User Guide Updating Rebate (85%) Medicare Price List

Table of Contents

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.

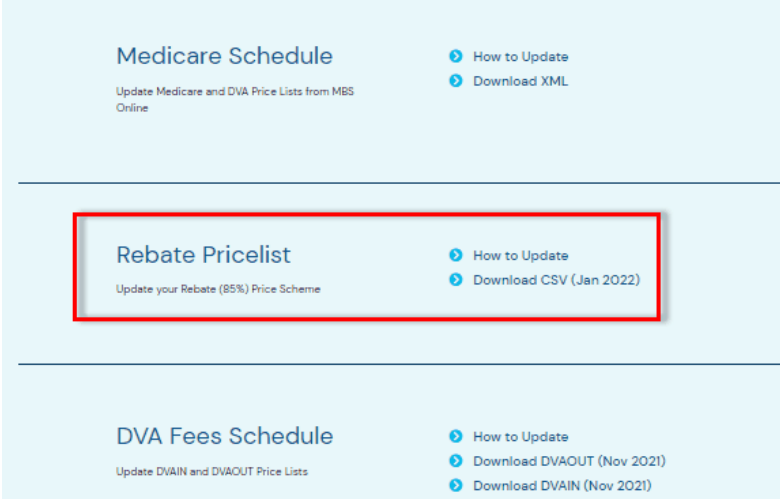From the **COMRAD Web** site

> 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

> 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 re*f*er 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**
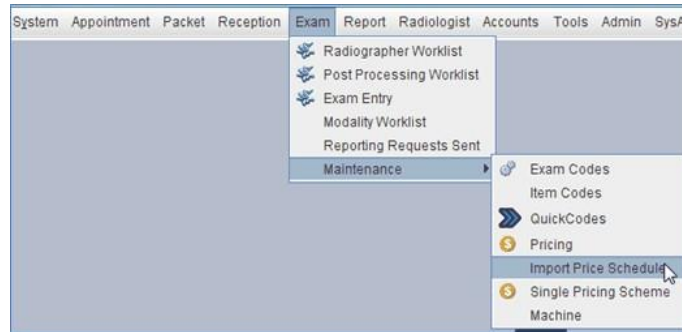
Step 2   Set **Import Format** to **CSV File**

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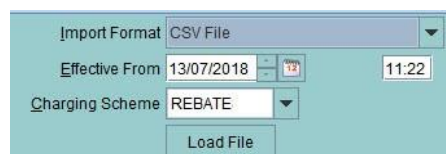
Step 5   Click on the **Load File** button

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

Step 7   Click on the saved **Rebate** csv file and click **Open**
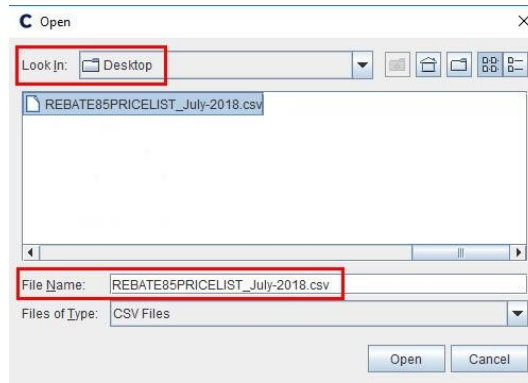
Step 8   Next you need to tell COMRAD which column holds the data it is looking for
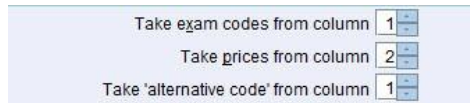
Step 9   The **exam codes** are from column **1**

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
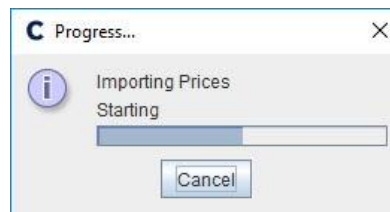
Step 13   When the import is complete the panel will say **Data Import completed**. Click the **OK** button
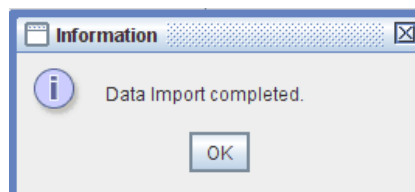
Step 14   Click the **Close** button on the **Exam Schedule Importer** screen

