



# User Guide Updating Rebate (85%) Medicare Price List

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## Table of Contents

<b>1</b>	<b>Rebate (85%)</b>	<b>3</b>
1.1	Rebate (85%) File Locations	3
1.2	Download the Latest Rebate File	4
1.3	Import Latest Rebate (85%) Price List into COMRAD	5
1.4	Check Rebate Price List n COMRAD	7
1.5	Updating Numeric-Alpha Exam Codes for Rebate Pricing Scheme	8

## 1      Rebate (85%)

### 1.1    Rebate (85%) File Locations

For the convenience of our Australian customers, we have placed files on our website which are available to download and use to update your **Rebate (85%) Price Scheme** in COMRAD. Please note this set of fees is not a part of the MBS XML import which is why it needs to be managed separately.

These can be found here <https://comrad.co.nz/medicare-dva/>

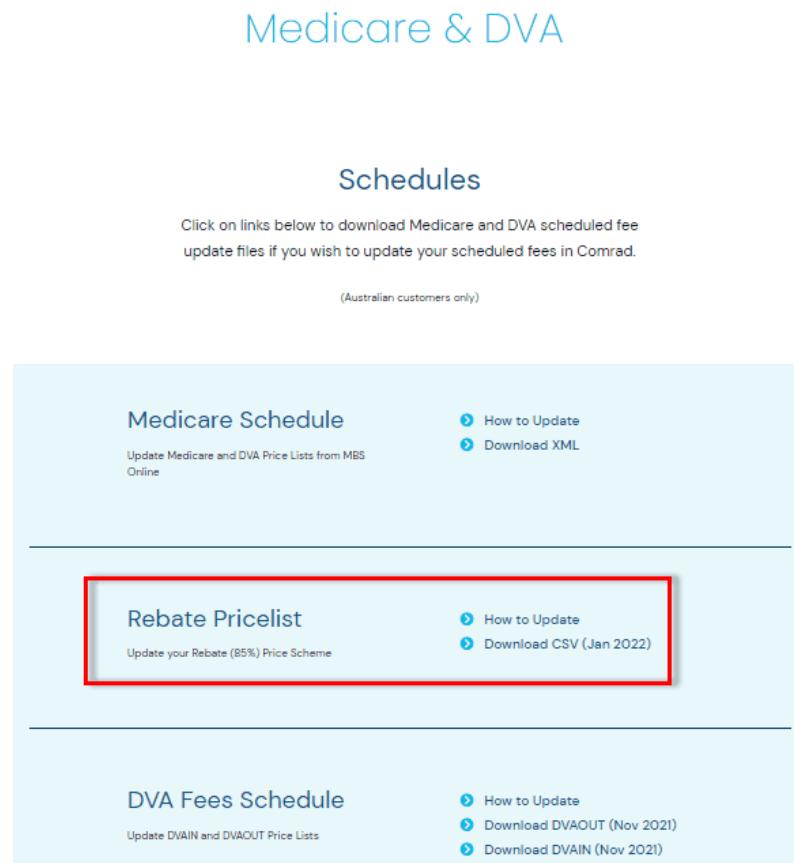
## 1.2 Download the Latest Rebate File

We recommend you use the files on the **Comrad Website** as they are formatted specifically to be imported into Comrad without any modifications.

From the **COMRAD Web** site

Step 1 In your web browser navigate to <https://comrad.co.nz/medicare-dva/>

Step 2 Download the **Rebate (85%)** file and save it onto your desktop



Medicare & DVA

Schedules

Click on links below to download Medicare and DVA scheduled fee update files if you wish to update your scheduled fees in Comrad.

(Australian customers only)

**Medicare Schedule**  
Update Medicare and DVA Price Lists from MBS Online

**Rebate Pricelist**  
Update your Rebate (85%) Price Scheme

How to Update  
Download XML

How to Update  
Download CSV (Jan 2022)

**DVA Fees Schedule**  
Update DVAIN and DVAOUT Price Lists

How to Update  
Download DVAOUT (Nov 2021)  
Download DVAIN (Nov 2021)

Step 3 Follow the User Guide to import the file into COMRAD

### 1.3 Import Latest Rebate (85%) Price List into COMRAD

Standard MBS **Exam Codes** will update in COMRAD. **Exam Codes** that are numeri-alpha (57509LF or 57509RF) will require updating manually. Please refer to [Updating Numeric-Alpha Exam Codes for Rebate Pricing Scheme](#)

To Import the Rebate (85%) fees into Comrad:

