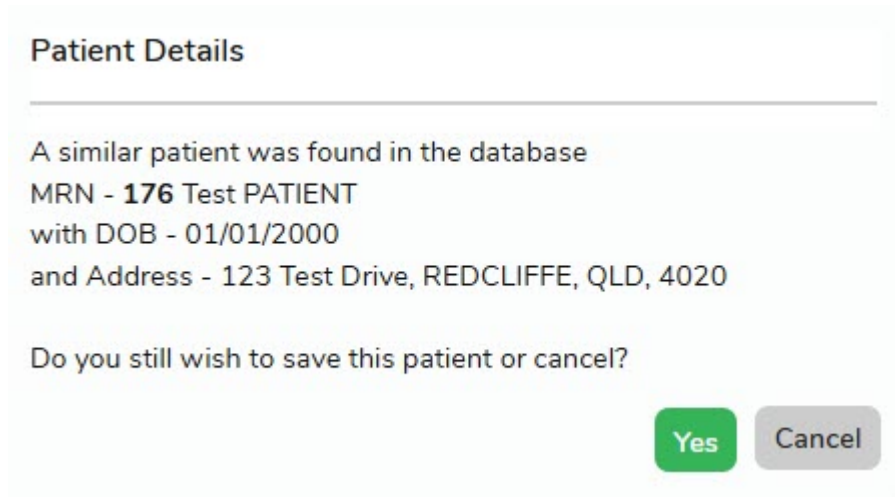


# Merging Duplicate Patients

When creating a patient, if the details are similar enough to a patient already in Fydo, you will receive the following message.



This message is Fydo taking measures to ensure you do not create duplicate patients. As you can see in this example, it is letting me know a similar patient was found. For Fydo to try to match existing patients, you will need to enter a minimum of:

- **First Name and Last Name**
- **Date of Birth**

If you enter just the first and last name, it will not try to find similar patients, you do need to enter the date of birth for the check to occur.

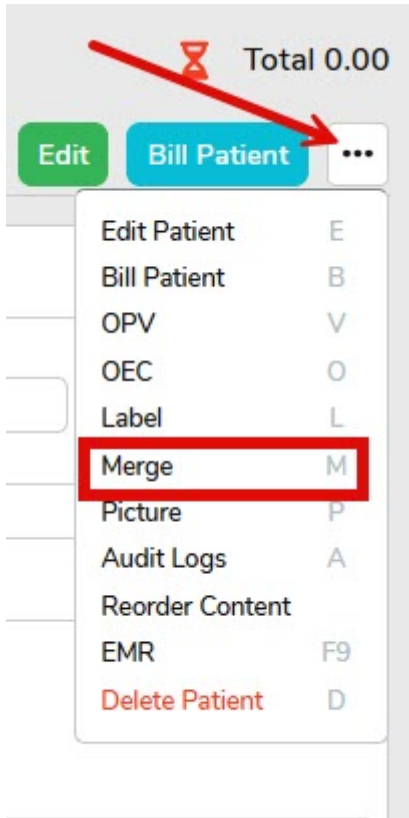
Despite this, you may realise at some point that you have a duplicate patient. If you run into this issue, read ahead to find out how to **merge** the patients together.

---

## How to Merge Patients

**First search the patient/MRN that will become obsolete, after this process, & open their Patient Info Screen.**

In the top right hand corner of the **Patient Details** screen you will see 3 dots which will display a drop-down menu with a Merge option.



You will now see a screen with the patient's details and a search bar.

### Merge Patient

Select a medical record where MRN 192 will be merged into. This means MRN 192 will no longer exist, and all appointments/episodes and invoices will be moved to the selected MRN.

### Merge Information

MRN 192	→	MRN
DOB 01/01/2000	→	DOB
Sex	→	Sex
Patient PATIENT, Test	→	Patient

Simply search for the patient you wish to merge the current one with. You will see the **Patient Lookup** box, containing any patients found.

## Patient Lookup



Patient  Other

Surname	Firstname	MRN	FileNo	Address	DOB	Age
PATIENT	Test	176		123 Test Drive REDCLIFFE	01/01/2000	25
PATIENT	Test	192		123 Test Drive SHORNCLIFFE	01/01/2000	25

The **Patient Lookup** menu also has all the regular ways to search for a patient.

Select the patient you wish to merge the current one with and you will now see the previous **Merge Patient** screen with additional details of the patients to be merged

## Merge Patient

Select a medical record where MRN 192 will be merged into. This means MRN 192 will no longer exist, and all appointments/episodes and invoices will be moved to the selected MRN.

## Merge Information

MRN 192 → MRN 176  
DOB 01/01/2000 → DOB 01/01/2000  
Sex → Sex  
Patient PATIENT, Test → Patient PATIENT, Test

Now click the green **Merge** button, and you are all done! The patients have now been merged.

Should you try to **merge** two patients with **differing** details, Fydo will stop you with the following error message.

## Merge Patient

This patient cannot be merged with the selected patient as the name and/or date of birth do not match.

This patient: **Test PATIENT** DOB: **01/01/2001**  
Patient merged into: **Test PATIENT** DOB: **01/01/2000**

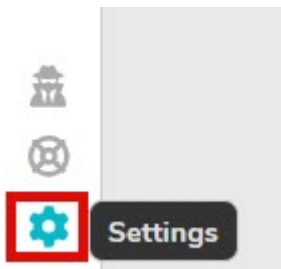
OK

As you can see, the patients here have differing **Date of Births**, so Fydo will not let me merge them.

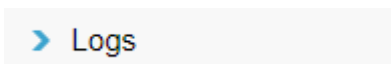
## The Audit Log

The **Audit Log**, is a log Fydo stores to keep track of which user has performed which action. In the case of merging, we will be able to see which user has performed the merge, as well as the details of said merge.

To access the **Audit Log**, first select **Settings**



Then **Logs** from the menu



You will now see the **Audit Log**:

Username	Message	Date Created	Action
Madaleine James (Altura) (Backend)	Patient Merge - Test PATIENT - MRN: 192 merged into MRN: 176. MRN: 192 will no longer exist.	02/07/2025 9:29:41 AM	

This screen shows us some important information such as:

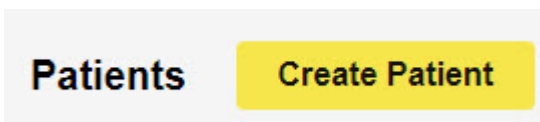
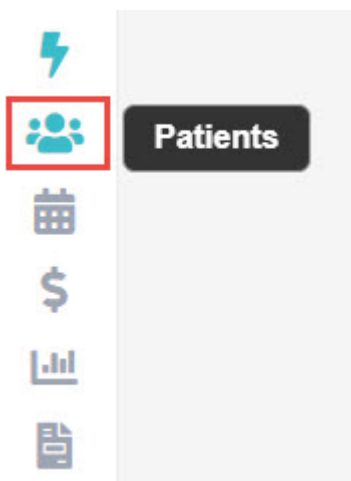
- **Username:** The user who performed the action
- **Message:** What happened, in the above case we have some logins and the patient that was merged.
- **Date created:** The date this action happened, as well as the time.

