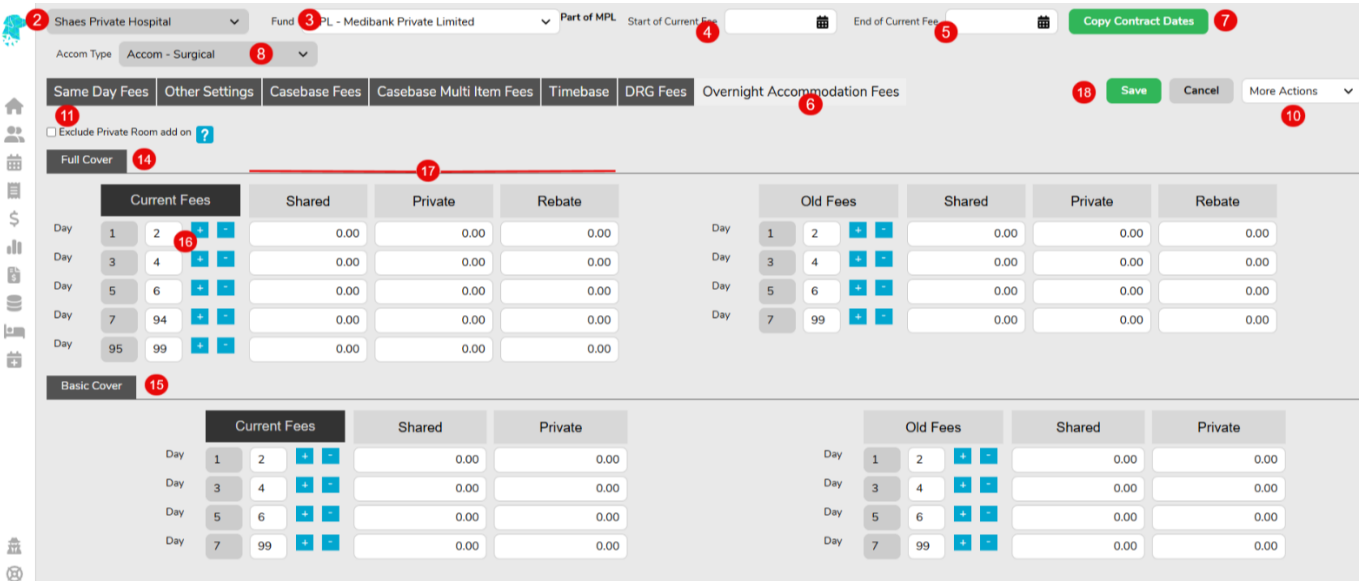
# Hospital Health Fund Fees – Overnight Accommodation Fees

**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**

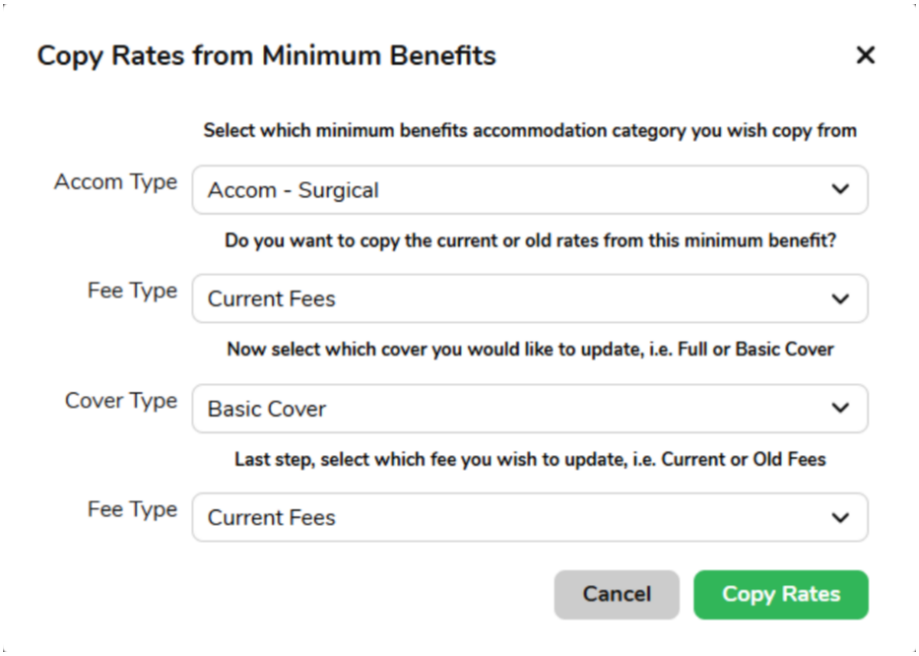
1. Fees can be entered in **Settings > Hospital > Fees Setup**




2. For multi-location databases, ensure the correct **Location** is selected
3. Use the **Fund** drop down to select the required health fund
4. 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)*
5. 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)*
6. Select the **Overnight Accommodation Fees** tab
7. Select **Copy Contract Dates** if the contract dates match that of the Overnight Accommodation start and end dates.
8. Select the required **Accommodation Type** from the drop down. *(Accommodation Categories can be added or amended in Settings > Accommodation Categories)*
9. Click **Edit**
10. If adding amended fees, use the **More Actions** dropdown to select **Click to move all Current Fees to Old Fees**
11. Tick the **Exclude Private Room add on** if in the Other Settings tab rule 'Add Private Room line on the invoice' is ticked or applies.
12. 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**

13. A pop up will appear to give all required options regarding copying the Minimum Benefits Rates into the Health Fund Contract rates




14. **Full Cover** Fees can be added to the first section of the screen
15. **Basic Cover** Fees can be added to the second section of the screen
16. When entering fees, use the




to adjust the Day that the fees apply to. This will automatically adjust the following line to continue on.

17. Add the relevant fees into the **Shared, Private & Rebate** columns
18. Click **Save**
19. 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**