Step 1 In COMRAD, navigate to your **Import Pricing Schedule**



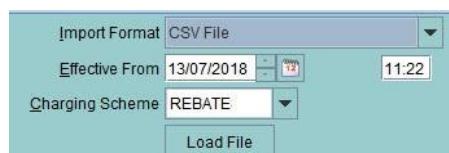
Step 2 Set **Import Format** to **CSV File**



Step 3 Set **Effective From** to a future date and time that the price list will be active from

**Note:** The **Effective From** date and time should be set prior to the active date to mitigate potential for gap calculator issues (Eg. Where the active date should be 01/11/2022 the **Effective From** date in this scenario should be 31/10/2022 23.59)

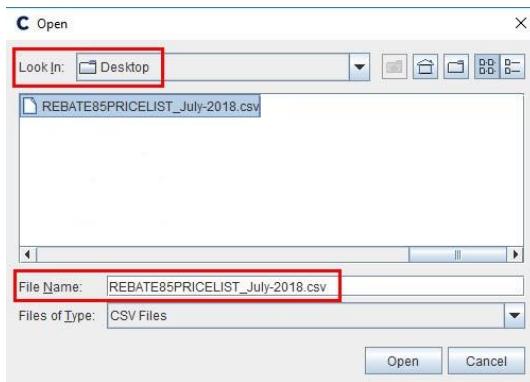
Step 4 Set **Charging Scheme** to **Rebate**



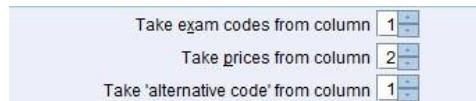
Step 5 Click on the **Load File** button

Step 6 Change the **Look In** folder to **Desktop**

Step 7 Click on the saved **Rebate** csv file and click **Open**



Step 8 Next you need to tell COMRAD which column holds the data it is looking for



Step 9 The **exam codes** are from column **1**

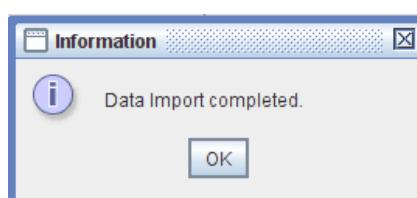
Step 10 The **prices** are from column **2**

Step 11 The **alternative codes** should also point to column **1** (as there are no **Alt Codes** in the csv file)

Step 12 Select **Save**. After a few seconds you will see the Progress panel on your screen



Step 13 When the import is complete the panel will say **Data Import completed**. Click the **OK** button

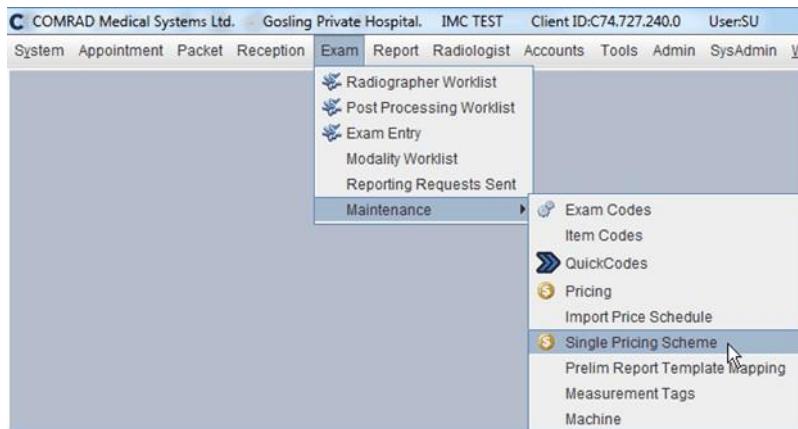


Step 14 Click the **Close** button on the **Exam Schedule Importer** screen

## 1.4 Check Rebate Price List In COMRAD

To confirm the latest **Rebate** pricing list has imported into Comrad:

