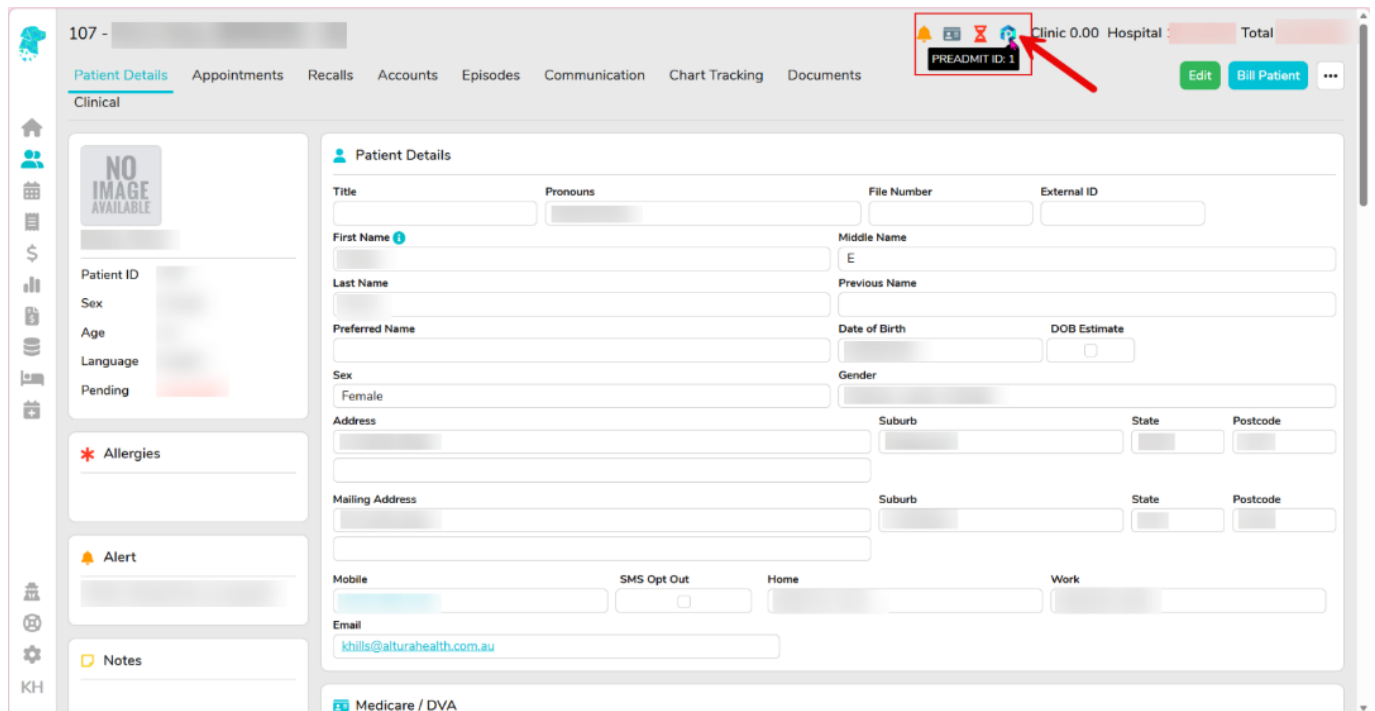


# Digital Hospital Informed Financial Consent (IFC)

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

Patients will require a Preadmit ID to send the IFC electronically. You can check they have this by finding this icon on the Patient Details screen.



If the patient does not have a Preadmit icon, this means they have not been linked to Preadmit or they do not have a Preadmit Account.

To link a patient to Preadmit, ensure they have a valid email address in the email field and click the three dots in the top right-hand corner to select **Get Preadmit ID**.

145 - KANE, Humphrey (12/12/2023 - 2)

Clinic 0.00 Hospital 0.00 Total 0.00

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking Documents

Clinical

NO IMAGE AVAILABLE

Humphrey KANE

Patient ID 145

Sex

Age 2

Language

Pending 0.00

\* Allergies

Elastoplast

Alert

Notes

KH

Patient Details

Title Pronouns File Number External ID

First Name Middle Name

Last Name Previous Name

Preferred Name Date of Birth DOB Estimate

Sex Gender

Address Suburb State Postcode

Mobile SMS Opt Out Home Work

Email test@test.com.au

Medicare / DVA

Medicare Number Ref Expiry Eligibility

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

Edit Patient E

Bill Patient B

OPV V

OEC O

IFC Hospital F

IFC Clinic L

Label L

Merge M

Picture P

Audit Logs A

Reorder Content FB

EMR

Get Preadmit ID

Delete Patient D

This will perform a check with Preadmit and if the patient has a Preadmit account matching the email listed in FYDO, it will link up with a Preadmit ID.

If a message appears saying **No Preadmit ID Found**, you will need to instruct the patient to create a Preadmit account as they most likely do not have one. You can also check the **Hospital Preadmit Portal** to see if they potentially have an account under a different email. If this is the case, you can update their email in FYDO and re-run the check.

Once the patient has a Preadmit ID, you can create the IFC as normal.

