

Hospital Health Fund Fees - Overnight Accommodation Fees

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

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

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

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

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

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

Copy Rates from Minimum Benefits

X

Select which minimum benefits accommodation category you wish copy from

Accom Type

Accom - Advanced Surgical

...

▼

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

Fee Type

Current Fees

▼

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

Cover Type

Basic Cover

▼

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



Fee Type

Current Fees

▼

Copy Rates

Cancel

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

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

[Other Settings](#)

[Casebase Fees](#)

[Casebase Multi Fees](#)

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