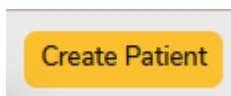
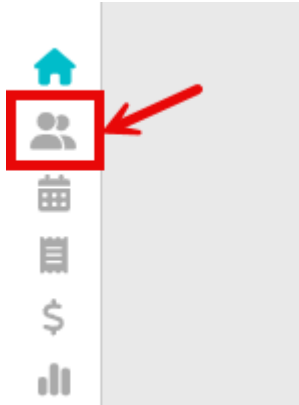


How to Create a Patient

To get started, head to the **Patient** menu, and click '**Create Patient**' in the top right corner.



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

Cancel Save

NO IMAGE AVAILABLE

Patient ID

Sex

Age

Language

Pending

Allergies

Egg

Alert

Diabetic

Notes

Document Alert

Patient Details

Title: Mr Pronouns: He/Him/His File Number: External ID:

First Name: John Middle Name:

Last Name: SMITH Previous Name:

Preferred Name: Date of Birth: 01/01/1990 DOB Estimate: ☐

Sex: Gender:

Address: 123 Altura Street Suburb: HOMEBUSH State: QLD Postcode: 4740

Mailing Address: Suburb: State: Postcode:

Mobile: 0412-345-678 SMS Opt Out: ☐ Home: {} - Work: {} -

Email: john.smith@test.com.au

Referring Details

Previous Referrals:

Referring Doctor: Add Referring Doctor Referral To: Search for a Referring Doctor Search for a Referral To

Medicare / DVA

Medicare Number: 0123-45678-9 Ref: Expiry: Eligibility: Eligible - Australian Resident

Veterans No.: Veteran Card Colour: DVA Auth No.: DVA Auth. Date:

Entitlement Cards + Add new entitlement card

Card Type: Card Number: Expiry: Action: ☐ x

Health Fund

Fund Name: BUP - BUPA Australia

Membership No.: 123456 UPI: Insurance Status: Full Fee

Alias Name: Alias Surname:

Online Patient Verification (OPV)

Type: Medicare As at: 08/09/2026

Location: Shaes Private Hospital

Health Identifier

Health Identifier Number: MHR consent: ☐

Status: Record Status: Last Verified:

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**.

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)**

SETTINGS > REFERRING DOCTORS > ADD REFERRING DOCTOR

Referring Doctor Details

Number: [] Provider Number: 123456AF

Title: Dr

First Name: Test

Surname: Doctor

Practice Name: The Altura Health Test Practice

Address: []

Suburb: []

Mailing Address: []

Mailing Suburb: []

Practice Phone: [] Practice Fax: []

Practice Email: []

Type: GP

Speciality: []

Email: test.dr@test.com.au

Mobile: 0123-456-789

Alternate Phone1: [] Alternate Phone2: []

Created On: 08/09/2026

Birthdate: 01/01/1990

Status: ☒ Active

Save

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

Save

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

Save

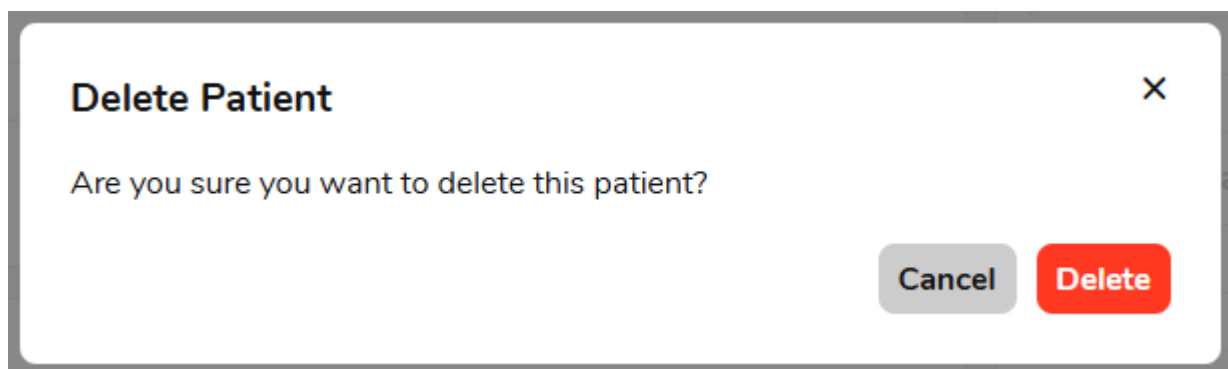
All done! We have created our first patient.

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

[Deleting a Patient](#)

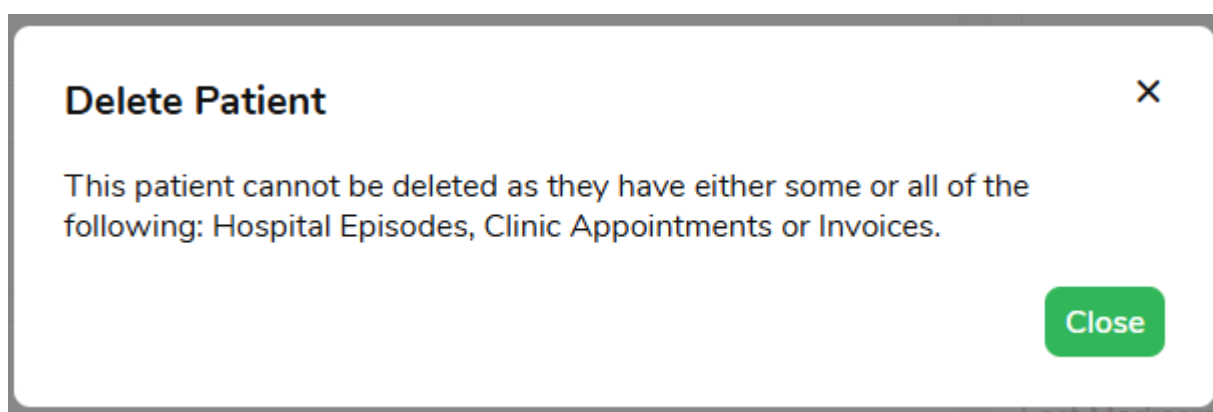
From the **Patient Screen**, select the more actions drop down, then **Delete Patient**