If you ever need to confirm what has happened in Fydo, the Audit Log is the perfect place to check.

---

## [How to Create a Patient](#)

To get started, head to the **Patient** menu, and click '**Create Patient**'



You will see the **Patient Details** screen, here we can enter relevant information such as: **Name**, **Gender**, **Date of Birth**, **Address**, **Contact details**, **Medicare/DVA Numbers** and **Health Fund Membership**.

## NEW PATIENT BEING CREATED

### Patient Details **Other**

#### Patient Details

Patient #	<input type="text"/>	File Num	<input type="text"/>	External ID	<input type="text"/>
Title	Mr	Gender	Male		
First Name	John			Mi	<input type="text"/>
Last Name	SMITH				
Pref. Name	<input type="text"/>				
Address	123 ACSS Street				
	<input type="text"/>				
Suburb	HOME BUSH	State	NSW	Postcode	2140
Mailing Address	<input type="text"/>				
	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Date of Birth	01/01/1990	Age	30	DOB Estimate	<input type="checkbox"/>
Mobile	0412-345-678	Home	(02)1234-5678	Work	( ) -
Email	John.Smith@test.com.au				

#### Medicare/DVA Details

Medicare Number	2111-11111-1	Ref	1	Exp	05/2025
Eligibility	<input type="text"/>				
Veterans No.	<input type="text"/>	Veteran Card Colour	<input type="text"/>		
DVA Auth.No	<input type="text"/>	DVA Auth. Date	<input type="text"/>		
Entitlement Card	<input type="text"/>	Exp	<input type="text"/>		

#### Health Fund

Fund Name	BUP - BUPA Australia				
Membership	123456	UPI	<input type="text"/>		
Insurance Status	Full Fee				
Alias Name	<input type="text"/>	Alias Surname	<input type="text"/>		

## Referring Details

The **Referring Details** section gives us a few options.

1. Select a previous referral for this patient.
2. Search for an existing doctor in Fydo to use.
3. Create a new doctor.

Begin by searching for the doctor, either by **Name** or by **Provider Number**.

**Referring Details**

Previous Referrals

Referring Doctor

[ADD REFERRING DOCTOR](#)

Referral Date   First Consult

Referral To

Site Referral (global)  Active

[ADD ANOTHER REFERRAL](#) [EDIT REFERRAL](#)

Select the doctor you need as the referral, then the date of the referral, and you are all set!

*Don't have the referring doctor in your system? Read below to see how to add them.*

### Adding a Referring Doctor

Click on the 'Add Referring Doctor' button to be taken to the doctor creation page.

Here we can enter any relevant details for the doctor. Things such as their:

- **Provider Number**
- **Name**
- **Practice Name (Optional)**
- **Speciality**
- **Contact Details (Optional)**

**Referring Doctor Details**

Number  Provider Number

Title

First Name

Surname

Practice Name

Address

Suburb

Phone  Fax

Type

Speciality

Email

Mobile

Created On

Birthdate

Status  Active

When you are done, click the green **Save** button.



---

When you are done creating your patient, again click the green **Save** button.



All done! We have created our first patient.

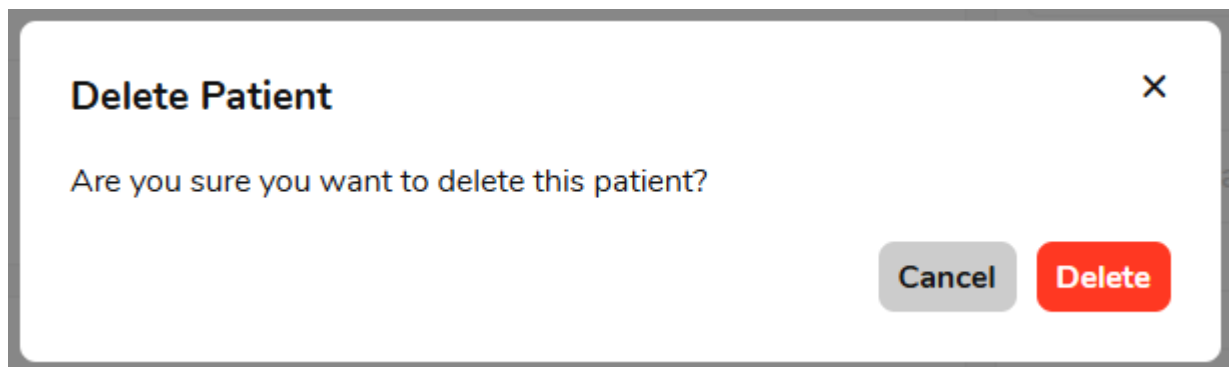
To understand the importance of an **Online Patient Verification**, and how to do one yourself:  
[Click Here](#)

---

## [Deleting a Patient](#)

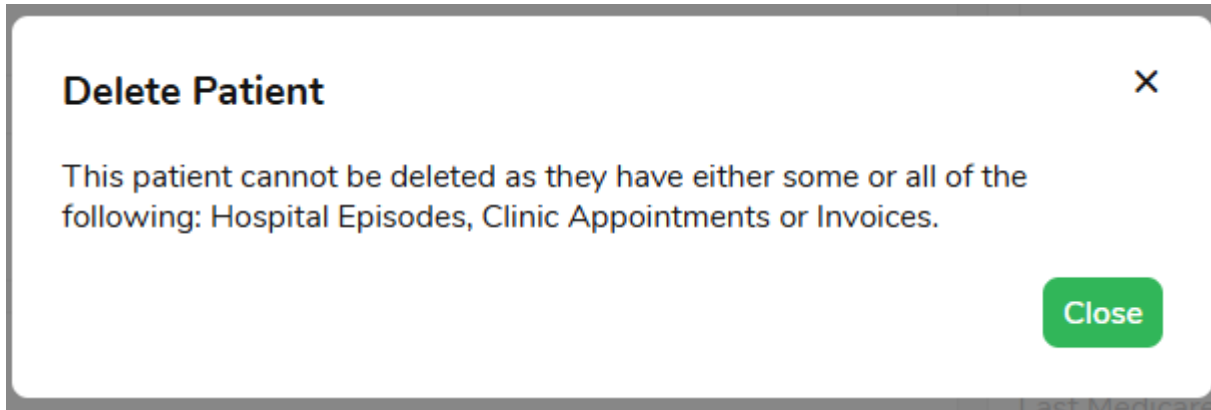
From the **Patient Screen**, select the more actions drop down, then **Delete Patient**

You will see the confirmation box. If you wish to proceed, click **Yes**



Done! The patient has now been deleted.

