)*
9. Use the **GST** tick box column if the fee entered is **inclusive of GST**
10. **If the cost of the item is for a particular 'fund'** (e.g., a gap fee for an uninsured patient), add the fee to the desired fund, instead of following the above steps to add to all funds
11. Lastly enter the **Threshold Date** (start date)
12. If an Other Service item can no longer be used for billing/claiming, you can allocate an **Expiry Date**
13. If the item should always be billed to the patient, you can set this as the default by selecting **Patient** in the **Send Invoice To** dropdown.

**Other Service Details**

Billing Code	<input type="text"/>
Description	<input style="height: 30px;" type="text"/>
Type	<input type="text" value="v"/>
Company	<input type="text"/>
Eclipse Mapping	<input type="text"/> <span style="float: right; color: blue;">?</span>
<input type="checkbox"/> Exclude fee when billing	<span style="float: right; color: blue;">?</span>
Expired as of	<input type="text" value=""/> <span style="font-size: 1.2em;">📅</span> <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-left: 5px;">12</span>
Send Invoice To	<input type="text" value="Patient"/> <span style="float: right; color: blue;">?</span> <span style="color: red; border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-left: 5px;">13</span>
Status	<input checked="" type="checkbox"/> Active

5. Once all desired information has been entered click **SAVE**
-

# Adding Other Services Codes (Hospital)

These instructions will assist users in Adding or amending an Other Service Code / Prosthesis Code for the purpose of updating the description or information related to the item.

Prostheses list updates will be automatically loaded into FYDO. Any new items will be added & all new fees will be imported. Descriptions will not be updated, as some facilities prefer their own descriptions & do not what them overridden.

1. Go to **Settings**
2. Scroll down to **Hospital > Fees Management** & select **Other Services**

Code	Description	Company	Type	Status	Expired as of	Action
AA008	Bioring Gastric Band Replacement Port	Alliance Surgical	Prostheses	Active	-	X
AA009	Bioring Gastric Band	Alliance Surgical	Prostheses	Active	-	X
AA010	Adhesix Bioring Gastric Band	Alliance Surgical	Prostheses	Active	-	X
AA015	CABS Air Composit	Alliance Surgical	Prostheses	Active	-	X

3. Use the **Hospital Drop Down** box to select the facility if it is a multi-location database
4. Use the **All Services Drop Down** box to select a specific service type, if necessary
5. Use the **Search** field to determine if the code is already in the system. *The search fields can be used to search codes, descriptions or companies etc to allow the user to search any part of the other service information*
6. If the code appears, double click to display the information. If it doesn't appear, use the **Show Inactive** tick box to be sure that the code isn't in the system as Inactive
7. If the code needs to be added, click **Add Other Service**

Other Service Details

LOCATION: All Locations

8 Billing Code

9 Description

10 Type

11 Company

12 Eclipse Mapping

13  Exclude fee when billing

14 Expired as of

15 Send Invoice To

16 Status  Active

Save Cancel

8. Enter the **Billing Code**. (*This is the only information that **will not be editable** once the item is saved*)
9. Enter the **Description** (*Mandatory Field*)
10. Use the **Type** dropdown to categories the item:
  - a. Allied Health Services
  - b. Disposables
  - c. Labour Ward

- d. Nursing Fee
  - e. Other
  - f. Pharmaceuticals
  - g. Prostheses
  - h. Theatre Fee
11. Enter the **Company** that supplies the product. *(This can assist with reporting on prosthesis etc, as the other services reports can be run by suppliers)*
  12. Enter **Eclipse Mapping** if the Other Services code that is being entered requires a prefix before the code itself. *(Only add the prefix to this field, not the prefix & the code)*
  13. Use the **Exclude fee when billing** tick box if this Other Service is excluded from certain Casebase contracts. For example, if the contract lists an all-inclusive fee for a procedure, that also includes prosthesis, this tick box would ensure there is no fee raised for this particular prosthesis when billed in conjunction with the particular Casebase item. **For this feature to work** the tick box in the Casebase Fee Set up called **Exclude Other Services** also needs to be ticked. When these two tick boxes marry up there will be no charge raised for the other serviced when billed with that item. For any other Casebase or per diem fee, without this Exclude Other Services tick box marked, there will still be a fee raised for the other service
  14. If an Other Service item can no longer be used for billing/claiming, you can allocate an **Expiry Date**