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:



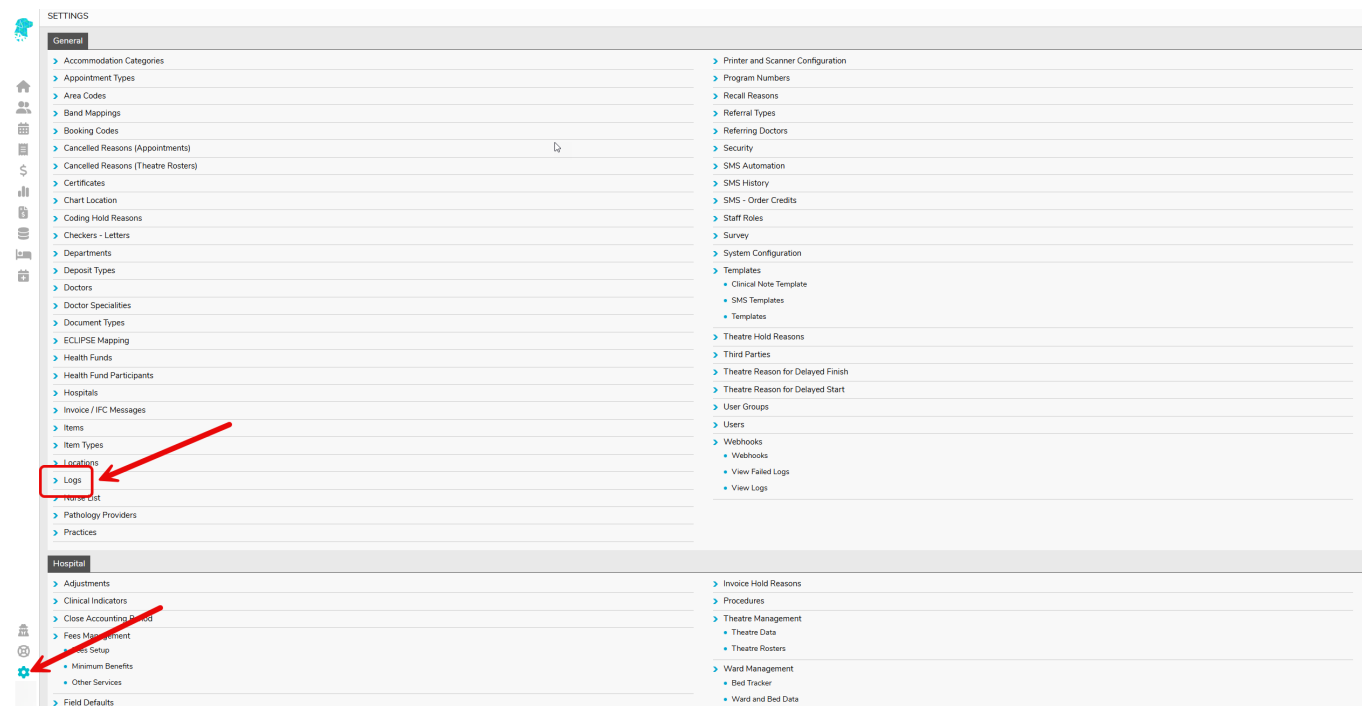
As the message states the patient may have one or more things stopping the deletion; things such as:

- **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
	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.

The screenshot shows the 'Eligibility Screen' form. It has a title bar 'Eligibility Screen'. Below it, there are two main sections. The first section has a 'Type' dropdown menu set to 'Medicare and Health Fund', an 'As at' date field set to '21/04/2020', and a calendar icon. The second section has two date fields: 'Last Medicare Check' and 'Last Health Fund Check', both showing a red date '30/12/2019'. Below these fields is a green 'Check' button.

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.

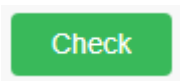
Simply select the following:

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	
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.

Total 0.00		Verification Issue
Edit	Bill Patient	More Actions
UPI		

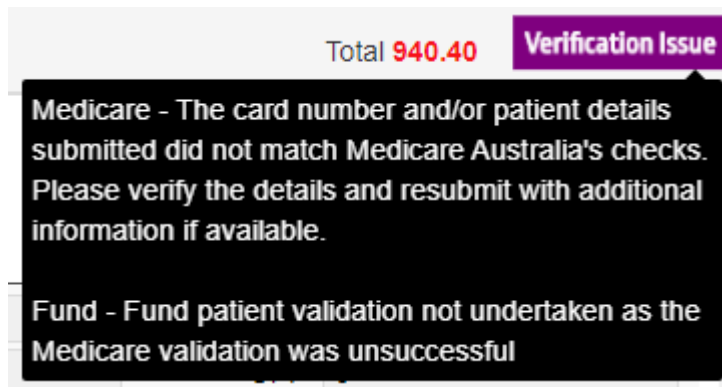
An issue like this means that the data Fydo has submitted to medicare was close enough to the correct details, that Medicare has gone ahead and provided us with the correct information.