You might also run into the following message when trying to delete a patient:



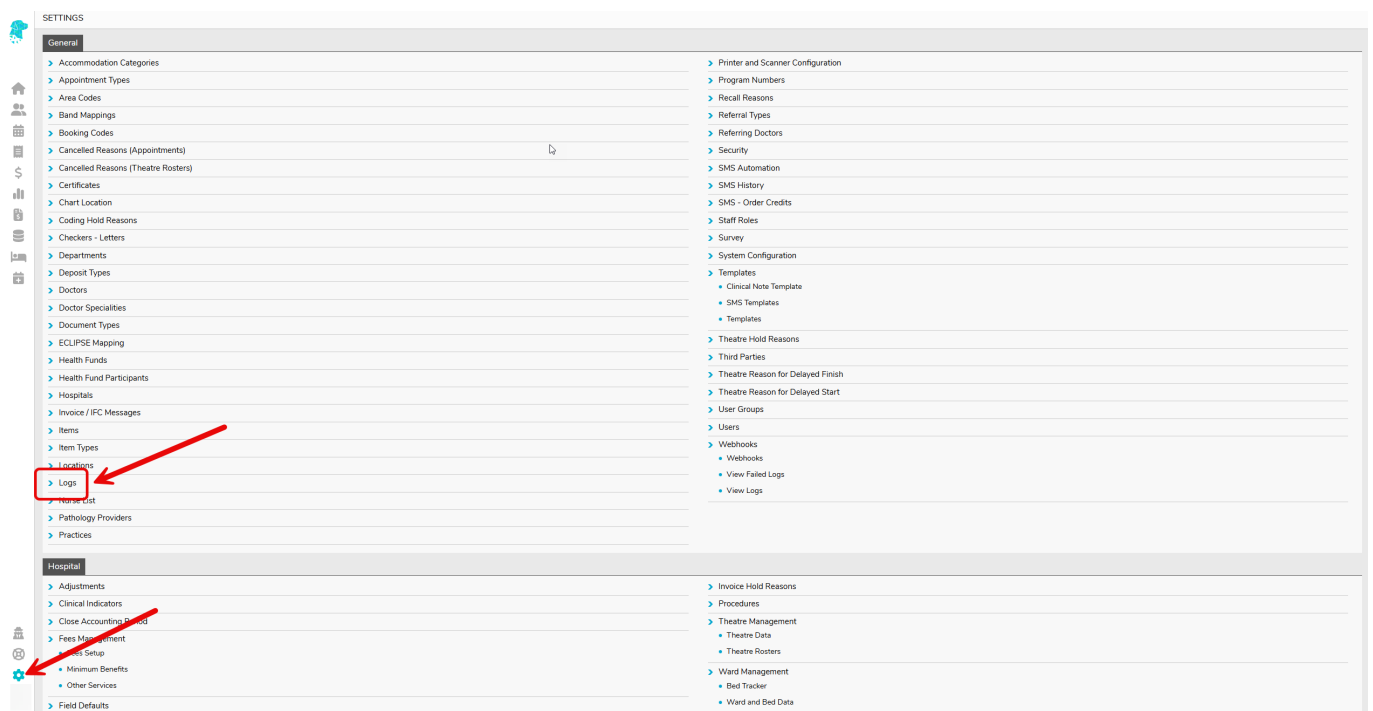
As the message states the patient may have one or more things stopping the deletion; things such as:

- **Outstanding Hospital Episodes**
- **Appointments**
- **Outstanding Invoices**

If you wish to delete this patient, you will have to resolve any of the above issues first.

## The Audit Log

The **Audit Log**, is a log that Fydo stores to keep track of which user has performed which action. In the case of a patient being deleted, we will be able to see which user has deleted the patient, as well as the patient's details.



To access the **Audit Log**, first select **Settings** then **Logs**

This will take us to the **Audit Log**.

Here we will be able to see what has happened within **Fydo**.

Username	Message
[REDACTED]	Patient Delete - Daisy DUCK - MRN: 101 has been deleted

In the above example, we can see the log on a patient that was deleted. This log shows us key information such as:

- **Username:** The User who performed the action
- **Message:** What happened, above we can see the patient was deleted; it displays the patients name and MRN
- **Date created:** The date this action happened, including the time

If you ever need to confirm what has happened in Fydo, the **Audit Log** is the perfect place to check.

---

## [Online Patient Verification - OPV](#)

An Online Patient Verification (**OPV**) is a check you should perform before billing a patient, to avoid potential rejections. This function will check the details you have entered against the records Medicare, DVA or a Health Fund have on their system.

**Please Note:** A passing OPV does not mean the claim will be paid. It merely means the patient has, or had a membership at the date of the OPV.

---

### How to perform an OPV

FYDO will automatically run an OPV check, if all the correct information is entered, when an appointment is saved. However the OPV can also be done manually if required.

First, head to the **Patient Details**. At the bottom of the record you will see the **Eligibility Screen** as shown below.

**Eligibility Screen**

Type	Medicare and Health Fund	As at	21/04/2020
Last Medicare Check	30/12/2019	Last Health Fund Check	30/12/2019
<input type="button" value="Check"/>			

**Please Note:** If the Last Medicare and Health Fund Check fields have a red date, this means the last check was more than 3 months ago. If they have a green date, it was done in the past 3 months.

Simply select the following:

**1. Type:** There are a few different types of verifications that can be performed, depending on what is needed. The image below outlines those options:

Concession Entitlement	CEV
Health Fund	PVF
Medicare	PVM
Medicare and Health Fund	OPV
Veterans – Card Number	PVV
Veterans – Personal Details	PVP

Medicare and Health Fund

**2. Date:** The date of an OPV is quite important, by default it begins at the current date. It is possible a patient may fail an OPV at the current date, but at the Date of Service, they were passing. This could be the case if a patient is deceased, or has since changed their membership.

Now simply click the green **Check** button, and you have started the verification.



Alternatively, you may also use a shortcut on your keyboard: **V**

---

## Outcomes of an Online Patient Verification

There are three main outcomes of an OPV.

