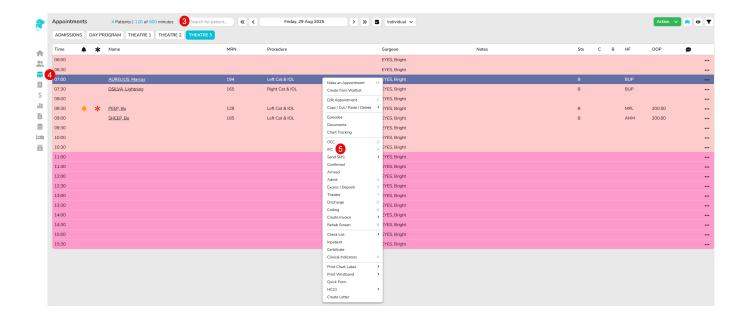
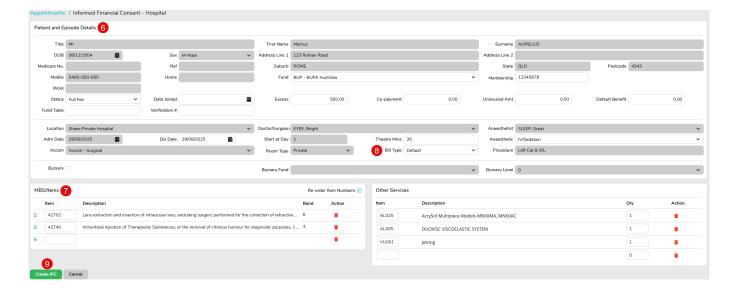
Informed Financial Consent - IFC (Hospital)

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



- 6. Patient & 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



- 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