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 Assesment 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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<IFCAdmDate>>	Admission date	
<<IFCAdmDayF>>	Admission day - Full name	e.g. Monday
<<IFCAdmDayS>>	Admission Day - Short name	e.g. Mon
<<IFCDisDate>>	Discharge date	
<<IFCAdmNo>>	Admission Number	
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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 csrvtypecode = A	Currency e.g. 999,999,999.99
<<IFCAccomR>>	Sums all rebates where csrvtypecode = A	Currency e.g. 999,999,999.99
<<IFCAccomB>>	Sums all Bursary where csrvtypecode = A	Currency e.g. 999,999,999.99
<<IFCAccomDif>>	Difference in Accommodation	Currency e.g. 999,999,999.99
<<IFCTheatreC>>	Sums all charges where csrvtypecode = T	Currency e.g. 999,999,999.99
<<IFCTheatreR>>	Sums all rebates where csrvtypecode = T	Currency e.g. 999,999,999.99
<<IFCTheatreB>>	Sums all bursary where csrvtypecode = T	Currency e.g. 999,999,999.99
<<IFCTheatDif>>	Difference in Theatre	Currency e.g. 999,999,999.99
<<IFCOtherC>>	Sums all charges where csrvtypecode = O	Currency e.g. 999,999,999.99
<<IFCOtherR>>	Sums all rebates where csrvtypecode = O	Currency e.g. 999,999,999.99
<<IFCOtherB>>	Sums all bursary where csrvtypecode= O	Currency e.g. 999,999,999.99
<<IFCOtherDif>>	Difference in Other	Currency e.g. 999,999,999.99
<<IFCBundledC>>	Sums all charges where csrvtypecode = C, R	Currency e.g 999,999,999.99
<<IFCBundledR>>	Sums all rebates where csrvtypecode = C, R	Currency e.g. 999,999,999.99
<<IFCBundledB>>	Sums all bursary where csrvtypecode = C, R	Currency e.g. 999,999,999.99
<<IFCBundDif>>	Difference in Bundled Fees	Currency e.g. 999,999,999.99

Total Charges

Token Name	Data	tes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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
<<CurrentTime12h>>	Current Time in 12 hr	e.g 1:15 PM
<<PrintedBy>>	Name of user that printed document	

Tokens - Statement (Hospital)



0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1

Summary transaction lines where the Voucher type (csrcode type) = A, T, C, R, O < Voucher Code > < State > < Total >

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Tokens - Invoice (Hospital)

Location of Invoice

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<InvBillTo>>	Biller Name	
<<InvBillToAdd1>>	Biller Address Line 1	
<<InvBillToAdd2>>	Biller Address Line 2	
<<InvBillToAdd3>>	Biller Address Line 3	

Patient ID and Invoice Number

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

Invoice Grid

Token Name	Data	Notes
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		e.g.
		A - Accommodation
		T - Theatre
		R - DRG
<<InvCodeType>> Transaction Type		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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

<<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.

Token Name	Data	Notes
<<patMRN>>	MRN	
<<patTitle>>	Title	
<<patFirstN>>	First Name	
<<patMInitial>>	Middle Initial	e.g. M

<<patMiddleN>>	Middle Name	e.g. Middle
<<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

	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Token Name	Data	Notes
<<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

Tokens - Hospital

Token Name	Data	Notes
<<EpLocId>>	Location ID	
<<EpLoc>>	Location Name	
<<EpProv>>	Location Provider Number	
<<EpLocAdd1>>	Location Address 1	
<<EpLocAdd2>>	Location Address 2	
<<EpLocSub>>	Location Suburb	
<<EplocState>>	Location State	
<<EpLocZip>>	Location Postcode	
<<EpPhone>>	Location Phone	99 9999 9999
<<EpFax>>	Location Fax	99 9999 9999
<<EpLocEmail>>	Location Email	
<<EpLocAccName>>	Location Bank Account Name	
<<EpLocBSB>>	Location BSB	
<<EpLocAccNum>>	Location Bank Account Number	
<<EpLocBank>>	Location Bank Name	
<<EpLocBankAdd>>	Location Bank Address	
<<HIorg>>	Organisations HPI-O Number	

Theatre List Details

Token Name	Data	Notes
<<EpTheatreId>>	Theatre ID	
<<EpTheatre>>	Theatre Name	
<<EpSessTimes>>	Surgeon Session Times	Surgeon Theatre Booking from and to time
<<EpSessShort>>	Surgeon Session Times – just the start time	
<<EpSessNote>>	Session Note	
<<EpSessAppNote>>	Session Appointment Note	

Admitting Doctors Details

Token Name	Data	Notes
<<EpDocId>>	Doctor ID	
<<EpDoc>>	Doctor Full Name	e.g CITIZEN, John
<<EpDocFirstN>>	Doctor First Name	
<<EpDocI>>	Doctor First Name Initial	
<<EpDocLastN>>	Doctor Surname	e.g CITIZEN
<<EpDocFI>>	Doctors Initials	e.g. JC
<<EpDocTitle>>	Doctor Title	
<<EpDocProvNo>>	Doctor Provider Number	
<<EpDocQualif>>	Doctor Qualification	
<<EpDocSpecID>>	Doctor Speciality ID	
<<EpDocSpec>>	Doctor Speciality	
<<EpDocAdd1>>	Doctor Address Line 1	
<<EpDocAdd2>>	Doctor Address Line 2	
<<EpDocSuburb>>	Doctor Suburb	
<<EpDocPC>>	Doctor Postcode	
<<EpDocState>>	Doctor State	
<<EpDocMob>>	Doctor Mobile	0415 999 999
<<EpDocEmail>>	Doctor Email	
<<EpDocPh>>	Doctor Phone	99 9999 9999
<<EpDocFax>>	Doctor Fax	99 9999 9999
<<HIIdoc>>	Doctor's HPI-I number	