### 1. Successful

If the OPV is successful, you will see the fields that were validated highlighted in green, like so.

Medicare/DVA Details	
Medicare Number	2111-11111-1 ✓
Ref	1
Exp	<input type="text"/>

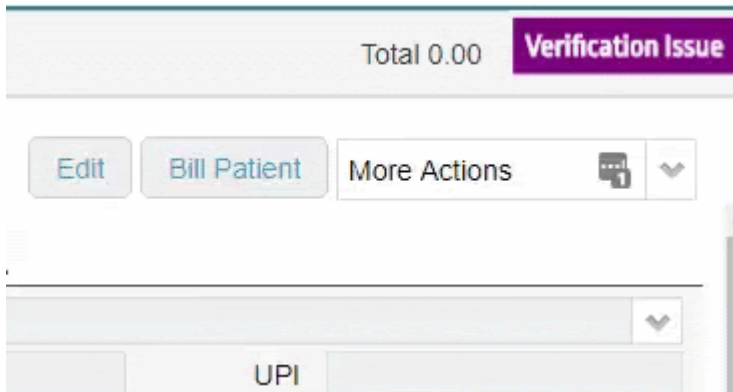
Health Fund	
Fund Name	NIB - NIB Health Funds Limited
Membership	123456789 ✓
UPI	0

## 2. Successful with a Verification Issue

You may perform an OPV, and the fields you verified are outlined in green, however you may notice a blinking purple button signifying a Verification Issue!



If you notice this button, Fydo has run into an issue during the verification. Simply hover your mouse over it to see the results.



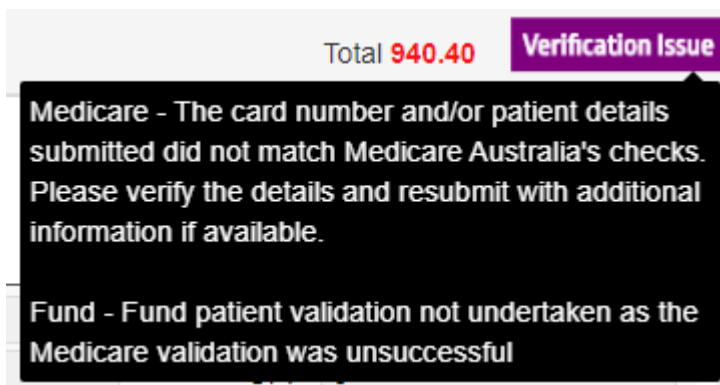
An issue like this means that the data Fydo has submitted to medicare was close enough to the correct details, that Medicare has gone ahead and provided us with the correct information.

We recommend running the OPV again, to confirm if it will pass without issue.

## 3. Failing an OPV

As above, you may again notice the blinking Verification Issue button.

However, this message is different:



This usually occurs when the details you have do not match what Medicare or the Health Fund have on record. You should double check the details you have, and possibly follow up with the patient.

# Tokens - OEC

Token Name	Data	Notes
<<mrn>>	Patient Medical Record Number	
<<firstname>>	Patient First Name	
<<initial>>	Patient Second Initial	
<<lastname>>	Patient Family Name	
<<dob>>	Patient Date of Birth	dd/mm/yyyy
<<sex>>	Patient Gender	1 - Male 2 - Female
<<SexDesc>>	Patient Gender Description	
<<AdmNum>>	Admission Number	
<<Fund>>	Fund Code	
<<Membership>>	Membership Number	
<<UPI>>	Fund UPI	
<<Facility>>	Facility Provider Number	
<<Accind>>	Accident Indicator	
<<AccDate>>	Accident Date	dd/mm/yyyy
<<AdmDate>>	Admission Date	dd/mm/yyyy
<<DisDate>>	Discharge Date	dd/mm/yyyy
<<SDInd>>	Same Day Indicator	
<<LOS>>	Length of Stay	
<<OECCode>>	Presenting Illness Code	
<<OECCDesc>>	Presenting Illness Description	
<<OECItem>>	Presenting Illness Item Number	
<<OECIDesc>>	Presenting Illness Item Description	
<<EAInd>>	Emergency Admission Indicator	
<<ComInd>>	Compensation Claim Indicator	
<<PEAInd>>	Pre-existing ailment Request Indicator	

<<tranId>>	Transaction ID	
<<OECTYPE>>	OEC Type	
<<ReqDate>>	Date Requested	dd/mm/yyyy
<<ReqTime>>	Time Requested	

Token Name	Data	Notes
<<OECID>>	Account Reference ID	
<<AssCde>>	Claim Fund Assessment Code	A = Accepted
<<FinSts>>	Financial Status	Y = Financial
<<FundRef>>	Fund Reference ID	
<<FundSts>>	Fund Status Code	
<<FundStsText>>	Fund Status Text	
<<MedSts>>	Medicare Status Code	
<<MedStsText>>	Medicare Status Text	
<<PEA>>	Pre-existing Ailment Potential Indicator	
<<ProcessSts>>	Process Status Code	
<<CoPay>>	CoPayment Amount	
<<CoDesc>>	CoPayment Days Remaining	
<<CoRem>>	CoPayment Description	
<<Exc>>	Excess Amount	
<<ExcDesc>>	Excess Amount Description	
<<ExcBonus>>	Excess Bonus Amount	
<<BenLim>>	Benefit Limitations	
<<Exclusion>>	Exclusion Description	
<<TableName>>	Table Name	
<<TableDesc>>	Table Description	
<<TableScale>>	Table Scale	
<<ClaimExp>>	Response back from the Fund	

### Item Section for OEC

Token Name	Data	Notes
ID	Id	
Type	Type Code	
TypeDesc	Type Description	
Code	Code	
Charge	Charge Amount	
DOS	Date Of Service	dd/mm/yyyy
MBSRate	Schedule Fee	
HFCCode	Service Fund Assessment Code	
HFamt	Fund Benefit Amount	
MedCode	Medicare Explanation Code	
MedText	Medicare Explanation Text	
MedAmt	Medicare Benefit Amount	

## [Tokens - Informed Financial Consent \(IFC Hospital\)](#)

### Location of IFC

Token Name	Data	Notes
<<IFCLocId>>	Location	e.g. 1, 2
<<IFCLoc>>	Location	e.g. ACSS Private Hospital
<<IFCLocAdd1>>	Location Address Line 1	
<<IFCLocAdd2>>	Location Address Line 2	
<<IFCLocSuburb>>	Location Suburb	e.g. BONDI
<<IFCLocState>>	Location State	e.g. NSW
<<IFCLocPostcode>>	Location Postcode	
<<IFCLocPhone>>	Location Phone	e.g. 02 1234 5678
<<IFCLocFax>>	Location Fax	e.g. 02 1234 5678
<<IFCLocEmail>>	Location Email Address	
<<IFCLocAbn>>	Location ABN	
<<IFCLocACN>>	Location ACN	
<<IFCLocBSB>>	Location BSB	
<<IFCLocAccNo>>	Location Account Number	
<<IFCLocAccName>>	Location Account Name	
<<IFCLocProvNo>>	Location Provider Number	
<<IFCUser>>	Name of User Generating the IFC	