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
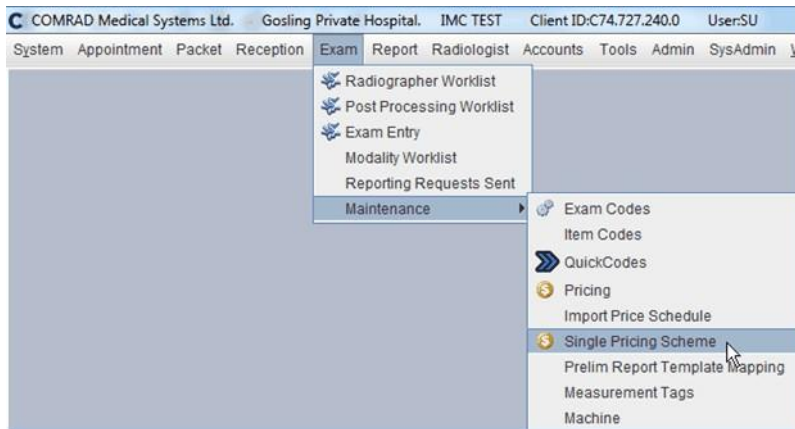
Step 2   Select All *Exams*

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
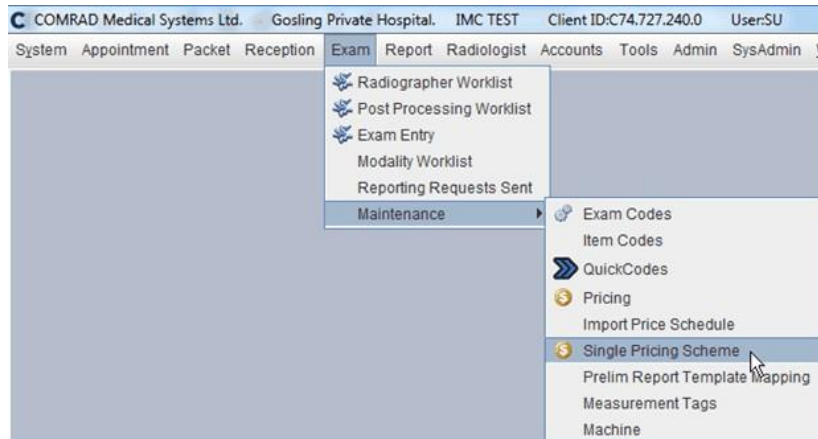
Step 2   Select All *Exams*