Anaesthetist Details

Token Name	Data	Notes
<<EpAnaId>>	Anaesthetist ID	
<<EpAna>>	Anaesthetist Full Name	e.g. CITIZEN, John
<<EpAnaFirstN>>	Anaesthetist First Name	
<<EpAnaI>>	Anaesthetist First Name Initial	
<<EpAnaLastN>>	Anaesthetist Surname	
<<EpAnaFI>>	Anaesthetist Initials	e.g. JC
<<EpAnaTitle>>	Anaesthetist Title	

<<EpAnaProvNo>>	Anaesthetist Provider Number	
<<EpAnaSpecID>>	Anaesthetist Speciality ID	
<<EpAnaSpec>>	Anaesthetist Speciality	
<<EpAnaAdd1>>	Anaesthetist Address Line 1	
<<EpAnaAdd2>>	Anaesthetist Address Line 2	
<<EpAnaSuburb>>	Anaesthetist Suburb	
<<EpAnaPC>>	Anaesthetist Postcode	
<<EpAnaState>>	Anaesthetist State	
<<EpAnaMob>>	Anaesthetist Mobile	0415 999 999
<<EpAnaEmail>>	Anaesthetist Email	
<<EpAnaPh>>	Anaesthetist Phone	99 9999 9999
<<EpAnaFax>>	Anaesthetist Fax	99 9999 9999

Referring Doctor Details

Token Name	Data	Notes
<<EpRef>>	Referring Doctor Full Name	e.g. CITIZEN, John
<<EpRefFirstN>>	Referring Doctor First Name	
<<EpRefI>>	Referring Doctor First Name Initial	e.g. J
<<EpRefLastN>>	Referring Doctor Last Name	e.g. CITIZEN
<<EpRefFI>>	Referring Doctor Initials	e.g. JC
<<EpRefTitle>>	Referring Doctor Title	
<<EpRefProvNo>>	Referring Doctor Provider Number	
<<EpRefDate>>	Patients Referral Date	dd/mm/yyyy
<<EpRefPeriod>>	Patients Referral Period	
<<EpRefFV>>	Patients First Visit	dd/mm/yyyy

Episode Appointment Details

Token Name	Data	Notes
<<EpMRN>>	MRN	
<<EpNo>>	Episode ID	
<<Seq>>	Sequential number for each episode on the theatre list	
<<Date>>	Appointment Date	dd/mm/yyyy Is the same as the admission date
<<EpTmrw>>	Tomorrow's Date	dd/mm/yyyy
<<EpTmrwDay>>	Tomorrow's Day	e.g. Monday
<<EpAdmDate>>	Admission Date	
<<EpDayS>>	Admission Name of Day - Short	e.g. Mon
<<EpDayL>>	Admission Name of Day	e.g. Monday
<<EpMthS>>	Admission Name of Month - Short	e.g. Apr
<<EpMthL>>	Admission Name of Month	e.g. April
<<EpYear>>	Current Year	
<<EpDisDate>>	Discharge Date	

<<TimeRange>>	Estimated Appointment Time	e.g. 8am-12pm
<<Time>>	Appointment Time	e.g. 1315
<<Time12h>>	Appointment Time in 12 hr	e.g. 1:15 PM
<<Time24h>>	Appointment Time in 24 hr	e.g. 13:15
<<ATypeID>>	Appointment Type ID	
<<AType>>	Appointment Type	
<<Len>>	Appointment Length	
<<TimeA>>	Calculated Arrival Time	e.g. 1315
<<TimeA12h>>	Calculated Arrival Time in 12 hr	e.g. 1:15 PM
<<TimeA24h>>	Calculated Arrival Time in 24 hr	e.g. 13:15
<<TimeP>>	Calculated Pickup Time	e.g. 1315
<<TimeP12h>>	Calculated Pickup Time in 12 hr	e.g. 1:15 PM
<<TimeP24h>>	Calculated Pickup Time in 24 hr	e.g. 13:15
<<TimeFF>>	Calculated Fasting Time Food	e.g. 1315
<<TimeFF12h>>	Calculated Fasting Time Food in 12 hr	e.g. 1:15 PM
<<TimeFF24h>>	Calculated Fasting Time Food in 24 hr	e.g. 13:15
<<TimeFW>>	Calculated Fasting Time Water	e.g. 1315
<<TimeFW12h>>	Calculated Fasting Time Water in 12 hr	e.g. 1:15 PM
<<TimeFW24h>>	Calculated Fasting Time Water in 24 hr	e.g. 13:15
<<FFood12hA>>	Fasting Food - Prior to Booking Time in 12 hr	e.g. 1:15 PM
<<FFood24hA>>	Fasting Food - Prior to Booking Time in 24 hr	e.g. 13:15
<<FFluid12hA>>	Fasting Fluid - Prior to Booking Time in 12 hr	e.g. 1:15 PM
<<FFluid24hA>>	Fasting Fluid - Prior to Booking Time in 24 hr	e.g. 13:15
<<FFood12hB>>	Fasting Food - Prior to Planned Time in Theatre in 12 hr	e.g. 1:15 PM
<<FFood24hB>>	Fasting Food - Prior to Planned Time in Theatre in 24 hr	e.g. 13:15
<<FFluid12hB>>	Fasting Fluid - Prior to Planned Time in Theatre in 12 hr	e.g. 1:15 PM
<<FFluid24hB>>	Fasting Fluid - Prior to Planned Time in Theatre in 24 hr	e.g. 13:15
<<FFood12hC>>	Fasting Food - Prior to Procedure Time in 12 hr	e.g. 1:15 PM
<<FFood24hC>>	Fasting Food - Prior to Procedure Time in 24 hr	e.g. 13:15
<<FFluid12hC>>	Fasting Fluid - Prior to Procedure Time in 12 hr	e.g. 1:15 PM
<<FFluid24hC>>	Fasting Fluid - Prior to Procedure Time in 24 hr	e.g. 13:15
<<EpEstRS>>	Estimated Recovery Time Booking time + Length of Booking	e.g. 1315
<<EpEstRS12h>>	Estimated Recovery Time Booking time + Length of Booking	e.g. 1:15 PM
<<EpEstRS24h>>	Estimated Recovery Time Booking time + Length of Booking	e.g. 13:15
<<EpAdmNo>>	Admission Number	

