

Hospital Health Fund Fees - Importing DRG Fees

FYDO now has the option to import DRG fees from an Excel file.

It is important to note that the file must be an Excel file, and must be set out in the same way as the sample template below.

Or click the link below to download a blank template:

[FYDO DRG Import Demo File](#)

Using the same column titles as can be seen in this spreadsheet example.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	DRG	ChargeSD	ChargeIP	CWO	SSTrim	SSFee	LS1From	LS1To	LS1Fee	LS2From	LS2To	LS2Fee	LS3From	LS3To	LS3Fee	TRF	TRFDisc	GST	exclpros	ExcludePrivateRoom
2																				

Column headings need to be:

A - DRG

B - ChargeSD

C - ChargeIP

D - CWO

E - SSTrim

F - SSFee

G - LS1From

H -LS1To

I - LS1Fee

J - LS2From

K - LS2To

L - LS2Fee

M - LS3From

N - LS3To

O - LS3Fee

P - TRF

Q - TRFDisc

R - GST

S - Exclpros

T - ExcludePrivateRoom

The above layout reflects the content, and order of information, that is displayed in FYDO.

DRG	Sanctuary Rate	IP Rate	CWO	SS Trim	SS Fee	LS1 From	LS1 To	LS1 Fee	LS2 From	LS2 To	LS2 Fee	LS3 From	LS3 To	LS3 Fee	TRF Trim	TRF Disc	Sanctuary Rate	IP Rate	CWO	SS Trim	SS Fee	LS1 From	LS1 To	LS1 Fee	LS2 From	LS2 To	LS2 Fee	LS3 From	LS3 To	LS3 Fee	TRF Trim	TRF Disc	GST	Exclude Other Services	Exclude Private Room
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If the file is not formatted in this way, with the exact column titles, the data will not be able to be imported into FYDO, or will upload into the wrong fields.

How to Format an Excel File for DRG Upload

Data from a Health Fund contract can be transferred into the relevant columns of the template, or a copy of a contract can be modified using the following steps:

1. Save a copy of the contract (do not edit the master copy)
2. Go to DRG tab or section in the contract
3. Remove any lines above the DRG header table so that there is only one header row
4. Delete any columns that do not contain the required information as per the images above
5. Ensure the names and order of all columns and the header row match the template exactly

How to Upload DRG File into FYDO

1. Go to **Settings** & select **Fees Setup**



2. Choose your location from the dropdown menu (only applicable to multi-site users)
3. Select required **Fund**
4. Ensure **Same Day Fees** tab is selected and Click **Edit**

Shaes Private Hospital Fund BUP - BUPA Australia Part of BUP Start of Current Fee 01/04/2023 End of Current Fee

Same Day Fees Other Settings Casebase Fees Casebase Multi Item Fees Timebase DRG Fees Overnight Accommodation Fees

4 Edit Export To

Same Day Accommodation Fees				Theatre Banding Charges			
Band	Current Fees			Old Fees			
	Full Fee	Basic Fee	Full Fee Rebate	Full Fee	Basic Fee	Full Fee Rebate	
1	100.00	100.00	100.00	100.00	100.00	100.00	
2	200.00	200.00	200.00	200.00	200.00	200.00	
3	600.00	600.00	600.00	600.00	600.00	600.00	
4	400.00	400.00	400.00	400.00	400.00	400.00	
C	100.00	100.00	100.00	100.00	100.00	100.00	

Band	Current Fees			Old Fees		
	Full Fee	Full Fee Rebate	Full Fee	Full Fee	Full Fee Rebate	
1A	100.00	100.00	100.00	100.00	100.00	
1	150.00	150.00	150.00	150.00	150.00	
2	200.00	200.00	200.00	200.00	200.00	
3	900.00	900.00	900.00	900.00	900.00	
4	400.00	400.00	400.00	400.00	400.00	
5	500.00	500.00	500.00	500.00	500.00	
6	600.00	600.00	600.00	600.00	600.00	
7	700.00	700.00	700.00	700.00	700.00	
8	800.00	800.00	800.00	800.00	800.00	
9A	0.00	0.00	0.00	0.00	0.00	

- Update **Start of Current Fee** and **End of Current Fee** dates
- Click **Save**

Shaes Private Hospital Fund BUP - BUPA Australia Part of BUP Start of Current Fee 01/04/2023 End of Current Fee

Same Day Fees Other Settings Casebase Fees Casebase Multi Item Fees Timebase DRG Fees Overnight Accommodation Fees

5 Save Cancel

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Same Day Accommodation Fees				Theatre Banding Charges			
Band	Current Fees			Old Fees			
	Full Fee	Basic Fee	Full Fee Rebate	Full Fee	Basic Fee	Full Fee Rebate	
1	100.00	100.00	100.00	100.00	100.00	100.00	
2	200.00	200.00	200.00	200.00	200.00	200.00	
3	600.00	600.00	600.00	600.00	600.00	600.00	
4	400.00	400.00	400.00	400.00	400.00	400.00	
C	100.00	100.00	100.00	100.00	100.00	100.00	