If the item should always be billed to the patient, you can set this as the default by selecting **Patient** in the **Send Invoice To** dropdown

16. Use the **Status** to mark a code as **Active** or **Inactive**
17. Once all desired information has been entered click **Save**
18. The **Export to Excel** option allows for the other services, along with the fees for each fund, to be exported to an excel spreadsheet. Use the **Search** field to filter down to a particular company or description etc to export more specific data (e.g., Search Alcon to export a list of all prosthesis in the system with the company listed as Alcon)
19. To **Delete** an item, use the cross **X** in the Action column to delete. You will then be asked to confirm that you are sure you want to delete the other service.

The Other Service / Prosthesis Code has now been added to your FYDO database.

For information on how to add the associated fees to this new item please see instructions [Adding Fees to Other Services Codes \(Hospital\)](#).

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## [Reversing a Hospital Invoice](#)

**For an invoice that has been incorrectly billed or needs to be reversed by way of a journal entry. Navigate to the required patient using number 1 or 2 below**

1. Select **Patient** tab in the left-hand menu
  - a. Search for the required patient using the field in the top right
  - b. Double click on required patient
  - c. Navigate to the **Episodes** tab across the top of the patient record

2. Select **Appointments** tab in the left-hand menu
  - a. Search for the required patient using the field in the centre at the top or
  - b. Use the calendar to navigate to the episode date
  - c. Once the patient has been located, right-click on their appointment & select **History**
3. Ensure that the correct episode is selected from the list at the top
4. Ensure that the correct invoice is selected from the information for that admission (**NB this is important if there are multiple invoices for the one episode**)
5. Use the **Invoice Options** drop-down on the left of the screen
6. Select **Reverse Invoice**

212 - BRADY, Tom

Total 2,671.35 Clinic Total 242.35 Hospital Total 2,429.00 Allergy

Patient Details Other Appointments Recalls Accounts Episodes Communication Documents Clinical

No.	Adm #	Adm. Date	Dis. Date	Sta	Nights	Procedure	Other Notes	Fund	Surgeon	Location	Actions
2	528	02/05/2022	02/05/2022	Discharged	D/O	Left Cat & IOL	Needs a wheelchair	AHM	Potts, Harry	ACSS Bondi Hospital	
1	392	06/01/2022	06/01/2022	Discharged	D/O			AHM	Philliposis, M	ACSS Bondi Hospital	

Invoice for Admission 528 | Admission Date: 02/05/2022

Inv #	To	DOS From	Acc Period	T Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
516	AHM	02/05/2022	02/05/2022	A ACCOM	SameDay Accommodation Fee Band : 3	1	3	\$250.00	0.00	H	01/06/2022 10:55AM	Shae Darr
516	AHM	02/05/2022	02/05/2022	T 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.)	-	6	\$1,800.00	0.00	H	01/06/2022 10:55AM	Shae Darr
516	AHM	02/05/2022	02/05/2022	O AL021	Alcon AcrySof SN60WF	1	6	\$290.00	0.00	H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	AHM	02/05/2022	02/05/2022	O AL005	DUOVISC VISCOELASTIC SYSTEM	1	6	\$89.00	0.00	H	01/06/2022 10:55AM	Shae Darr (ACSS)

Episode Notes Financial Notes Audit

Episode Total 2,429.00 Balance Due 2,429.00

Invoice Options: Invoice Options, Adjust Invoice, Deposit Copy, HC21 Left, HC21 Right, HC21 Back, Invoice Copy, Invoice Status, **Reverse Invoice**, Statement Copy