<<Notes>>	Other Notes	Will take Layout (alignment, size and font family) from Template but Format (colour, bold, italics and underline) from Appointment Screen
<<Notes2>>	Other Notes	Will take Layout (alignment, size and font family) and Format (colour, bold, italics and underline) from Template
<<ProcNotes>>	Procedure Notes	
<<ProcNotes2>>	Procedure Notes from Inpatient Procedure Schedule	
<<Sess>>	Session	
<<Book1ID>>	Booking Code 1 ID	
<<Book1>>	Booking Code 1	
<<Book2ID>>	Booking Code 2 ID	
<<Book2>>	Booking Code 2	
<<PatCatID>>	Patient Category ID	e.g. I/P, D/O
<<PatCat>>	Patient Category	e.g. Inpatient, Day Only
<<Ana1ID>>	Anaesthetic Type 1 ID	e.g. L, R
<<Ana1>>	Anaesthetic Type 1	e.g. Local, Regional
<<Ana2ID>>	Anaesthetic Type 2 ID	e.g. L, R
<<Ana2>>	Anaesthetic Type 2	e.g. Local, Regional
<<EpAnaL>>	Local Anaesthetic	Shows as X if Anaesthetic Type 1
<<EpAnaN>>	No Anaesthetic	Shows as X if Anaesthetic Type 1
<<EpAnaIV>>	IV Sedation Anaesthetic	Shows as X if Anaesthetic Type 1
<<EpAnaR>>	Regional Anaesthetic	Shows as X if Anaesthetic Type 1
<<EpAnaG>>	General Anaesthetic	Shows as X if Anaesthetic Type 1
<<Food>>	Food Instructions	
<<PTime>>	Planned Time in Theatre	e.g. 1315
<<PTime12h>>	Planned Time in Theatre 12 hr	e.g. 1:15 PM
<<PTime24h>>	Planned Time in Theatre 24 hr	e.g. 13:15
<<ATime>>	Admission Time	e.g. 1315
<<ATime12h>>	Admission Time 12hr	e.g. 1:15 PM
<<ATime24h>>	Admission Time 24hr	e.g. 13:15
<<DTime>>	Discharge Time	e.g. 1315
<<DTime12h>>	Discharge Time 12hr	e.g. 1:15 PM
<<DTime24h>>	Discharge Time 24hr	e.g. 13:15
<<CanID>>	Cancelled Id	
<<Can>>	Cancelled	

<<ConID>>	Confirmed Id	
<<Con>>	Confirmed	
<<NHTP>>	Nursing Home Type Patient	
<<oecR>>	Check List - OEC Recieved	Y = ticked
<<oecC>>	Check List - OEC Checked	Y = ticked
<<IFC>>	Check List - IFC Completed	Y = ticked
<<IFCs>>	Checklist - IFC Signed	Y = ticked
<<AFR>>	Check List - Admission Form Received	Y = ticked
<<CR>>	Check List - Chart Ready	Y = ticked
<<ConR>>	Check List - Consent Received	Y = ticked
<<PreCon>>	Check List - Pre-Admission Contacted	Y = ticked
<<PostCon>>	Check List - Post-Discharge Contacted	Y = ticked
<<EpNP>>	New Patient Flag	Yes = Ticked No = Unticked
<<EpiMhrConsent>>	MY Health Record (MHR) Consent	From the Episode Screen
<<HIorg>>	Organisations HPI-O number	
<<HIdoc>>	Doctor's HPI-I number	
<<PatBMI>>	Patient's BMI	
<<PatHeight>>	Patient's Height	
<<PatWeight>>	Patient's Weight	
<<PatBSDate>>	Patient's Body Stats Date	dd-mm-yyyy

Inpatient Details

Token Name	Data	Notes
<<EpProDis>>	Proposed Discharge Date	
<<EpProN>>	Based on the proposed discharge date, number of nights	
<<EpWard>>	Current Ward	
<<EpBed>>	Current Bed	
<<BedNotes>>	Bed Notes	
<<DayViewDate>>	Day View Date	e.g. 17.08.26
<<WeeklyViewDate>>	Weekly View Date	e.g. 17 Aug - 23 Aug, 2026
<<MonthlyViewDate>>	Monthly View Date	e.g. August 2026

Health Fund Details

Token Name	Data	Notes
<<EpFundID>>	Health Fund ID	This is the unique ID for the health fund in the database
<<EpFund>>	Health Fund Code	e.g. HBF
<<EpFundName>>	Health Fund Name	e.g Health Benefits Fund
<<EpFundNo>>	Health Fund Membership Number	
<<EpExcess>>	Excess Amount	
<<EpCoPay>>	Co Payment Amount	