<<IFCUserFN>> First Name of User Generating the IFC  
 <<IFCUserI>> Initials of User Generating the IFC

## Patient Fields

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<IFCPatFullName>>	Patient name	
<<IFCPatFname>>	Patient First Name	
<<IFCPatLname>>	Patient Surname	
<<IFCPatTitle>>	Patient Title	
<<IFCMRN>>	Patient MRN	
<<IFCFileNum>>	Patient File Number	
<<IFCDOB>>	Patient date of birth	
<<IFCSexID>>	Patient gender	e.g. M, F in db, 1 = M etc
<<IFCSex>>	Patient gender	e.g. Male, Female
<<IFCMed>>	Patient Medicare Number	
<<IFCMedRef>>	Patient Medicare Reference	
<<IFCAdd1>>	Patient Address Line 1	
<<IFCAdd2>>	Patient Address Line 2	
<<IFCSuburb>>	Patient Suburb	
<<IFCState>>	Patient State	
<<IFCPC>>	Patient Postcode	
<<IFCMobile>>	Patient Mobile	format 9999 999 999
<<IFCPhoneH>>	Patient Phone Home	format 02 9999 9999
<<IFCPhoneW>>	Patient Home Work	format 02 9999 9999
<<IFCPatEmail>>	Patient Email	

## Episode Fields

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<IFCAdmDate>>	Admission date	
<<IFCAdmDayF>>	Admission day - Full name	e.g. Monday
<<IFCAdmDayS>>	Admission Day - Short name	e.g. Mon
<<IFCDisDate>>	Discharge date	
<<IFCPatCat>>	Patient Category	Shows 'Day Only' or 'Inpatient' depending on the discharge date
<<IFCAnaID>>	Anaesthetic type	e.g. N, I
<<IFCAna>>	Anaesthetic type	e.g. None, IV/Sedation
<<IFCStatusID>>	Insurance status	E.g. F, B
<<IFCStatus>>	Insurance status	e.g. Full Fee, Basic fee
<<IFCFundtable>>	Fund Table	

<<IFCFundVer>>	Fund Verification	
<<IFCDJ>>	Fund date joined	Dd/mm/yyyy
<<IFCMins>>	Minutes in theatre	e.g. 999
<<IFCFundName>>	Fund	e.g. Medibank
<<IFCFundNo>>	Membership number	
<<IFCFundId>>	Fund ID	e.g. 1
<<IFCFund>>	Fund	e.g. MBP
<<IFCExcess>>	Excess amount	Currency e.g. 999,999,999.99
<<IFCcopay>>	Co-payment amount	Currency e.g. 999,999,999.99
<<IFCUninsured>>	Uninsured amount	Currency e.g. 999,999,999.99
<<IFCDefben>>	Default Benefit	Currency e.g. 999,999,999.99
<<IFCAccom>>	Accommodation	e.g. Accom - Medical
<<IFCAccomID>>	Accommodation	e.g. 1, 2
<<IFCRoomID>>	Room type	e.g. S, P convert 1 to S, 2 to P
<<IFCRoom>>	Room Type	e.g. Shared, Private
<<IFCPDis>>	Proposed Discharge Date	only applicable if overnight i.e. Inpatient
<<IFCN>>	Number of Nights	only applicable if overnight i.e. Inpatient
<<IFCProcNote>>	Procedure Note	

## Doctor and Anaesthetist Fields

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<IFCDocID>>	Doctor/Surgeon ID	e.g. 1, 2
<<IFCDoc>>	Doctor Full Name	e.g. Michelle ROMERO
<<IFCDocFirstN>>	Doctor First Name	e.g. Michelle
<<IFCDocLastN>>	Doctor Last Name	e.g. ROMERO
<<IFCDocTitle>>	Doctor Title	e.g. Dr
<<IFCDocProvNo>>	Doctor Provider Number	e.g. 123456AF
<<IFCDocSpecID>>	Doctor Specialty ID	e.g. 1,2
<<IFCDocSpec>>	Doctor Specialty	e.g. Radiology
<<IFCDocPh>>	Doctor Phone	format 99 9999 9999
<<IFCDocFax>>	Doctor Fax	format 99 9999 9999
<<IFCDocMob>>	Doctor Mobile	format 9999 999 999
<<IFCAnaDrID>>	Anaesthetist ID	e.g. 1, 2
<<IFCAnaFN>>	Anaesthetist Full Name	e.g. Michelle ROMERO
<<IFCAnaFirstN>>	Anaesthetist First Name	e.g. Michelle
<<IFCAnaLastN>>	Anaesthetist Last Name	e.g. ROMERO
<<IFCAnaTitle>>	Anaesthetist Title	e.g. Dr
<<IFCAnaProvNo>>	Anaesthetist Provide Number	e.g. 123456AF
<<IFCAnaSpecID>>	Anaesthetist Specialty ID	e.g. 1,2

<<IFCAnaSpec>>	Anaesthetist Specialty	e.g. Anaesthetics
<<IFCAnaPh>>	Anaesthetist Phone	format 99 9999 9999
<<IFCAnaFax>>	Anaesthetist Fax	format 99 9999 9999
<<IFCAnaMob>>	Anaesthetist Mobile	format 9999 999 999