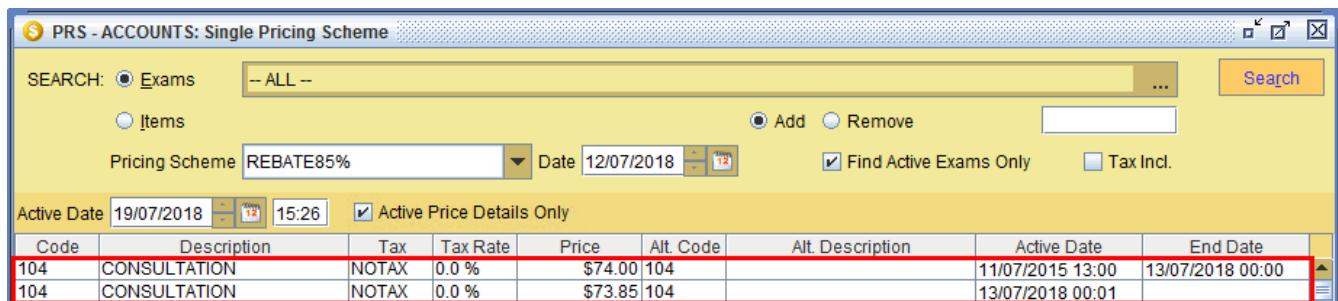
Step 1 In COMRAD, navigate to your **Single Pricing Scheme** screen



Step 2 Select All **Exams**

Step 3 Set **Pricing Scheme** to **Rebate** pricing list

Step 4 Select **Search**



**Note:** If you have selected your new Rebate fees to have a start date in the future then you will have an **Active Date** and **End Date** for the current fee. A new **Active Date** for when the new price list is to be made available

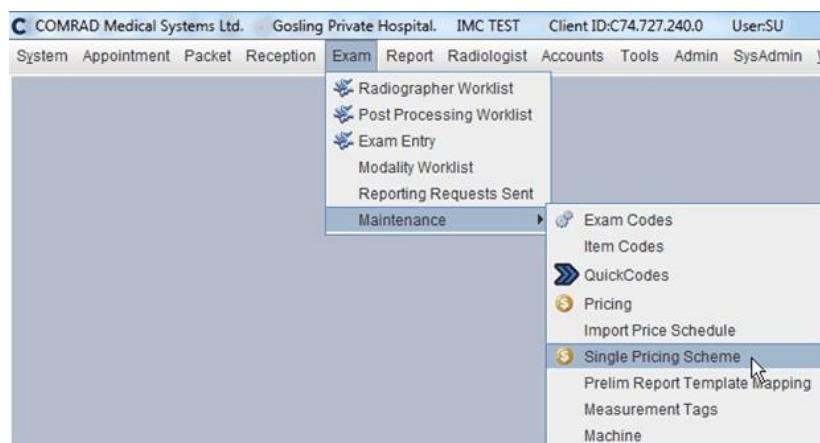
## 1.5 Updating Numeric-Alpha Exam Codes for Rebate Pricing Scheme

There are two options to update the numeric-alpha **Exam Codes**. The first option is manually updating every single instance, alternatively you can export the **Rebate** Single Pricing Scheme to spreadsheet, update all the numeric-alpha **Exam Codes** then re-import the fees into COMRAD.

### Option 1:

To update the numeric-alpha **Exam Codes**:

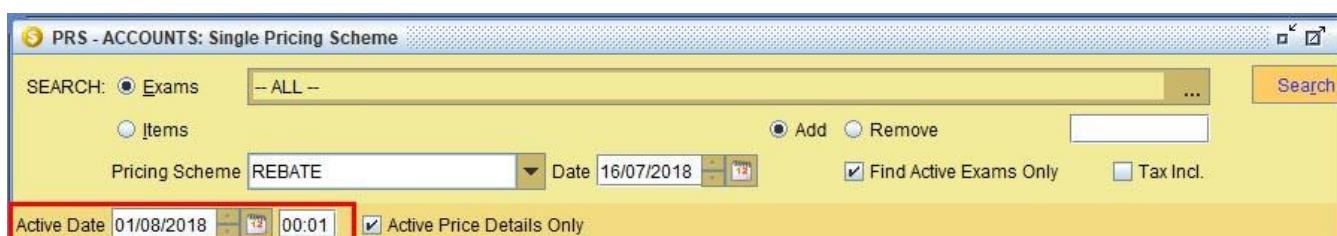
Step 1 In COMRAD, navigate to your **Single Pricing Scheme** screen



Step 2 Select All **Exams**

Step 3 Set **Pricing Scheme** to **Rebate (85%)**

Step 4 Change the **Active Date** to the same as your **Effective Date** and time when price list was imported



Step 5 Select **Search**

Step 6 Select **Price** column for the **Exam Code** to be updated

Step 7 Fill in the correct **Price**

Step 8 Select **Save**

**PRS - ACCOUNTS: Single Pricing Scheme**

SEARCH:  Exams  -- ALL --  Items  Add  Remove  Find Active Exams Only  Tax Incl.