<<EpUnAmt>>	Uninsured Amount	
<<EpExcessCo>>	Excess + Co Payment	
<<OOP>>	Total Out Of Pocket	Sum of Excess + Co Payment + Un-Insured fields
<<EpInsStatusID>>	Insurance Status ID	
<<EpInsStatus>>	Insurance Status	

Other Episode Information

Token Name	Data	Notes
<<Ep1stSym>>	Date of 1st Symptom	
<<Ep1stCon>>	Date of Consult for 1st Symptom	
<<EpCom>>	Compensable Status	
<<EpMotor>>	Motor Vehicle Accident	
<<EpOtherAcc>>	Other Accident	
<<EpVet>>	Veterans Claims	
<<EpStud>>	Student Claim	
<<EpStudInst>>	Student Institution	
<<EpiNotes>>	Episodes Screen - Episode Notes	

MBS / Other Services

Token Name	Data	Notes
<<MBSCode1>>	1st MBS Code	This is for the 1st visit to theatre
<<MBSDesc1>>	1st MBS Description	This is for the 1st visit to theatre
...		
<<MBSCode10>>	10th MBS Code	This is for the 1st visit to theatre
<<MBSDesc10>>	10th MBS Description	This is for the 1st visit to theatre
<<MBSDescS1>>	1st MBS Short Description	This is for the 1st visit to theatre
<<OSCode1>>	1st Other Service Code	
<<OSDesc1>>	1st Other Service Description	
...		
<<OSCode10>>	10th Other Service Code	
<<OSDesc10>>	10th Other Service Description	

ICD Codes and DRG

Token Name	Data	Notes
<<ICDDCode1>>	1st Diagnosis Code	
<<ICDDDesc1>>	1st Diagnosis Code Description	
...		
<<ICDDCode10>>	10th Diagnosis Code	
<<ICDDDesc10>>	10th Diagnosis Code Description	
<<ICDDcodes>>	Lists all ICD diagnosis codes sequentially, excluding the principal diagnosis	eg. code 2, code 3, code 4.....

<<ICDPCode1>>	1st Procedure Code	
<<ICDPDesc1>>	1st Procedure Code Description	
...		
<<ICDPCode10>>	10th Procedure Code	
<<ICDPDesc10>>	10th Procedure Code Description	
<<ICDPCodes>>	Lists all ICD procedure codes sequentially, excluding the principal procedure	eg. code 2, code 3, code 4.....
<<EpDRG>>	DRG Code	
<<EpDRGDesc>>	DRG Description	
<<EpGV>>	Grouper Version	
<<EpUnplan>>	Unplanned visit to theatre ID	

Claim Details

Token Name	Data	Notes
<<EpInjury>>	Injury	
<<EpInjuryDate>>	Injury Date	dd/mm/yyyy
<<EpClaimNo>>	Claim Number	
<<EpClaimInsID>>	Claim Biller ID	
<<EpClaimIns>>	Claim Biller Name	
<<EpClaimCon>>	Claim Biller Contact	
<<EpClaimInsAdd1>>	Claim Biller Address Line 1	
<<EpClaimInsAdd2>>	Claim Biller Address Line 2	
<<EpClaimInsAdd3>>	Claim Biller Address	
<<EpClaimInsSub>>	Claim Biller Suburb	
<<EpClaimInsPost>>	Claim Biller Post Code	
<<EpClaimInsState>>	Claim Biller State	
<<EpClaimEmpID>>	Claim Employer ID	
<<EpClaimEmp>>	Claim Employer Name	
<<EpClaimEmpCon>>	Claim Employer Contact	
<<EpClaimEmpAdd1>>	Claim Employer Address Line 1	
<<EpClaimEmpAdd2>>	Claim Employer Address Line 2	
<<EpClaimEmpAdd3>>	Claim Employer Address Line3	
<<EpClaimEmpSub>>	Claim Employer Suburb	
<<EpClaimEmpPost>>	Claim Employer Post Code	
<<EpClaimEmpState>>	Claim Employer State	

Theatre Screen

Token Name	Data	Notes
<<Visit>>	Theatre Visit	e.g Visit 1 or Visit 2 etc
<<VisitDate1>> ... <<VisitDate10>>	Theatre Date	dd/mm/yyyy
<<Pop>>	Pre Operation Time	e.g 1315
<<Pop12h>>	Pre Operation Time 12hr time	e.g. 1:15 PM