Band	Current Fees			Old Fees		
	Full Fee	Full Fee Rebate	Full Fee	Full Fee	Full Fee Rebate	
1	100.00	100.00	100.00	100.00	100.00	
2	150.00	150.00	150.00	150.00	150.00	
3	200.00	200.00	200.00	200.00	200.00	
4	900.00	900.00	900.00	900.00	900.00	
5	400.00	400.00	400.00	400.00	400.00	
6	500.00	500.00	500.00	500.00	500.00	
7	600.00	600.00	600.00	600.00	600.00	
8	700.00	700.00	700.00	700.00	700.00	
9A	800.00	800.00	800.00	800.00	800.00	
	0.00	0.00	0.00	0.00	0.00	

- Click **DRG Fees** tab
- Click **Edit**

Shaes Private Hospital Fund BUP - BUPA Australia Part of BUP Start of Current Fee 01/04/2023 End of Current Fee

Same Day Fees Other Settings Casebase Fees Casebase Multi Item Fees Timebase DRG Fees Overnight Accommodation Fees

7 Edit Export To

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DRG	Current															Old														
	Sameday Rate	IP Rate	CWO	SS Trim	SS Fee	LS 1 From	LS 1 To	LS 1 Fee	LS 2 From	LS 2 To	LS 2 Fee	LS 3 From	LS 3 To	LS 3 Fee	TFR Trim	TFR Disc	Sameday Rate	IP Rate	CWO	SS Trim	SS Fee	LS 1 From	LS 1 To	LS 1 Fee	LS 2 From	LS 2 To	LS 2 Fee	LS 3 From		
C08Z	1,500.00	3,000.00	0.00	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	1,500.00	3,000.00	0.00	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00

- Click **More Actions** and select **Click to move all Current fees to Old** and follow instructions - *this step is optional, however it is recommended as it ensures that episodes prior to the new contract dates are billed at the appropriate rates, otherwise all unbilled episodes will be billed at the newly loaded rates*
- Click **Save**

Shaes Private Hospital Fund BUP - BUPA Australia Part of BUP Start of Current Fee 01/04/2023 End of Current Fee

Same Day Fees Other Settings Casebase Fees Casebase Multi Item Fees Timebase DRG Fees Overnight Accommodation Fees

9 Click to Move All Current Fees to Old Fees Import Fees

10 Save Cancel

DRG	Current															Old														
	Sameday Rate	IP Rate	CWO	SS Trim	SS Fee	LS 1 From	LS 1 To	LS 1 Fee	LS 2 From	LS 2 To	LS 2 Fee	LS 3 From	LS 3 To	LS 3 Fee	TFR Trim	TFR Disc	Sameday Rate	IP Rate	CWO	SS Trim	SS Fee	LS 1 From	LS 1 To	LS 1 Fee	LS 2 From	LS 2 To	LS 2 Fee	LS 3 From		
C08Z	1,500.00	3,000.00	0.00	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	1,500.00	3,000.00	0.00	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
	0.00	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00

11. Click **Edit**
12. Click **More Actions** and select **Import Fees**

Shaes Private Hospital Fund BUP - BUPA Australia Part of BUP Start of Current Fee 01/04/2023 End of Current Fee

Same Day Fees Other Settings Casebase Fees Casebase Multi Item Fees Timebase DRG Fees Overnight Accommodation Fees

Save Cancel

More Actions 12

Click to Move All Current Fees to Old Fees

Import Fees

DRG	Same Day Rate	IP Rate	CWO	SS Trn	SS Fee	LS 1 From	LS 1 To	LS 1 Fee	LS 2 From	LS 2 To	LS 2 Fee	LS 3 From	LS 3 To	LS 3 Fee	TFR Trn	TFR Disc	Same Day Rate	IP Rate	CWO	SS Trn	SS Fee	LS 1 From	LS 1 To	LS 1 Fee	LS 2 From	LS 2 To	LS 2 Fee	LS 3 From		
COBZ	1,500.00	3,000.00	0.00	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	1,500.00	3,000.00	0.00	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
	0.00	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0.00	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00

13. Click **Fee Type** and select **Current File**

Import DRG Fees ✕

Fee Type Select Fee Type 13 ▼

Select a template Upload DRG Fees File

Cancel Upload

Import DRG Fees ✕

Fee Type Select Fee Type 13 ▼

Select a template Current File
Old File ▼

Cancel Upload

14. Click **Upload DRG Fees File** and locate the relevant Excel file to be uploaded
15. Click **Upload**

Import DRG Fees

Fee Type: Current File

Select a template

Upload DRG Fees File

Cancel Upload

16. DRG items and fees will populate into the DRG Fees tab
17. Click **Save**
18. Select **Print** to print or download, then **conduct a spot check with the contract to ensure fees have populated correctly**

Note: If a DRG no longer exists in the new fees, but there was an old rate, the line will remain in the fees screen and Current will show as \$0 (Old will show the previous rate). If a DRG has a zero-dollar balance under the Current fees AND the Old fees, FYDO will automatically remove this line from the fees page, as it is no longer required.