

Onboarding onto FYDO (For Hospitals)

There are few things we will need to prepare prior to go live within your FYDO account. Your FYDO onboarding specialist will work through these things with you.

Theatre List

If you are an existing hospital and have theatre list you are already happy with and do not want any modifications to it, send us a copy of your existing theatre list and we will re-create it in FYDO. If you already have a theatre list and have been wanting to make some modifications to it, definitely use this opportunity to make those edits. Simply markup on your theatre list what you would like edited (by hand is totally fine) and send it through to us.

The default FYDO Theatre List is here can be [downloaded here](#), feel free to make modifications to the default also if you like.

If you have any other types of lists you want built, such as a recovery list, food list, please send them through to us to build in FYDO.

Informed Financial Consent

If you already have an approved IFC template, please send it over to us.

Alternatively, the default FYDO IFC can be [downloaded here](#), feel free to make modifications to it and send it back to us.

Labels

If you are planning to get an EMR, like DOX for example, you most likely will not print labels from FYDO. However, if you are not getting an EMR then you may wish to print out chart labels and a wristband label from FYDO.

The chart labels can be 14, 16, 18 etc. on a sheet. Let us know how many on a sheet and we will make them fit on your labels.

[Here is an example](#) of what would be printed on a sheet of 14 chart labels.

Logo

So that we can add your logo to form, such as the IFC and your invoice, please send us a high-resolution logo, in either BMP or JPEG format.

Doctor List

During the onboarding phase we will enter all your doctors into FYDO, i.e. surgeons/admitting doctor and anaesthetists, if it is not coming across in some sort of data migration. Please provide us with the following:

- First Name

- Last Name
- Provider Number
- Discipline e.g. Cosmetic Surgeon, Anaesthetist

SMS Templates

If you plan to send patients SMS reminders about fasting, out-of-pocket cost, or their appointment time, please send us the wording for the various SMS templates. Here are some examples (note the field such as <patfirstn> is the mail merge token to insert the patient first name, we will handle the mail merge tokens for you).

EXAMPLE

Hi <<patFirstN>>. Your admission is on <<Date>> at FYDO Hospital at <<Time12h>>. Out of pocket expense is \$<<EpExcess>>. Any queries call 1300 123 123.

You can find further SMS Template examples on our other wiki page: [FYDO SMS Template Examples](#)

Health Fund Contracts / Uninsured Fees

As part of onboarding your facility onto FYDO, we will initially load your health fund contracts and uninsured fees into FYDO. But to do so, we will need all your contracts sent to us prior to go live. Following this initial set-up, we will schedule a training session to ensure your facility is equipped to continue updating your health fund fees as new contracts come through in the future.