

# Manually Updating Clinic Health Fund Fees

Whether it is Medicare, DVA, or Health Funds, FYDO keeps your item fees up to date, automatically.

**Note:** Your FYDO system maintains the latest Medicare/ DVA fees by default. To enable automatic fee updates for the Health Funds, click on the link below:

<https://wiki.fydo.cloud/Health-Fund-Fees>

## Manually updating health fund fees

The manual procedure can only update fees for items that have already been added to your FYDO system. So, to prevent having to re-run the update for a given health fund, we recommend that you add all the items you need to bill *before* running the update.

Not sure how to add items? Click on the link below to learn how:

<https://wiki.fydo.cloud/adding-mbs-items/>

Ready to manually update your health funds fees? Let's get started!

First, go to **Settings > Bulk Fee Update**



You will now see the **Bulk Fee Update** screen where you will need to update *two* sets of fees for *each* health fund. The first set are the “Old fees/ codes” and the second set are the “Current fees/ code” (**To be updated in that order**).

1. The Old Fees are what will be charged for services where the *Date of Service* is prior to the introduction date of *new* fees for a given item.
2. The Current Fees are the **latest fees** and will be charged for services where the *Date of Service* is on or after when new fees were introduced for a given item.

SETTINGS > ITEMS > 110 - PROFESSIONAL ATTENDANCE AT CONSULT

**Item Details**

Number: 110  
 Procedure Name: Professional attendance at consult  
 Notes:  
 Link Procedures: ?

Category: 1  
 Item Type:   
 Modal:   
 Rule: Dummy   
☒ Active   
☐ 100% rebate ?   
☐ Stock Item   
☐ R   
☐ A

**Classifications - Hospital**

Theatre Band (National):   
 Theatre Band (State):   
 Day Type:   
 Patient Class:   
 DVA Accommodation:   
☐ Same Day Accom Band 1 Override   
☐ Accom Item ?   
☐ Eclipse Code Mapping   
☐ ADA Code   
☐ Timebase ?

**Fees Schedules - Clinic**

		Current	Threshold	Old	
Level	Level Name	Fee ex GST	GST	Date	Fee ex GST
0	DVA In-hospital	\$ 217.95	<input type="checkbox"/>	01/02/2021	\$ 217.95
1	MBS 100%	\$ 157.95	<input type="checkbox"/>	01/02/2021	\$ 157.95
2	Workers Comp	\$ 0.00	<input type="checkbox"/>	01/01/2020	\$ 0.00
3	Private Fee 3	\$ 0.00	<input type="checkbox"/>	01/01/2020	\$ 0.00
4	AHSA	\$ 185.70	<input type="checkbox"/>	01/11/2020	\$ 185.70
5	BUPA	\$ 189.60	<input type="checkbox"/>	01/11/2020	\$ 189.60
6	HCF	\$ 189.90	<input type="checkbox"/>	01/11/2020	\$ 189.90

Annotations:  
 - "Current fees" - Fee after threshold date of 01/02/2021 (points to Current column)  
 - "Old fees" - Fee prior to threshold date of 01/02/2021 (points to Old column)

In other words, every item has two fees – the current fee and the last fee before the current. Therefore, before we can update the current fees, we need to push them to the old fees.

## Updating the old fees

There are a number of ways to update fees:

- Importing an Excel file – update fees from excel file
- Percentage – update fees as a percentage of the old or current fees
- Pricing – update fees by dollar amount

This blog post recommends using the percentage option. So, as shown in the screenshot below:

1. Set the *Update Fee Level* to: **the health fund** you wish to update fees for,
2. Set the *Codes* to: **Old Codes**,
3. Set the *Change Fee By* to **Percentage**
4. Set the *Base Fee Level* to: **the same health fund** chosen in **step 1**
5. Set the *Percentage* to: **100.00**

FEES SETUP > BULK FEE UPDATE

**Bulk Fee Update**

**Update Fee Level**  
 5 - BUPA

**Codes**  
 Old Codes

**Change Fee By**  
 Percentage

**Base Fee Level**  
 5 - BUPA

**Codes**  
 Old Codes

**Percentage (%)**  
 100.00

Then, click the **Save** button

Save

This will replace the Old fees of all items for the selected health fund with the current value of the current fees.

### Updating the current fees

Next, we must update the current fees; and we do this on the same screen as above. We will be updating the health funds fees by importing an Excel sheet.

As shown in the screenshot below:

1. Set the *Update Fee level* to: **the health fund** you wish to update fees for,
2. Set the *Codes* to: **Current Codes**,
3. Set the *Change Fee By* to: **Importing an excel file**

Next, you'll need to download the excel file containing the fees for that health fund from our website at the link below:

<https://au.acsshealth.com/healthfundfees/>

**Note:** Be sure to download the appropriate file based on your state (if applicable) and Gap or No Gap (if applicable).

Once downloaded, browse for the file using the **Browse** button, select the file, and hit **Save**.

The screenshot shows a form with two main sections. On the left, under 'Change Fee By', there is a dropdown menu currently showing 'Importing an excel file'. On the right, under 'Upload File', there is a text input field, a 'Browse' button (highlighted with a red box and a red circle with the number 1), and a 'Save' button (highlighted with a red box and a red circle with the number 2). A 'Cancel' button is located to the right of the 'Save' button. Below the input field, the text 'Template File' is visible.

This will replace the Current fees of all items for the selected health fund with the latest fees released by the health fund, from the Excel sheet uploaded.

That's it! You have successfully updated the fees for the health fund. Repeat the process for as many funds as necessary.