Pricing Scheme: REBATE Date: 16/07/2018   Find Active Exams Only  Tax Incl.

Active Date: 01/08/2018  00:01  Active Price Details Only

Code	Description	Tax	Tax Rate	Price	Alt. Code	Alt. Description	Active Date	End Date
104	CONSULTATION	NOTAX	0.0 %	\$118.10	104		14/07/2018 00:01	01/08/2018 00:00
104	CONSULTATION	NOTAX	0.0 %	\$115.50	104		01/08/2018 00:01	
104R	Initial referred consultation R...	NOTAX	0.0 %	\$118.10	00104		30/06/2015 20:01	01/08/2018 00:00
104R	Initial referred consultation R...	NOTAX	0.0 %	\$115.00	00104		01/08/2018 00:01	

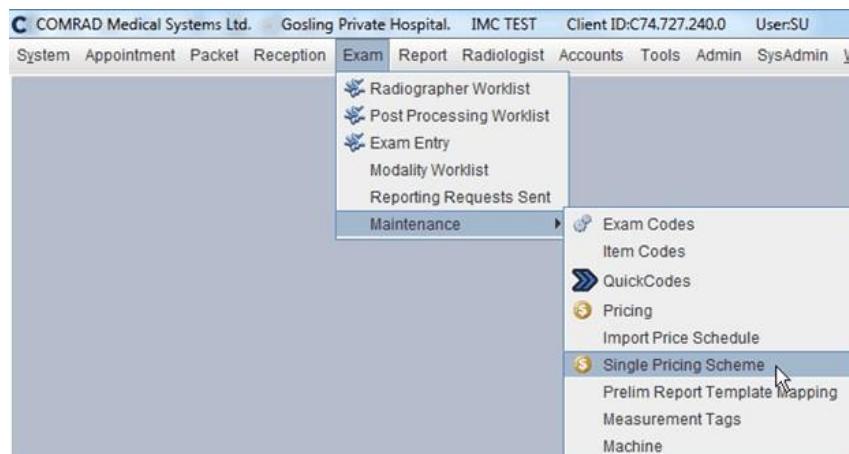
**Note:** Confirm the exam codes in your **Rebate** Single Pricing Schemes have a new price record the same as **Effective Date** nominated in Step 4.

**Note:** After each new price has been updated, immediately **Save** your changes before proceeding to the next **Exam Code**.

### Option 2:

To export the **Rebate** Single Pricing Scheme to spreadsheet, update all the numeric-alpha **Exam Codes** then re-import the fees into COMRAD:

Step 1 In COMRAD, navigate to your **Single Pricing Scheme** screen



COMRAD Medical Systems Ltd. Gosling Private Hospital. IMC TEST Client ID:C74.727.240.0 User:SU

System Appointment Packet Reception Exam Report Radiologist Accounts Tools Admin SysAdmin W

Radiographer Worklist  
Post Processing Worklist  
Exam Entry  
Modality Worklist  
Reporting Requests Sent

Maintenance >

- Exam Codes
- Item Codes
- QuickCodes
- Pricing
- Import Price Schedule
- Single Pricing Scheme** (highlighted)
- Prelim Report Template Mapping
- Measurement Tags
- Machine

Step 2 Select All **Exams**

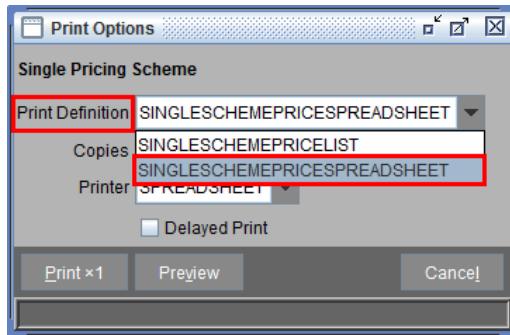
Step 3 Set **Pricing Scheme** to **Rebate**