7. The **Reverse Invoice** window will appear. Click on the invoice that you wish to reverse & it will turn a light shade of blue
8. Click the **Reverse Invoice** option

Reverse Invoice

Reversal date 18/07/2022

Adm Date	Invoice No.	Fund	Location Name	Balance
02/05/2022	516	AHM	ACSS Bondi Hospital	2,429.00

Reverse Invoice Cancel

AL005 DUOVISC VISCOELASTIC SYSTEM 1 6 \$89.00 0.00

9. The invoice will continue to show in the episode; however it will now be followed by the journal adjustments that have just been performed to reverse it & zero it out

212 - BRADY, Tom Total 242.35 Clinic Total 242.35 Hospital Total 0.00 Alert [Back to Appointments](#)

Patient Details Other Appointments Recalls Accounts Episodes Communication Documents Clinical Print Export To

No.	Adm #	Adm. Date	Dis. Date	Site	Nights	Procedure	Other Notes	Fund	Surgeon	Location	Actions
2	528	02/05/2022	02/05/2022	Discharged	D/O	Left Cat & IOL	Needs a wheelchair	AHM	Potts, Harry	ACSS Bondi Hospital	
1	392	06/01/2022	06/01/2022	Discharged	D/O			AHM	Philliposis, M	ACSS Bondi Hospital	

Invoice for Admission: 528 | Admission Date: 02/05/2022 Episode Total 00.00 Balance Due 0.00 Invoice Options

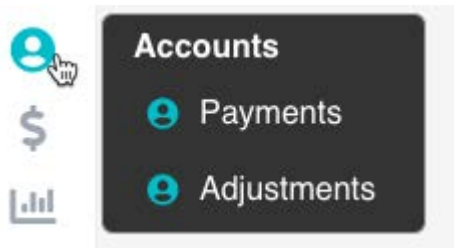
Show voided transactions

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge Inc	GST	GST	T	Audit Date	User
516	AHM	02/05/2022	02/05/2022	A	ACCOM	SameDay Accommodation Fee Band : 3	1	3	\$250.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	AHM	02/05/2022	02/05/2022	T	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.)	-	6	\$1,800.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	AHM	02/05/2022	02/05/2022	O	AL021	Alcon AcrySof SN60WF	1	6	\$290.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	AHM	02/05/2022	02/05/2022	O	AL006	DUOVISC VISCOELASTIC SYSTEM	1	6	\$89.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	AHM	18/07/2022	18/07/2022	A	ACCOM	Reversal : SameDay Accommodation Fee Band : 3	1	3	\$-250.00	0.00		H	18/07/2022 7:18AM	Shae Darr (ACSS)
516	AHM	18/07/2022	18/07/2022	T	42702	Reversal : Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following	-	6	\$-1,800.00	0.00		H	18/07/2022 7:18AM	Shae Darr (ACSS)

## Receipting a Manually Received Hospital Remittance

**If a remittance is received in paper form, or any form other than eclipse. These steps are also to be followed when an uninsured patient makes an additional payment towards an invoice that has already been raised.**

1. Hover over the **Accounts** icon in the main menu & select **Payments**



2. Select the **Location** (for a multi-location database, single location systems will automatically populate)
3. The **Payment Date** will automatically be set to the current date. Depending on access levels you may be able to back date if required
4. Select the **Payment Type**
5. Enter the total **Amount** of the payment being receipted
6. Type the name of the company that the payment is being received from in the **Drawer** field
7. Click on **Click to Search for an individual Account** to display the Patient Lookup box to search for a patient name, MRN, DOB, Invoice Number etc
8. Double click on the patient or episode or invoice that you wish to apply the payment towards
9. The account will display on the screen with the **Outstanding** amount & the **Allocated** amount
10. If the Allocated amount is different than the system has pre-populated, you can simply click in the field & over-ride the price.
11. Repeat steps 7 >10 for subsequent invoices included in that payment
12. You will be unable to allocate the payment until the Total Amount & the Allocated Amounts match

13. Once the **Out of Balance** field is zero you can click **Save**

The screenshot shows the 'Payments' screen with the following details:

- Location: ACSS Bondi Hospital
- Payment Date: 20/07/2022
- Payment Type: Direct Deposit
- Amount: 4,000.00
- Drawer: Medbank Private
- Reference No., Bank, Branch, and TIP fields are empty.