Step 3   Set *Pricing Scheme* to *Rebate (85%)*
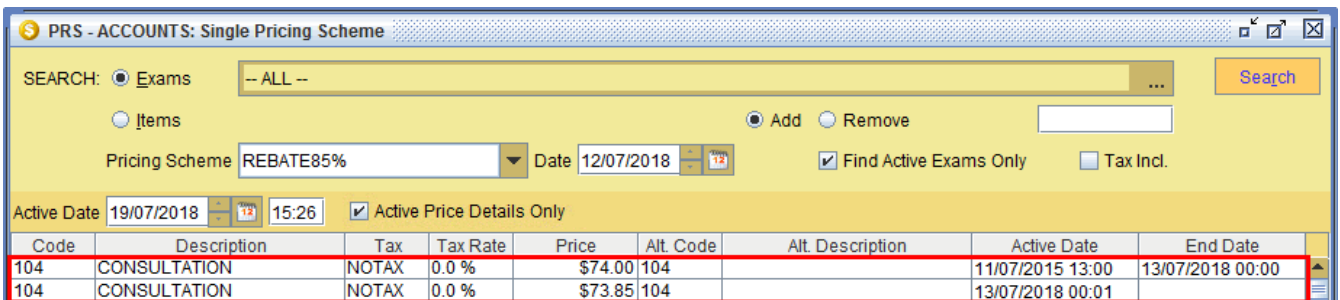
Step 4   Change the *Active Date* to the same as your *Effective Date* and time when price list was imported
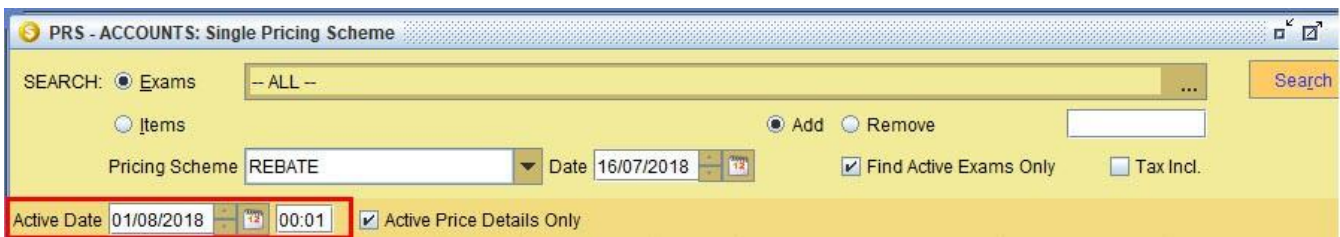
Step 5   Select *Search*

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 --   ...   Search

○ Items   ● Add ○ Remove

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 ▲1	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
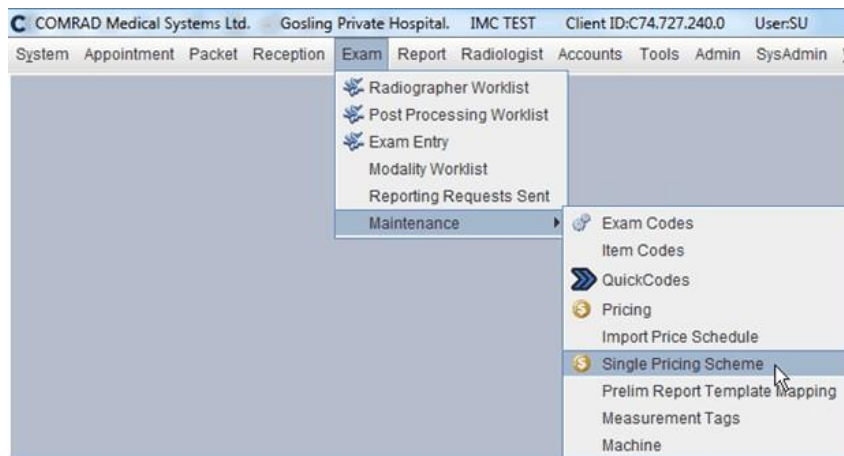
Step 2   Select All **Exams**