<<Pop24h>>	Pre Operation Time 24hr time	e.g. 13:15
<<AnaS1>> ... <<AnaS10>>	Anaesthetic Start Time	e.g. 1315
<<AnaS112h>> ... <<AnaS1012h>>	Anaesthetic Start Time 12hr time	e.g. 1:15 PM
<<AnaS124h>> ... <<AnaS1024h>>	Anaesthetic Start Time 24hr time	e.g. 13:15
<<ProcS1>> ... <<ProcS10>>	Procedure Start Time	e.g. 1315
<<ProcS112h>> ... <<ProcS1012h>>	Procedure Start Time 12hr time	e.g. 1:15 PM
<<ProcS124h>> ... <<ProcS1024h>>	Procedure Start Time 24hr time	e.g. 13:15
<<ProcF1>> ... <<ProcF10>>	Procedure Finish Time	e.g. 1315
<<ProcF12h>> ... <<ProcF1012h>>	Procedure Finish Time 12hr time	e.g. 1:15 PM
<<ProcF124h>> ... <<ProcF1024h>>	Procedure Finish Time 24hr time	e.g. 13:15
<<TimeI1>> ... <<TimeI10>>	Time In Theatre	e.g. 1315
<<TimeI112h>> ... <<TimeI1012h>>	Time In Theatre 12hr time	e.g. 1:15 PM
<<TimeI124h>> ... <<TimeI1024h>>	Time In Theatre 24hr time	e.g. 13:15
<<TimeO1>> ... <<TimeO10>>	Time out of Theatre	e.g. 1315
<<TimeO112h>> ... <<TimeO1012h>>	Time out of Theatre 12hr time	e.g. 1:15 PM
<<TimeO124h>> ... <<TimeO1024h>>	Time out of Theatre 24hr time	e.g. 13:15
<<Scrub1>> ... <<Scrub10>>	Scrub Nurse	e.g. SAMPRAS, Pete
<<ScrubID1>> ... <<ScrubID10>>	Scrub Nurse ID	
<<NurAss1>> ... <<NurAss10>>	Nurse Assistant	e.g. SAMPRAS, Pete
<<NurAssID1>> ... <<NurAssID10>>	Nurse Assistant ID	
<<Scout1>> ... <<Scout10>>	Scout	e.g. SAMPRAS, Pete
<<ScoutID1>> ... <<ScoutID10>>	Scout ID	
<<OthNur1>> ... <<OthNur10>>	Other Nurse	e.g. SAMPRAS, Pete
<<OthNurID1>> ... <<OthNurID10>>	Other Nurse ID	
<<Other1>> ... <<Ostaff10>>	Other Staff	e.g. SAMPRAS, Pete
<<OtherID1>> ... <<OstaffID10>>	Other Staff ID	
<<SurgAssis1>> ... <<SurgAssis10>>	Surgical Assistant	e.g. SAMPRAS, Pete
<<SurgAssID1>> ... <<SurgAssID10>>	Surgical Assistant ID	
<<OthSurg1>> ... <<OthSurg10>>	Other Surgical Assistant	e.g. SAMPRAS, Pete
<<OthSurgID1>> ... <<OthSurgID10>>	Other Surgical Assistant ID	
<<Compli1>> ... <<Compli10>>	Complications	
<<Rec1>>	Recovery 1 Time	e.g. 1315
<<Rec112h>>	Recovery 1 Time 12hr time	e.g. 1:15 PM
<<Rec124h>>	Recovery 1 Time 24hr time	e.g. 13:15
<<Rec2>>	Recovery 2 Time	e.g. 1315
<<Rec212h>>	Recovery 2 Time 12hr time	e.g. 1:15 PM
<<Rec224h>>	Recovery 2 Time 24hr time	e.g. 13:15
<<Rec3>>	Recovery 3 Time	e.g. 1315
<<Rec312h>>	Recovery 3 Time 12hr time	e.g. 1:15 PM
<<Rec324h>>	Recovery 3 Time 24hr time	e.g. 13:15
<<Ready>>	Ready for Ward	e.g. 1315
<<Ready12h>>	Ready for Ward 12hr time	e.g. 1:15 PM
<<Ready24h>>	Ready for Ward 24hr time	e.g. 13:15
<<ReadyPU>>	Ready for Pick Up	e.g. 1315

<<ReadyPU12h>>	Ready for Pick Up 12hr time	e.g. 1:15 PM
<<ReadyPU24h>>	Ready for Pick Up 24hr time	e.g. 13:15
<<Side>>	Side	
<<Path>>	Pathology Company	
<<Specimen>>	Pathology Nil or # of Specimens	
<<TheatreNotes>>	Theatre Notes	

Theatre Roster

Only to be used in Template Headers not within the table

Token Name	Data	Notes
<<EpSessLen>>	Theatre Roster Length	Finish and start time in minutes
<<EpSessCon>>	Theatre Roster Confirmed	
<<EpStaffScrub>>	Scrub Nurse	
<<EpStaffScout>>	Scout Nurse	
<<EpStaffNurse>>	Nurse/Assistance	
<<EpStaffOtherNurse>>	Other Nurse	
<<EpStaffOther>>	Other Staff	

Admission Screen - PHDB/HCP

Token Name	Data	Notes
<<RADesc>>	Re-Admission	e.g. description
<<RA>>	Re-Admission ID	e.g. the ID the value saved in the db
<<StartDay>>	Starting Day	
<<TranFDesc>>	Transferred From	
<<TranF>>	Transferred From ID	
<<DIDesc>>	Discharge Intent	
<<DI>>	Discharge Intent ID	
<<UOADesc>>	Urgency of Admission	
<<UOA>>	Urgency of Admission ID	
<<SORDesc>>	Source of Referral	
<<SOR>>	Source of Referral ID	
<<CTDesc>>	Care Type	
<<CT>>	Care Type ID	
<<RSDesc>>	Rehab Status	
<<RS>>	Rehab Status ID	
<<SDSDesc>>	Same Day Status	
<<SDS>>	Same Day Status ID	
<<PIDesc>>	Payer Identifier	
<<PI>>	Payer Identifier ID	
<<IHCPDesc>>	IHCP	
<<IHCP>>	IHCP ID	
<<AWei>>	Adm Weight	