## Subtotal Charges

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<IFCNotes>>	Notes from review screen	
<<IFCBursaryL>>	Bursary Level	
<<IFCDisc>>	Discount as a percentage	
<<IFCDiscAmt>>	Discount as a dollar value	
<<IFCSubTotalC>>	Sums all charges before any discount is applied	Currency e.g. 999,999,999.99
<<IFCAccomC>>	Sums all charges where csrvtpecode = A	Currency e.g. 999,999,999.99
<<IFCAccomR>>	Sums all rebates where csrvtpecode = A	Currency e.g. 999,999,999.99
<<IFCAccomB>>	Sums all Bursary where csrvtpecode = A	Currency e.g. 999,999,999.99
<<IFCAccomDif>>	Difference in Accommodation	Currency e.g. 999,999,999.99
<<IFCTheatreC>>	Sums all charges where csrvtpecode = T	Currency e.g. 999,999,999.99
<<IFCTheatreR>>	Sums all rebates where csrvtpecode = T	Currency e.g. 999,999,999.99
<<IFCTheatreB>>	Sums all bursary where csrvtpecode = T	Currency e.g. 999,999,999.99
<<IFCTheatDif>>	Difference in Theatre	Currency e.g. 999,999,999.99
<<IFCOtherC>>	Sums all charges where csrvtpecode = O	Currency e.g. 999,999,999.99
<<IFCOtherR>>	Sums all rebates where csrvtpecode = O	Currency e.g. 999,999,999.99
<<IFCOtherB>>	Sums all bursary where csrvtpecode= O	Currency e.g. 999,999,999.99
<<IFCOtherDif>>	Difference in Other	Currency e.g. 999,999,999.99
<<IFCBundledC>>	Sums all charges where csrvtpecode = C, R	Currency e.g. 999,999,999.99
<<IFCBundledR>>	Sums all rebates where csrvtpecode = C, R	Currency e.g. 999,999,999.99
<<IFCBundledB>>	Sums all bursary where csrvtpecode = C, R	Currency e.g. 999,999,999.99
<<IFCBundDif>>	Difference in Bundled Fees	Currency e.g. 999,999,999.99

## Total Charges

<b>Token Name</b>	<b>Data</b>	<b>tes</b>
<<IFCTotalC>>	Sums all charges	Currency e.g. 999,999,999.99
<<IFCTotalR>>	Sums all rebates	Currency e.g. 999,999,999.99
<<IFCTotalB>>	Sums all bursary	Currency e.g. 999,999,999.99
<<IFCGap>>	Charges less rebate plus (excess + copay and default benefit)	Currency e.g. 999,999,999.99
<<IFCTotDif>>	Charges less rebate	Currency e.g. 999,999,999.99
<<IFCTotR2>>	Sum of all rebates less (excess + Copayment)	Currency e.g. 999,999,999.99

## Grid Items

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<DateFrom>>	Date from	
<<DateTo>>	Date to	
<<Item>>	Item	
<<Desc>>	Description	
<<DescShort>>	Description, the first 50 characters only	
<<Type>>	Type	
<<Charge>>	Charge	
<<GST>>	GST	
<<Rebate>>	Rebate	
<<Diff>>	Difference between Charge and Rebate	
<<Band>>	Band	
<<Qty>>	Quantity	
<<BillTo>>	Bill to	

---

## Tokens - General

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<CurrentDate>>	Current Date	dd/mm/yyyy
<<LongDate>>	Long Date	dd Month yyyy e.g. 9 February 2021
<<Datename>>	Name of the Current Day	e.g. Monday
<<CurrentTime24h>>	Current Time in 24 hr	e.g. 13:30





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V

Shows the current page .gif the statement needs to be ~~κ~~ **6** ~~2~~ **h** ~~g~~ ~~4~~ pages , it prints

which page it is .gif could be page 2 of 4

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## [Tokens - Invoice \(Hospital\)](#)

### Location of Invoice

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<InvLocId>>	Location ID	
<<InvLocName>>	Location Name	
<<InvLocAdd1>>	Location Address Line 1	
<<InvLocAdd2>>	Location Address Line 2	
<<InvLocSuburb>>	Location Suburb	e.g. BONDI
<<InvLocState>>	Location State	e.g. NSW
<<InvLocPostcode>>	Location Postcode	
<<InvLocPhone>>	Location Phone	e.g. 02 1234 5678
<<InvLocFax>>	Location Fax	e.g. 02 1234 5678
<<InvLocEmail>>	Location Email Address	
<<InvLocAbn>>	Location ABN	
<<InvLocACN>>	Location ACN	
<<InvLocBSB>>	Location BSB	
<<InvLocAccNo>>	Location Account Number	
<<InvLocAccName>>	Location Account Name	

<<InvLocProvNo>> Location Provider Number

### Invoice Particulars

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<InvLabel>>	Invoice Type	e .g. Tax Invoice, Receipt
<<InvMessage>>	Invoice Message	
<<InvPage>>	Current Page	Shows the current page e.g. if the invoice needs to be a total of 4 pages, it prints which page it is e.g. could be page 2 of 4
<<InvTotPages>>	Total Pages	
<<InvAccountingPer>>	Date of Transaction	Reflects the Accounting Period Date for the invoice, or payment if not invoiced.
<<InvAuditDate>>	Date of Audit	Reflects the Invoice Audit Date

### Bill To

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<InvBillTo>>	Billor Name	
<<InvBillToAdd1>>	Billor Address Line 1	
<<InvBillToAdd2>>	Billor Address Line 2	
<<InvBillToAdd3>>	Billor Address Line 3	

### Patient ID and Invoice Number

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<InvMRN>>	MRN	
<<InvNo>>	Invoice Number	
<<InvEpi>>	Episode ID	
<<InvAdmNum>>	Admission Number	

### Invoice Grid

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
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<<InvCodeType>>	Transaction Type	e.g. A - Accommodation T - Theatre R - DRG C - Casemix O - Other Services D - Deposits P - Payments J - Adjustments
<<InvCode>>	Item	
<<InvDesc>>	Item Description	
<<InvDescShort>>	Item Description	first 50 characters only
<<invBand>>	Band	
<<InvDOS>>	Date of Service	dd/mm/yyyy
<<InvDST>>	Date of Service To	dd/mm/yyyy
<<InvDOT>>	Accounting Period Date	dd/mm/yyyy
<<InvAudit>>	Audit Date	dd/mm/yyyy
<<InvQty>>	Quantity	
<<InvGst>>	GST	
<<InvAmt>>	Charge	
<<InvAmtExGst>>	Amount Excluding GST	

### Doctor Invoiced

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<InvDocID>>	Doctor ID	
<<InvDocFullname>>	Doctor Full Name	e.g. CITIZEN, John
<<InvDocFirstname>>	Doctor First Name	
<<InvDocSurname>>	Doctor Surname	e.g. CITIZEN
<<InvDocTitle>>	Doctor Title	
<<InvDocProviderNum>>	Doctor Provider Number	

### Health Fund Invoiced

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<InvFundID>>	Health Fund ID	This is the unique ID for the health fund in the database
<<InvFund>>	Health Fund Code	e.g. HBF
<<InvFundName>>	Health Fund Name	e.g. Health Benefits Fund
<<InvFundNo>>	Health Fund Membership Number	