Appointments 1 Patients | 30 of 600 minutes

SAMPRAS, Pete Fortitude Vally Clinic

SMITH, John Westmead Clinic

THEATRE 1 Altura Private Hos

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

Make an Appointment M

Create from Waitlist

Edit Appointment E

Copy / Cut / Paste / Delete >

Episodes H

Documents

Clinical

Chart Tracking

OEC O

IFC F

Send SMS >

Confirmed

Arrived

Admit A

Excess / Deposit P

Theatre T

Discharge D

Coding G

Appointments / Informed Financial Consent - Hospital

**Patient and Episode Details**

Title [ ] First Name [ ] Surname [ ]  
 DOB 08/08/2001 Sex F-Female Address Line 1 [ ] Address Line 2 [ ]  
 Medicare No. 2111-11111-1 Ref 1 Suburb KINGSWOOD State NSW Postcode 2747  
 Mobile [ ] Home (02)1111-1111 Fund NIB - NIB Health Funds Limited Membership 2222  
 Work (02)2222-2222  
 Status Full Fee Date Joined [ ] Excess 0.00 Co-payment 0.00 Uninsured Amt 0.00 Default Benefit 0.00  
 Fund Table [ ] Verification # [ ]

Location Altura Private Hospital Doctor/Surgeon SHELBY, Thomas Anaesthetist [ ]  
 Adm Date 22/04/2026 Dis Date 24/04/2026 Start at Day 1 Theatre Mins 30 Anaesthetic IV/Sedation  
 Accom Accom - Medical Room Type Private Bill Type Default Procedure [ ]  
 Bursary  Bursary Fund [ ] Bursary Level 0

**MBS/Items** Re-order Item Numbers

Item	Description	Band	Action
42702	Lens extraction and insertion of intraocular lens, excluding surgery performed f...	6	
[ ]	[ ]	[ ]	

**Other Services**

Item	Description	Qty	Action
[ ]	[ ]	0	

On the IFC fees page, there are two buttons that will be **automatically ticked** if the patient has a Preadmit ID. These buttons are **Send IFC to Patient Portal** and **Send HC21 to Patient Portal**. If you want to send the IFC and HC21 to the Patient Portal, ensure these remain ticked. (They will automatically be ticked for all patients with a Preadmit ID. If the patient does not have a Preadmit ID, you will be unable to tick these boxes, they will be greyed out.)

Appointments / Informed Financial Consent - Hospital

Name [ ] DOB [ ] Location Altura Private Hospital Doctor [ ]  
 Fund NIB - NIB Health Funds Limited Status Full Fee Dates 22/04/2026 - 24/04/2026 (2 night/s) Default Benefit 0.00  
 Excess 0.00 Co-payment 0.00

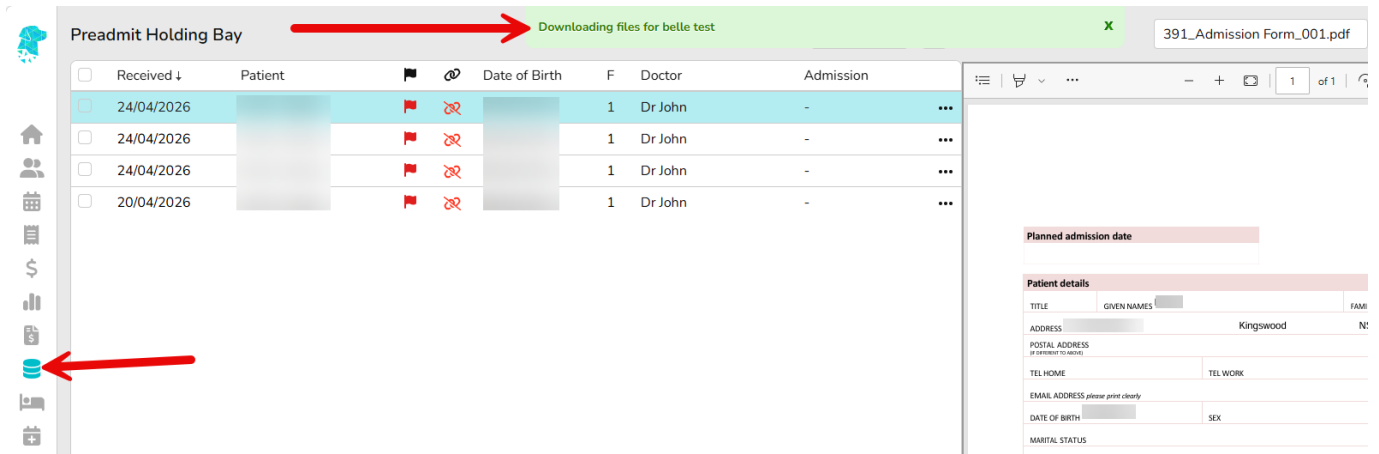
Item	Description	Charges inc GST	GST	Rebate	Bursary
ACCOM	Accom - for 2 night/s (Private)	0.00	0.00	0.00	0.00
42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptries following the removal of cataract in the first eye (Anaes.)	600.00	0.00	0.00	0.00
<b>Apply Discount</b> Percentage 0.00 % Amount 0.00		<b>Sub-Total</b> 600.00		0.00	
		<b>Total</b> 600.00		0.00	
<b>Excess + Co-pay + Default Benefit</b>		<b>Patient Gap</b>		<b>Bursary</b>	
0.00		+ 600.00		- 0.00	
				<b>Total out of Pocket</b>	
				= 600.00	