The table below shows patient accounts with outstanding balances:

Inv#	Patient Name	MRN	Fund	Outstanding	Allocated
521	BOND, James	263	BUP	2,300.00	2,300.00

Summary: Total Allocated: 2,300.00, Total Payment: 4,000.00, Out of Balance: 1,700.00. A red bar indicates the 'Out of Balance' amount. A 'Save' button is located at the bottom right.

14. If there is a discrepancy between the **Outstanding** amount & the **Allocated** amount you will be prompted to print out a report showing the **Outstanding Balances**. Click **Yes** to enable these amounts to be chased up

**Payments**

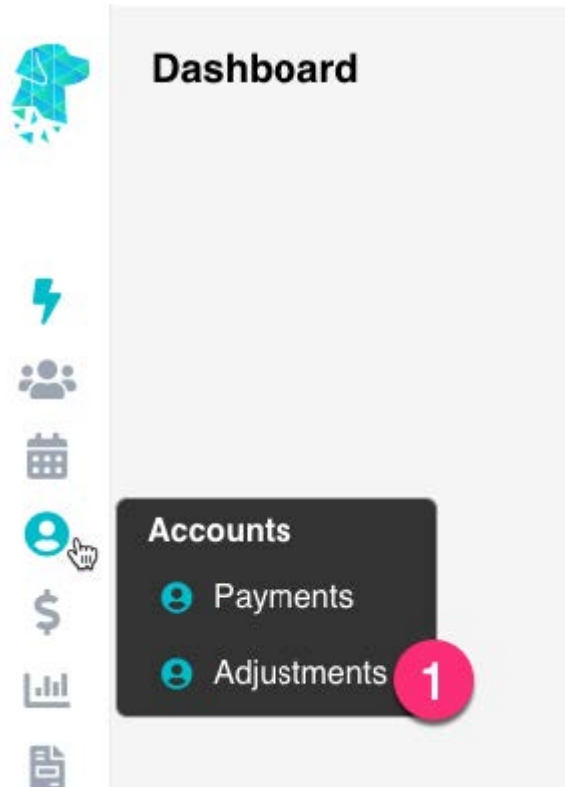
Do you want a printout of a list of the patients with outstanding balances?

**Yes** **No**

## [Refund Journal via the Adjustments Screen \(Hospital\)](#)

If a patient or health fund is required to be refunded the system will reflect this transaction by following these steps.

1. Go to **Accounts** in the main menu & select **Adjustments**



2. For multi-location systems, use the drop down to select the relevant **Location**
3. Enter the required **Transaction Date** if it differs from the current date
4. Use the **Type** dropdown to select **Refund**
5. Once Refund is selected for the Type, the **Payment Type** field will be displayed so the method of the transaction can be documented
6. Type the required information in the **Drawer** field
7. Use the **Reference No.**, **Bank** & **Branch** fields, if the facility work instructions require, to document additional information regarding a bank cheque etc
8. Click "**Click to Search for an individual Account**" and the search box will be displayed to find the required patient
9. Once a patient is selected, the invoices with an outstanding amount will be displayed
10. Use the **Show All Invoices** option to display invoices that don't currently have an outstanding balance
11. Type the amount to be refunded in the **Allocated** column
12. Once you have moved from the Allocated field the system will show you the **Possible Balance** of the invoice, following the adjustment
13. Once all details have been confirmed & are correct click **Save**