### Total Charges/Balances

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<TotCharges>>	Sum of all Charges	Sum all transaction lines where the transaction type (csrvcodetype) = A, T,C,R,O
<<TotDeposits>>	Sum of all Deposits	Sum all transaction lines where the transaction type (csrvcodetype) = D
<<TotPayments>>	Sum of all Payments	Sum all transaction lines where the transaction type (csrvcodetype) = P
<<TotAdjustments>>	Sum of all Adjustments	Sum all transaction lines where the transaction type (csrvcodetype) = J
<<TotGST>>	Sum of all GST	Sum of GST for all transaction lines where the transaction type (csrvcodetype) = A, T,C,R,O
<<InvCharExGst>>	Sum Excluding GST	Sum of all charges EXCLUDING GST
<<TotBalance>>	Balance Due	Balance due = InvCharges + InvDeposits + InvPayments + InvAdjustments

## BPAY

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<BPAYsb>>	Sub biller	This is something BPAY will give the organisation
<<BPAYISC>>	Internal code	This is something BPAY will give the organisation
<<BPAYref>>	BPAY reference	You can choose between the MRN or the invoice. This can be set from Settings > Locations

## Item Numbers - Theatre Screen

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<mbscode1>>	MBS Item Number	Item number 1 through to 20
<<mbscode20>>		
<<mbsdesc1>>	MBS Item Number Full Description	Item number 1 through to 20
<<mbsdesc20>>		
<<mbsdescs1>>	MBS Item Number Short Description	Item number 1 through to 20
<<mbsdescs20>>		

## Tokens - Patient

These tokens apply throughout the entire system, for use in templates, to obtain information from the Patient Screen.

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<patMRN>>	MRN	
<<patTitle>>	Title	
<<patFirstN>>	First Name	
<<patMInitial>>	Middle Initial	

<<patPrefN>>	Preferred Name	
<<patLastN>>	Surname (Capitals)	e.g. CITIZEN
<<patLastN2>>	Surname (Lower Case)	e.g. Citizen
<<patFullname>>	First Name + Surname	e.g. John CITIZEN
<<patGender>>	Sex	e.g. M, F
<<patGenderID>>	Sex ID	1 - Male, 2 - Female
<<patGenderDesc>>	Sex Description	e.g. Male, Female, Intersex
<<patGender2>>	Gender ID	e.g. 1- Man, 2 - Woman etc
<<patGender2Desc>>	Gender Description	e.g. Man, Woman, Non-Binary
<<patPronoun>>	Pronouns	
<<patDOB>>	Date of Birth	dd/mm/yyyy
<<patAge>>	Age	if under 1 year, then will show in months
<<patExtId>>	External ID	
<<patFileNum>>	File Number	
<<patMDID>>	MDID	
<<patadd1>>	Address Line 1	
<<patadd2>>	Address Line 2	
<<patSuburb>>	Suburb	e.g. BONDI
<<patState>>	State	e.g. NSW
<<patZIP>>	Postcode	
<<patPhoneH>>	Phone (Home)	e.g. 02 1234 5678
<<patPhoneW>>	Phone (Work)	e.g. 02 1234 5678
<<patMobile>>	Mobile	e.g. 0415 123 123
<<patEmail>>	Email Address	

## Health Fund Details

	<b>Data</b>	<b>Notes</b>
<<patFundID>>	Health Fund ID	This is the unique for the health fund in the database
<<patFund>>	Health Fund Code	e.g. HBF
<<patFundDesc>>	Health Fund Name	e.g. Health Benefits Fund
<<patFundMembership>>	Health Fund Membership Number	
<<patFundUPI>>	Health Fund Universal Position Number (UPI)	
<<patFundInsSts>>	Insurance Status ID	
<<patFundInsStsDesc>>	Insurance Status	
<<patFundAliasFirstN>>	Health Fund Alias First Name	
<<patFundAliasLastN>>	Health Fund Alias Surname	e.g. CITIZEN

## Medicare/DVA/Other Card Details

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<patMedNo>>	Medicare Number	e.g. 2111-11111-1
<<patMedRef>>	Medicare Issue Number	
<<patMedExp>>	Medicare Expiry	e.g. mm/yyyy
<<patMedElig >>	Medicare Eligibility ID	
<<patMedEligDesc>>	Medicare Eligibility	
<<patDVA>>	DVA Card Number	
<<patDVAColourID>>	DVA Card Colour ID	e.g. W, G
<<patDVAColour>>	VA Card Colour	e.g. White, Gold
<<patDVAAuthNo>>	DVA Authorisation Number	
<<patDVAAuthDate>>	DVA Authorisation Date	dd/mm/yyyy
<<patConcession>>	Concession Card	
<<patConExp>>	Concession Card Expiry	mm/yyyy
<<patPension>>	Pension Card	
<<patPenExp>>	Pension Card Expiry	mm/yyyy
<<patSafetyNet>>	Safety Net Card	
<<patSafetyExp>>	Safety Net Card Expiry	mm/yyyy
<<patAmbul>>	Ambulance Card	
<<patAmbExp>>	Ambulance Card Expiry	mm/yyyy

## Other Patient Info

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<patIndigID>>	Indigenous Status ID	
<<patIndig>>	Indigenous Status	
<<patMaritalID>>	Marital Status ID	
<<patMarital>>	Marital Status	
<<patLanguageID>>	Language Spoken at Home ID	
<<patLanguage>>	Language Spoken at Home	
<<patCountryID>>	Country of Birth ID	
<<patCountry>>	Country of Birth	
<<patEmpStsID>>	Employment Status ID	
<<patEmpSts>>	Employment Status	
<<patOccupation>>	Occupation	
<<patReligion>>	Religion	
<<patReligionID>>	Religion ID	
<<patAllergy>>	Allergies	
<<patAllergyFlag>>	Allergy	This will show the word Allergy, rather than the actual allergies
<<patAlert>>	Alert	
<<patDocAlert>>	Document Alert	
<<patOSvisitor>>	Overseas Visitor Answer	e.g. Yes or No

<<patOSvisitorID>>	OverseasVisitor Answer ID	e.g. 1 or 0
<<patOSVisitorCountryID>>	Overseas Visitor Country ID	
<<patOSVisitorCountry>>	Overseas Visitor Country	
<<patInterpreter>>	Interpreter Required Answer	e.g. Yes or No
<<patInterpreterID>>	Interpreter Required Answer ID	e.g. 1 or 0
<<patInterpreterLangID>>	Interpreter Language ID	
<<patInterpreterLang>>	Interpreter Language	
<<patDeceased>>	Deceased date	dd/mm/yyyy
<<patNote>>	Notes	
<<patLastEpi>>	Lists Patients Last Episode	
<<PatPrevEpi>>	Previous Episode Indicator	e.g. Y (Yes) or N (No)
<<PatMhrConsent>>	My Health Record (MHR) Consent	From the Patient Screen
<<PatMhrHi>>	Individual Healthcare Identifier (IHI) Number	From the Patient Screen