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

Step 4   Right click on **Print**

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

Step 6 Select *Print*
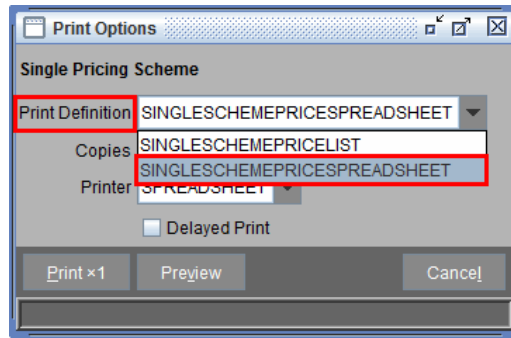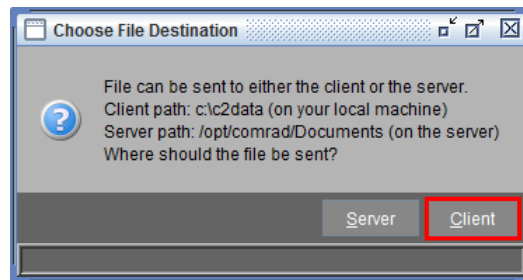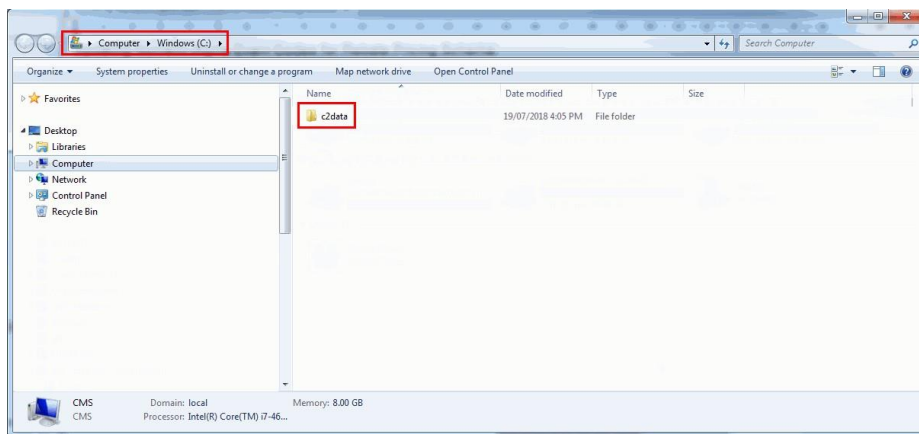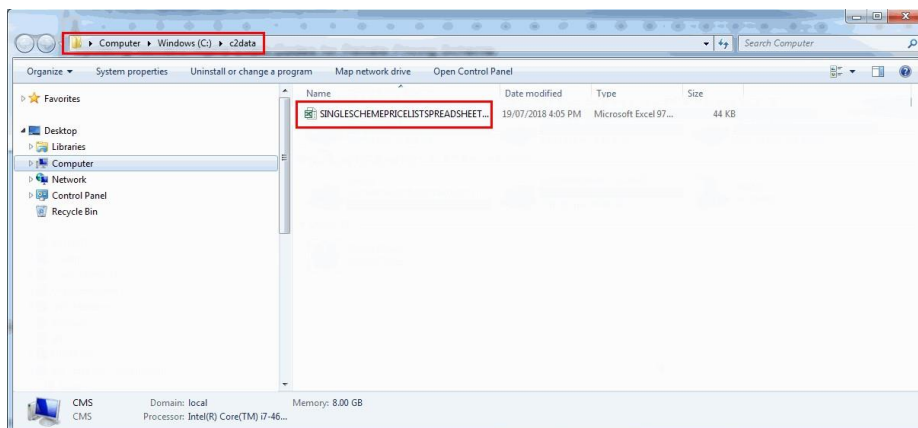
Step 7 Select *Client*

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

Step 9 Open the c2data folder

Step 10   Open **SINGLESCHEMEPRICESSPREADSHEET** 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
1	Medicare	Rebate 85% 02/08/2018 Pricelist from: 02/08/2018				
2	Pricing Scheme: Medicare Rebate 85%					
3	Code	Description	Alt. Code	Alt. Descri	Active Date	Price
4	104	CONSULTATION	104		13/07/2018	$73.85
5	104R	Initial referred consultation Report	104		13/07/2018	$74.00
6	105	Subsequent Referrered Consultation	105		13/07/2018	$37.15
7	110	INITIAL CONSULTATION BY A PHYSICIAN	110		13/07/2018	$130.20
8	110NORE	INITIAL CONSULTATION BY A PHYSICIAN	110		11/07/2015	$128.30
9	11509	Measurement of respiratory function	11509		13/07/2018	$30.35

Step 13   Delete all headers

	A	B	C	D	E	F
1	Medicare Rebate 85% 02/08/2018 Pricelist from: 02/08/2018					
2	Pricing Scheme: Medicare Rebate 85%					
3	Code	Alt. Code	Price			
4	104	104	$73.85			
5	104R	104	$74.00			
6	105	105	$37.15			
7	110	110	$130.20			
8	110NOREI	110	$128.30			
9	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