**IFC Message**  Send IFC to Patient Portal  Send HC21 to Patient Portal

Copies 1 Template Demo IFC

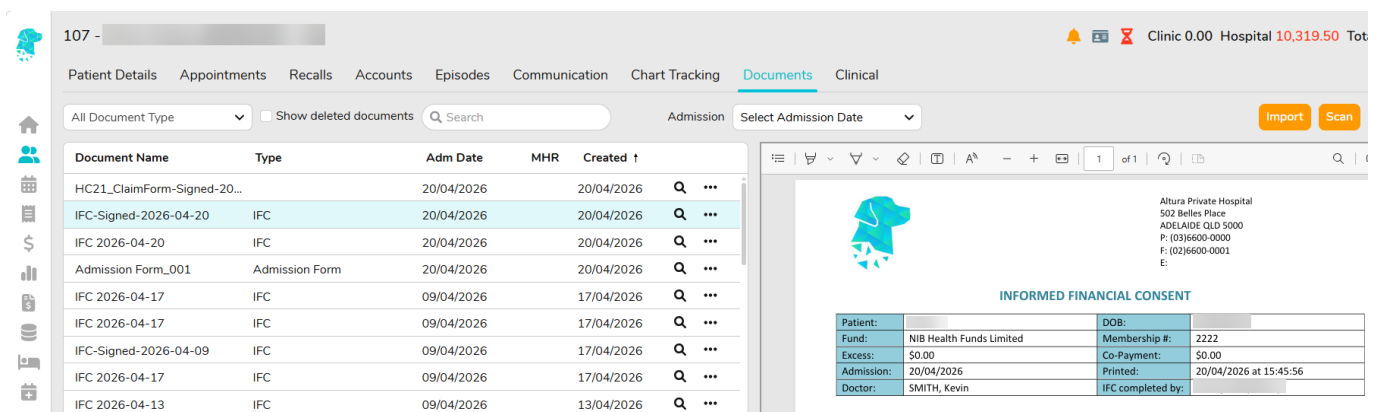
**\*\*Once the IFC has been sent to the Patient, it will take you back to the Appointment Screen and give you a message to say it has been successfully sent to Preadmit\*\***

Once the patient has signed their forms, they will be sent back to FYDO. The forms will automatically allocate themselves to the patients MRN, however, you will need to open the Preadmit Holding Bay in order for the forms to download.



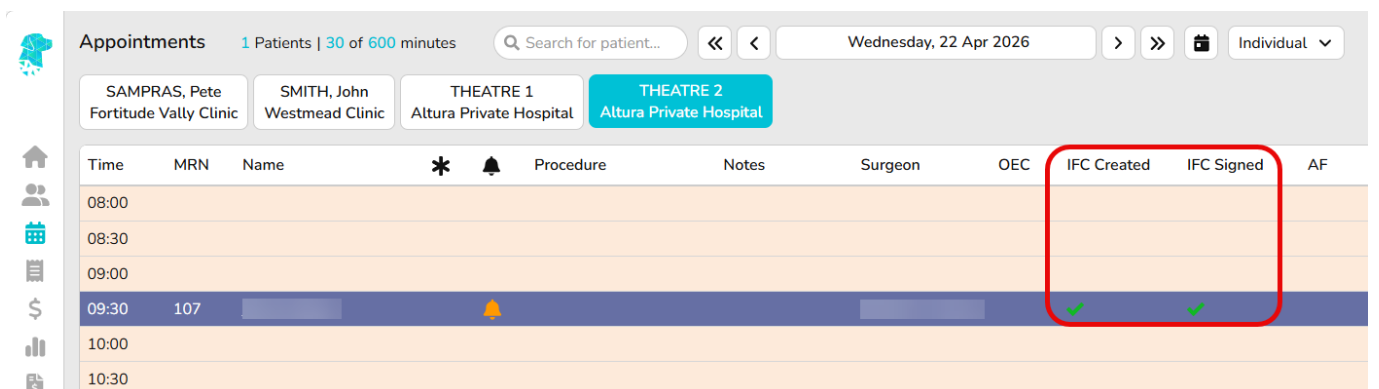
**\*\*You WILL NOT need to link and commit the IFC and HC21, the holding bay just needs to be opened for the forms to download.\*\***

Once the Preadmit Holding Bay has been opened and the forms have automatically downloaded, they will be present in the Documents tab on the patients file.



## Custom Appointment View

You also have the ability to add **IFC Created** and **IFC Signed** to your Appointment screen by using the custom views. (See below image). These columns will automatically tick based on the actions performed.



If you would like to set up custom views, please see the wiki for instructions [Creating Custom Hospital Views in the Appointments Screen](#).