## Mailing Address

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<patMailadd1>>	Mailing Address Line 1	
<<patMailadd2>>	Mailing Address Line 2	
<<patMailSuburb>>	Mailing Address Suburb	e.g. BONDI
<<patMailState>>	Mailing Address State	e.g. NSW
<<patMailZIP>>	Mailing Address Postcode	

## Referring Doctor

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<patRefID>>	Referring Doctor ID	
<<patRef>>	Referring Doctor Full Name	e .g. CITIZEN, John
<<patRefTitle>>	Referring Doctor Title	
<<patRefFirstn>>	Referring Doctor First Name	
<<patRefLastn>>	Referring Doctor Surname	e.g. CITIZEN
<<patRefProv>>	Referring Doctor Provider Number	
<<patRefSpecID>>	Referring Doctor Speciality ID	
<<patRefSpec>>	Referring Doctor Speciality	
<<patRefDate>>	Referral Date	dd/mm/yyyy
<<patRefPeriod>>	Referral Period	
<<patRefFV>>	Referral First Consult/Visit	dd/mm/yyyy
<<patRefPract>>	Referring Doctor Practice Name	
<<patRefAdd1>>	Referring Doctor Address Line 1	

<<patRefAdd2>>	Referring Doctor Address Line 2 / Suburb State Postcode	This token will work out if the Referring Doctor has characters in address line 2. If it doesn't it will put the suburb + state + postcode.
<<patRefAdd3>>	Referring Doctor Address Line 2 / Suburb State Postcode	This token will work out if the Referring Doctor has characters in address line 2. If it doesn't it will keep this token empty.
<<patRefSuburb>>	Referring Doctor Suburb	
<<patRefState>>	Referring Doctor State	
<<patRefPC>>	Referring Doctor Postcode	
<<patRefP>>	Referring Doctor Phone	99 9999 9999
<<patRefF>>	Referring Doctor Fax	99 9999 9999
<<patRefEmail>>	Referring Doctor Email	

## GP / Family Doctor

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<patGPID>>	GP ID	e.g. this is the unique Id in the database
<<patGPTitle>>	GP Title	
<<patGPFullname>>	GP Full Name	e.g. CITIZEN, John
<<patGPFirstname>>	GP First Name	
<<patGPSurname>>	GP Surname	e.g. CITIZEN
<<patGPSpec>>	GP Speciality	
<<patGPSpecID>>	GP Speciality ID	
<<patGPProvNo>>	GP Provider Number	
<<patGPPract>>	GP Practice Name	
<<patGPAdd1>>	GP Address Line 1	
<<patGPAdd2>>	GP Address Line 2 / Suburb State Postcode	This token will work out if the GP has characters in address line 2. If it doesn't it will put the suburb + state + postcode.
<<patGPAdd3>>	GP Address Line 2 / Suburb State Postcode	This token will work out if the GP has characters in address line 2. If it doesn't it will keep this token empty.
<<patGPSuburb>>	GP Suburb	
<<patGPState>>	GP State	
<<patGPPC>>	GP Postcode	
<<patGPPhone>>	GP Phone	99 9999 9999
<<patGPFax>>	GP Fax	99 9999 9999
<<patGPEmail>>	GP Email	

## Next of Kin

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<NOKTitle>>	Next of Kin Title	
<<NOKfirstn>>	Next of Kin First Name	
<<NOKlastn>>	Next of Kin Surname	e.g. CITIZEN
<<NOKrelation>>	Next of Kin Relationship	
<<NOKadd1>>	Next of Kin Address Line 1	
<<NOKadd2>>	Next of Kin Address Line 2	
<<NOKSuburb>>	Next of Kin Suburb	e.g. BONDI
<<NOKState>>	Next of Kin State	e.g. NSW
<<NOKPostcode>>	Next of Kin Postcode	
<<NOKPhoneH>>	Next of Kin Phone (Home)	e.g. 02 1234 5678
<<NOKPhoneW>>	Next of Kin Phone (Work)	e.g. 02 1234 5678
<<NOKMobile>>	Next of Kin Mobile	e.g. 0415 123 123

## Emergency Contact

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<ECTitle>>	Emergency Contact Title	
<<ECfirstn>>	Emergency Contact First Name	
<<Eclastn>>	Emergency Contact Surname	e.g. CITIZEN
<<ECrelation>>	Emergency Contact Relationship	
<<ECadd1>>	Emergency Contact Address Line 1	
<<ECadd2>>	Emergency Contact Address Line 2	
<<ECSuburb>>	Emergency Contact Suburb	e.g. BONDI
<<ECState>>	Emergency Contact State	e.g. NSW
<<ECPostcode>>	Emergency Contact Postcode	
<<ECPhoneH>>	Emergency Contact Phone (Home)	e.g. 02 1234 5678
<<ECPhoneW>>	Emergency Contact Phone (Work)	e.g. 02 1234 5678
<<ECMobile>>	Emergency Contact Mobile	e.g. 0415 123 123

## Contributor

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<ContTitle>>	Contributor Title	
<<ContFirstn>>	Contributor First Name	
<<ContLastn>>	Contributor Surname	e.g. CITIZEN
<<ContRelation>>	Contributor Relationship	
<<ContAdd1>>	Contributor Address Line 1	
<<ContAdd2>>	Contributor Address Line 2	
<<ContSuburb>>	Contributor Suburb	e.g. BONDI
<<ContState>>	Contributor State	e.g. NSW
<<ContPostcode>>	Contributor Postcode	

<<ContPhoneH>> Contributor Phone (Home) e.g. 02 1234 5678  
<<ContPhoneW>> Contributor Phone (Work) e.g. 02 1234 5678  
<<ContMobile>> Contributor Mobile e.g. 0415 123 123

## Pick Up Person

<b>Token Name</b>	<b>Data</b>	<b>Notes</b>
<<PUfirstn>>	Pickup Up Person First Name	
<<PUlastn>>	Pickup Up Person Surname	e.g. CITIZEN
<<PUrelation>>	Pickup Up Person Relationship	
<<PUPemail>>	Pickup Up Person Email	
<<PUphoneh>>	Pickup Up Person (Home)	e.g. 02 1234 5678
<<PUphonew>>	Pickup Up Person (Work)	e.g. 02 1234 5678
<<PUMobile>>	Pickup Up Person Mobile	e.g. 0415 123 123