## **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

8	Teday O Jul V 2022 V O My Tu Wy Th Py Se Su	Q Search G THEATRE 1 THEATRE 2 THEATRE 3	THEATRE 4	Make an Appointment Edit Episode Copy Appointment Cut Appointment Paste Appointment	Friday, 1 July 2022 BER OF APPOINTMENTS 1 1 TOTAL MIN	IUTES 30 of 720 Mins	AL		WEEKLY
4		Time Name	MBN	History	Surgeon Note	is Sta	C B HF	Excess	
2.01	11 12 13 14 15 16 17	06:00		Unarrived	DUCK, Daffy			0.00	
	18 19 20 21 22 23 24	06:30		Excess/Deposit Admit	DUCK, Datty			0.00	
0	25 26 27 28 29 30 31	07:00		Discharge	DUCK Date			0.00	
é	Locations			Theatre	outor, bany			0.00	_
3	All Locations ~	07:30		Inpatient	DUCK, Datty			0.00	
144	All Departments	08:00 POPPINS. Ma	EX 106	Certificate	DUCK, Datty		MPL		
間	Doctors/Theztres	08:30		Cligical Indicators Confirmed	DUCK, Daffy			0.00	
8	All Doctors/Theatres ~	09:00		Send SMS	DUCK, Daffy			0.00	
12.00	Filter All Appointments Inc Cancelled	09:30		Chart Label	DUCK. Daffy			0.00	
63		10.00		Delete Appointment	DUCK Date			0.00	
	Action 💭 💿	10.00		Documents	DOCK, Dairy			0.05	
	Walk Patient In	10:30		Create Letter Quick Form	DUCK, Daffy			0.00	
	Select an action	11:00		HG21 Left	DUCK, Daffy			0.00	
		11:30		HG21 Right	DUCK, Daffy			0.00	
		12:00		Create Invoice	DUCK, Daffy			0.00	
<u></u>		12:30		irc 5	DUCK Dally			0.00	1
0		12.00		Dec	Bullow B. H				
		13:00			DUCK, Daffy			0.00	
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Θ		14:30			DUCK, Daffy			.0.02	

- 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 raise, in accordance with the health fund contracts entered into the system
- 9. Click Create IFC to see the charges raised for each item

Prist realing	Mary		Sun	ame POP	PINS				DOB		III)	Gender			
Address Line 1	Line 1		Address Li	ne 2					Medicare Nur	amber		Ref			
Suburb		State	Postcode			Mobile		Home			Work	prk			
Excess	0.00 Co-payment	0.00	Default Benefit		0.00	Fund Table	123406/8A	Ve	fication #	51	atus Pul	Date Joined		(III)	
Location	Adeney Private Test	Surgeon/Admitting Dr	Duck, Daffy		v	Bill Type	Default	- 6							
Adm Date	01/07/2022 III Dis Date 01/0	07/2022	Start at Day	1		Theatre Mins	30	•	Anaesthetic	General			~		
Accom	Accom - Advanced Surgical	~	Room Type	Private				~	Procedure	Colonoscopy & C	astroscop	у			
MBS/Items				Re-order	Item Numbers	Other Servic	105								
Item	Description			Ban	Action	Item D	escription						Q:y	Ac	tion
32229	Removal of one or more polyps during col which item 32222, 32223, 32224, 32225, 3	onoscopy, in associatio 32226, or 32228 applie	n with a service 1 s (Anaes.)	0 3	*								0		×
0	Endoscopic examination of the color to the caecum by colonoscopy, for a patient: (a) following a positive faecal occult blood test; or (b) who has symptoms consistent with														
32222	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 undergoing pre-operative evaluation; or (g	surgery for colorectal o ) for whom a repeat co	ancer; or (f) who lonoscopy is re	is											
	Oesophagoscopy (not being a service to w	which item 41816 or 41	822 applies),												
30473	without biopsy, not being a service associa 30479 applies. (Anaes.)	ated with a service to w	hich item 30478 o	и 1	*										
					x										

- 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