<<AmbNum>> Ambulance Number

Admission Screen - State fields

Token name	Data	Notes
<<CTSDesc>>	Care Type	e.g. description
<<CTS>>	Care Type ID	e.g. the ID the value saved in the db
<<SRSDesc>>	Source of referral	
<<SRS>>	Source of referral ID	
<<ILOSSDesc>>	Intended Length of Stay Planned Same Day (QLD)	
<<ILOSS>>	Intended Length of Stay Planned Same Day (QLD) ID	
<<ASSDesc>>	Admission Status	
<<ASS>>	Admission Status ID	
<<ISSDesc>>	Insurance Status	
<<ISS>>	Insurance Status ID	
<<CTYSDesc>>	Contract Type	
<<CTYS>>	Contract Type ID	
<<CRSDesc>>	Contract Role	
<<CRS>>	Contract Role ID	
<<ESSDesc>>	Election Status	
<<ESS>>	Election Status ID	
<<ATSDesc>>	Admission Type	
<<ATS>>	Admission Type ID	
<<UPRADesc>>	Unplanned Readmission	
<<UPRA>>	Unplanned Readmission ID	
<<UOASDesc>>	Urgency of Admission	
<<UOAS>>	Urgency of Admission ID	
<<EPSSDesc>>	Elective Patient Status	
<<EPSS>>	Elective Patient Status ID	
<<RASDesc>>	Re-Admission	
<<RAS>>	Re-Admission ID	
<<DISDesc>>	Discharge Intent	
<<DIS>>	Discharge Intent ID	
<<LSSDesc>>	Legal Status	
<<LSS>>	Legal Status ID	
<<CSSDesc>>	Contract Status	
<<CSS>>	Contract Status ID	
<<PTDesc>>	Previous Treatment	
<<PT>>	Previous Treatment ID	
<<MOASDesc>>	Mode of Admission	
<<MOAS>>	Mode of Admission ID	
<<AACDesc>>	Account Class	
<<AAC>>	Account Class ID	

<<AATDesc>>	Accommodation Type
<<AAT>>	Accommodation Type ID
<<ASDesc>>	Admission Source
<<AS>>	Admission Source ID
<<CFADesc>>	Criterion for Admission
<<CFA>>	Criterion for Admission ID
<<CSIDesc>>	Contract/Spoke Identifier
<<CSI>>	Contract/Spoke Identifier ID
<<PCSDesc>>	Patient Category
<<PCS>>	Patient Category ID
<<SORPDesc>>	Source Of Referral - Professional
<<SORP>>	Source Of Referral - Professional ID
<<SORLDesc>>	Source Of Referral - Location
<<SORL>>	Source Of Referral - Location ID
<<SORTDesc>>	Source Of Referral - Transport
<<SORT>>	Source Of Referral - Transport ID
<<CHSDesc>>	Contracted Hospital
<<CHS>>	Contracted Hospital ID

Discharge Screen - PHDB/HCP

Token name	Data	Notes
<<MOSDesc>>	Mode of Separation	
<<MOS>>	Mode of Separation ID	
<<TranTDesc>>	Transferred To	
<<TranT>>	Transferred To Desc	
<<TOCDesc>>	Transfer Out Code	
<<TOC>>	Transfer Out Code ID	
<<VTODesc>>	Visit to Theatre	
<<VTO>>	Visit to Theatre ID	
<<PCDesc>>	Palliative Care	
<<PC>>	Palliative Care ID	
<<PCD>>	Days In Palliative Care	
<<MHLSDesc>>	Mental Health Legal Status	
<<MHLS>>	Mental Health Legal Status ID	
<<WTPI>>	Was the patient involuntary?	Show as Y, N
<<ID>>	Involuntary Days	
<<ICUD>>	Days in ICU	
<<ICUH>>	Hrs in ICU	
<<MVH>>	Hrs in Mechanical Ventilation	
<<DiedDate>>	Deceased Date	dd/mm/yyyy
<<DiedTime>>	Deceased Time (raw)	e.g for 1:30 PM show as: 1330
<<DiedT12h>>	Deceased Time 12 hr	e.g for 1:30 PM show as: 01:30 PM

<<DiedT24h>>	Deceased Time 24 hr	e.g for 1:30 PM show as 13:30
<<Autopsy>>	Autopsy	Show as: Y, N
<<DiedCause>>	Cause of Death	
<<HITHV>>	HITH Visits	

Discharge Screen - State

Token name	Data	Notes
<<MOSS>>	Mode of Separation ID	e.g. the ID the value saved in the db
<<MOSSDesc>>	Mode of Separation	e.g. description
<<FSS>>	Funding Source/Arrangement ID	
<<FSSDesc>>	Funding Source/Arrangement	
<<RTS>>	Referral To ID Separation Referral (VIC)	
<<RTSDesc>>	Referral To Separation Referral (VIC)	
<<MHLSS>>	Mental Health Legal Status ID	
<<MHLSSDesc>>	Mental Health Legal Status	
<<Char>>	Chargeable Status ID	
<<CharDesc>>	Chargeable Status	
<<Comp>>	Compensable Status ID	
<<CompDesc>>	Compensable Status	
<<PC1A>>	Palliative care - 1 st admission ID	
<<PC1ADesc>>	Palliative care - 1 st admission	
<<PCPA>>	Palliative Care - previous admission ID	
<<PCPADesc>>	Palliative Care - previous admission	
<<AOS>>	Accommodation Occupied ID	
<<AOSDesc>>	Accommodation Occupied	
<<Client>>	Client Status ID	
<<ClientDesc>>	Client Status	
<<CES>>	Contracting Establishment ID	
<<CESDesc>>	Contracting Establishment	
<<PSS>>	Payment Status ID	
<<PSSDesc>>	Payment Status	
<<ITRAS>>	Intent to Readmit ID	
<<ITRASDesc>>	Intent to Readmit	
<<DAC>>	Account Class ID	
<<DACDesc>>	Account Class	
<<DAT>>	Accommodation Type ID	
<<DATDesc>>	Accommodation Type	