Step 4 Right click on **Print**

Print x1 Hide / Show Pricing Scheme Medicare Gap Save Cancel Close

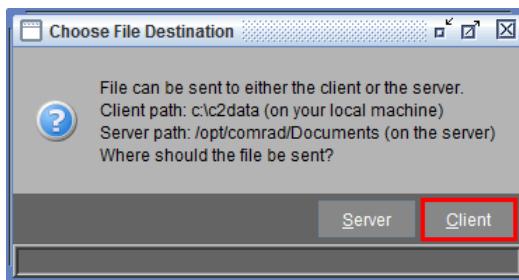
Cancel operation

Step 5 Select **SINGLESCHHEMEPRICESPREADSHEET** as the **Print Definition**

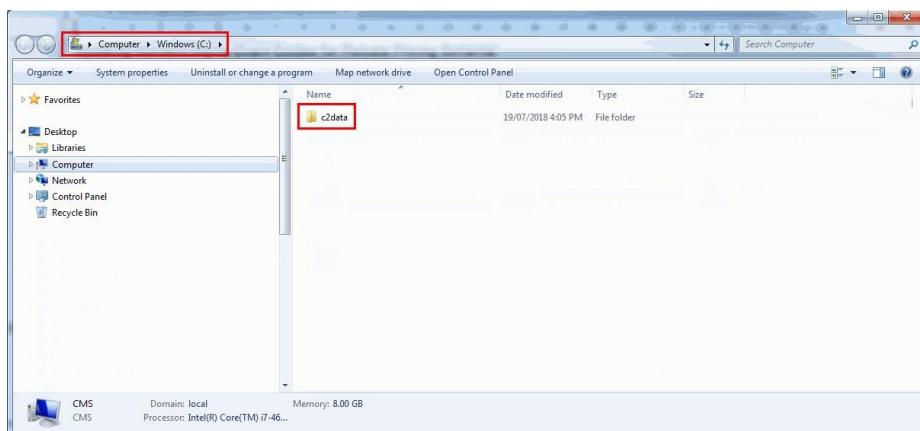


Step 6 Select **Print**

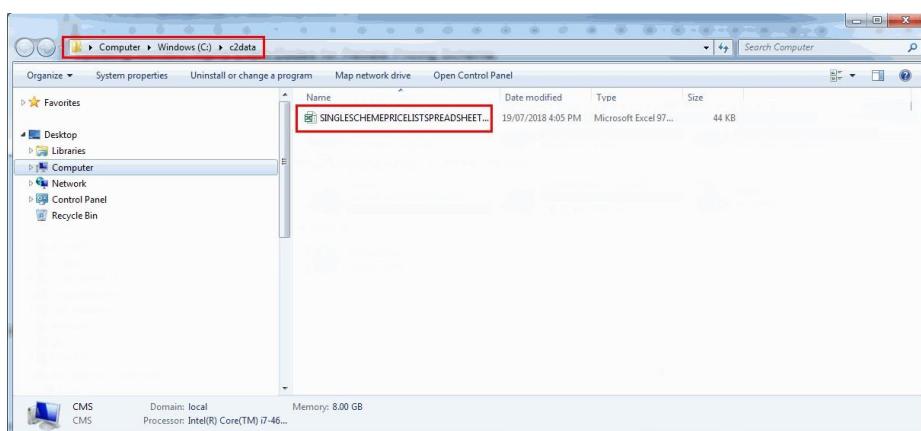
Step 7 Select **Client**



Step 8 From your C Drive, locate the **c2data** folder



Step 9 Open the **c2data** folder



Step 10 Open **SINGLESCHHEMEPRICESPREADSHEET** file

Step 11 Fill in the correct **Price** for all numeric-alpha **Exam Codes** missing a price entry

Step 12 Delete **Description**, **Alt. Description** and **Active Date** columns (columns remaining are **Code**, **Alt.Code** and **Price**)

A	B	C	D	E	F
Code	Description	Alt. Code	Alt. Descr	Active Date	Price
104	CONSULTATION	104		13/07/2018	\$73.85
104R	Initial referred consultation Report	104		13/07/2018	\$74.00
105	Subsequent Referrerred Consultation	105		13/07/2018	\$37.15
110	INITIAL CONSULTATION BY A PHYSICIAN	110		13/07/2018	\$130.20
110NORE	INITIAL CONSULTATION BY A PHYSICIAN	110		11/07/2015	\$128.30
11509	Measurement of respiratory function	11509		13/07/2018	\$30.35

Step 13 Delete all headers

A	B	C	D	E	F
Code	Alt. Code	Price			
104	104	\$73.85			
104R	104	\$74.00			
105	105	\$37.15			
110	110	\$130.20			
110NORE	110	\$128.30			
11509	11509	\$30.35			

**Note:** The first column represents the **Exam Code** while the second column is the **Alt. Code** and third column is the **Rebate (85%)** fee for the exam

Step 14 Save the **Rebate (85%)** onto your desktop as a .csv file

Step 15 Import the **Rebate (85%)** price list using the steps from [Import Latest Rebate \(85%\) Price List into COMRAD](#)