

Informed Financial Consent - IFC (Hospital)

To provide patients' with information they can understand regarding the costs involved with their admission/episode

1. Before an IFC is generated it is advised to run an Online Eligibility Check (OEC) to obtain the out-of-pocket expense for the patient (see "OEC - Online Eligibility Check" instructions)
2. Once the out-of-pocket cost is known, the IFC can be generated from the **Appointments Screen**
3. Search for the required patient or
4. Navigate to the admission date, theatre & time to locate
5. Right click to expand the options & select IFC

The screenshot displays the 'Appointments Screen' for Friday, 1 July 2022. On the left, there is a calendar view for July 2022 with a red circle '4' highlighting the date. A search bar at the top has a red circle '3'. The main table lists appointments with columns for Time, Name, MRN, Surgeon, Notes, Sts, C, B, HF, and Excess. A right-click context menu is open over the 12:00 appointment for 'POPPINS, Mary' (MRN 106), with 'IFC' highlighted by a red circle '5'. Other options in the menu include 'Delete Appointment', 'Documents', 'Create Letter', 'Quick Form', 'HC21 Left', 'HC21 Right', 'HC21 Back', and 'Create Invoice'.

6. Patient details & admission details will be pre-populated into the IFC screen
7. If Item numbers were entered at the time of booking, they will be pre-populated into the IFC screen. Otherwise add them under the **MBS/Items** heading
8. Leaving the **Bill Type** set to **Default** will allow FYDO to decide how the fees need to be raised, in accordance with the health fund contracts entered into the system
9. Click **Create IFC** to see the charges raised for each item

The screenshot shows the 'INFORMED FINANCIAL CONSENT' screen. The 'Patient and Episode Details' section includes fields for First Name (Mary), Surname (POPPINS), DOB, Gender, Address Line 1, Address Line 2, Medicare Number, Ref, Fund (MPL - Medbank Private Limited), Membership (12345678A), Status, Full Fee, Excess, Co-payment, Default Benefit, Fund Table, Verification #, and Date Joined. The 'Location' section shows Adney Private Test, Surgeon/Admitting Dr (Duck, Dafny), Bill Type (Default), Theatre Mins (30), Anaesthetic (General), and Procedure (Colonoscopy & Gastroscopy). The 'MBS/Items' section has a table with columns for Item, Description, Band, and Action. Item 32229 is highlighted with a red circle '7'. At the bottom, there is a 'Create IFC' button with a red circle '9' and a 'Cancel' button.

10. Contracted fees will be displayed
11. Patient out of pocket will be displayed
12. **IFC Message** gives the ability to add a customised message. Use the dropdown to select **Custom Message** & type the message in the field below
13. The **Template** field allows you to choose from the available IFC templates in your FYDO database.
FYDO enables hospitals to set a default IFC template for both **insured** and **uninsured** admissions. AS a result, the **Template** dropdown will display options based on the patient's health fund.
- If the **patient has a health fund**, the Template dropdown will show the **insured templates** available in FYDO.
- If the **patient is uninsured** - or if their health fund is categorised as **uninsured** in the FYDO database - the Template dropdown will display the **uninsured templates** added to FYDO.
14. **Edit IFC** allows you to return to the previous screen to make any changes require to the item numbers etc.
15. **Save** will generate the IFC & save a copy in the patient **Documents**
16. **Save & Print** will generate the IFC & make it immediately available to view & print. This option will also save a copy in the patients' Documents

APPOINTMENTS > INFORMED FINANCIAL CONSENT

IFC

Name: POPPINS, Mary DOB: 27/08/1934 Location: Adeney Private Test Fund: MPL - Medibank Private Limited
 Status: Full Fee Doctor: Duck, Dafny Excess: 0.00 Co-payment: 0.00
 Default Benefit: 0.00 Dates: 01/07/2022 - 01/07/2022

Item	Description	Charges Inc GST	GST	Rebate
ACCOM	SameDay Accommodation Fee Band : 3	0.00	0.00	0.00
32229	Removal of one or more polyps during colonoscopy, in association with a service to which item 32222, 32223, 32224, 32225, 32226, or 32228 applies (Anaes.)	950.00	0.00	950.00
32222	Endoscopic examination of the colon to the caecum by colonoscopy, for a patient: (a) following a positive faecal occult blood test; or (b) who has symptoms consistent with pathology of the colonic mucosa; or (c) with anaemia or iron deficiency; or (d) for whom diagnostic imaging has shown an abnormality of the colon; or (e) who is undergoing the first examination following surgery for colorectal cancer; or (f) who is undergoing pre-operative evaluation; or (g) for whom a repeat colonoscopy is re	0.00	0.00	0.00
30473	Oesophagoscopy (not being a service to which item 41816 or 41822 applies), gastroscopy, duodenoscopy or panendoscopy (1 or more such procedures), with or without biopsy, not being a service associated with a service to which item 30478 or 30479 applies. (Anaes.)	0.00	0.00	0.00
Apply Discount Percentage: 0.00 % Amount: 0.00		Sub-Total	950.00	0.00
		Total	950.00	0.00

Excess + Co-pay + Default Benefit: 0.00 Patient Gap: 0.00 Total out of pocket: 0.00 Type 3 Certificate

IFC Message: [Dropdown] Template: [Dropdown] Edit IFC Save Save & Print Cancel