

# Updating DVAOUT and DVAIN Price List

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# 1 **DVA**

# 1.1 DVA 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 **DVA** Schedules (DVA Inpatient and DVA Outpatient) in COMRAD. DVA have two price lists, one for outpatients and one for inpatients.

These can be found here http://www.comrad.com.au/comrad-support/#Medicare

Alternatively you can find these files on DVA website:

DVA : https://www.dva.gov.au/providers/fee-schedules/software-vendor-files





# 1.2 Download the latest DVA files

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 http://www.comrad.com.au/comrad-support/#Medicare
- Step 2 Download both **DVAIN** and **DVAOUT** files and save them onto your desktop



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

#### From the DVA Website

Step 1 In your web browser, navigate to the DVA website:

https://www.dva.gov.au/providers/fee-schedules/software-vendor-files

Step 2 *Right-click* on the *Data File (XLS)* and click "Save Target As..." (or "Save link as ...") on the popup menu

| Software vendor files   |   |
|---|---|
| Current software vendor files<br>Software vendor files are available on this page for download.   |   |
| The updated files take effect from 1 July 2018. The Medical and Specialis<br>effective from 1 July 2018, including DVA optometric fees. | st software vendor file has been updated and is |
| The following items have been updated:  Medical Software vendor file — effective 1 July 2018 (XML 2.2 MB)                               |   |
| Medical software vendor file — effective 1 July 2018 (XLS 1.7 ME<br>Addition of Non-MBS Medical Item MT22.2012 Software vendor file.    | Open<br>Open in new tab<br>Open in new window   |
| Historical software vendor files Medical Software vendor file — effective 1 May 2018 (XML 2.2 ME  | Save target as                                  |

Step 3 In the Save As directory list, choose Desktop in the tree on the left-hand side. Click the Save button

| C Save As                 | Name of Street Workshows   | × |
|---------------------------|--|---|
| 🚱 🖉 🔳 Desktop 🔸           | <ul> <li>4 Search Desktop</li> </ul>   | ρ |
| Organize - New folder     | ۳. •   | 0 |
|                           | Name     Superior     Superior     Superior     Superior     Superior     Superior | - |
| File name: 201501-00MLumi |  | • |
| Hide Folders              | Save Cano  | • |

**Note:** If you do import the file directly from the DVA website you will need to do some modifications to make it suitable for uploading to COMRAD.



The file needs to have the extraneous information removed and the **DVA Outpatient** and **DVA Inpatient** components need to be divided and saved as two separate .csv files in the following format:

| 3   | 16.95  |
|-----|--------|
| 23  | 37.05  |
| 36  | 71.7   |
| 44  | 105.55 |
| 52  | 11     |
| 53  | 21     |
| 54  | 38     |
| 57  | 61     |
| 104 | 118.1  |
| 105 | 59.4   |
| 106 | 98     |
| 107 | 125.5  |
| 108 | 79.45  |

The first column represents the *Exam Code* while the second column is the *DVA Outpatient* or *DVA Inpatient* fee for the exam



# 1.3 Import Latest DVAOUT into COMRAD

The **DVAOUT**and **DVAIN** pricing lists will need to be uploaded separately.

Standard MBS **Exam Codes** will update in COMRAD. **Exam Codes** that are numeric-alpha (57509L or 57509R ) will require updating manually. Please refer to <u>Updating Numeric-Alpha Exam Codes for DVAOUT and DVAIN</u>

#### To Import the **DVAOUT** fees into Comrad:

Step 1 In COMRAD, navigate to your *Import Price Schedule* screen

| System | Appointment | Packet | Reception | Exam | Report     | Radiologist   | Acc | ount | s Tools     | Admin    | SysAc |
|--------|-------------|--------|-----------|------|------------|---------------|-----|------|-------------|----------|-------|
|        |             |        |           | 🐝 R  | adiograpi  | her Worklist  |     |      |             |          |       |
|        |             |        |           | 🐇 P( | ost Proce  | ssing Worklis | t   |      |             |          |       |
|        |             |        |           | 🐇 Б  | am Entry   |               |     |      |             |          |       |
|        |             |        |           | М    | odality Wo | orklist       |     |      |             |          |       |
|        |             |        |           | R    | eporting F | Requests Sen  | t   |      |             |          | _     |
|        |             |        |           | M    | aintenand  | e             | •   | 8    | Exam Cod    | es       |       |
|        |             |        |           |      |            |               |     |      | ltem Code   | s        |       |
|        |             |        |           |      |            |               | 2   |      | QuickCod    | es       |       |
|        |             |        |           |      |            |               |     | 3    | Pricing     |          |       |
|        |             |        |           |      |            |               |     |      | Import Prid | e Sched  | ule   |
|        |             |        |           |      |            |               |     | 3    | Single Prid | ing Sche | eme   |
|        |             |        |           |      |            |               |     |      | Machine     |          |       |

Step 2 Set Import Format to CSV File

| Import Format   | CSV File                         | - |  |  |
|-----------------|----------------------------------|---|--|--|
| Effective From  | CSV File                         |   |  |  |
|                 | AMA Price Schedule               |   |  |  |
| Charging Scheme | Medicare Benefits Schedule (XML) |   |  |  |
|                 | Load File                        |   |  |  |

- Step 3 Set *Effective From* to a future date and time that the price list will be active from
- Step 4 Set Charging Scheme to DVAOUT



- Step 5 Click on the *Load File* button
- Step 6 Change the *Look In* folder to *Desktop*
- Step 7 Click on the saved DVAOUT.csv file and click Open



| C Open   |                                | >         |
|--|--------------------------------|-----------|
| Look <u>i</u> n: 🗖   | Desktop                        |           |
| DVAIN_J  | uly-2018.csv<br>_July-2018.csv |           |
|  |                                |           |
| •  |                                | <b> }</b> |
| Image: Image | DVAOUT_July-2018.csv           | — II ►    |

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

| Take exam codes from column         | 1 |
|-------------------------------------|---|
| Take prices from column             | 2 |
| Take 'alternative code' from column | 1 |

- 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

| C Pro | gress                                  | × |
|-------|--|---|
| i     | Importing Prices<br>Starting<br>Cancel |   |

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

Note: Inpatients price list will need to be imported separately following the steps in the next chapter



# 1.4 Import Latest DVAIN into COMRAD

The **DVAOUT**and **DVAIN** pricing lists will need to be uploaded separately.

Standard MBS **Exam Codes** will update in COMRAD. **Exam Codes** that are numeric-alpha (57509L or 57509R ) will require updating manually. Please refer to <u>Updating Numeric-Alpha Exam Codes for DVAOUT and DVAIN</u>

#### To Import the DVAIN fees into Comrad:

Step 1 In COMRAD, navigate to your *Import Price Schedule* screen

| System | Appointment | Packet | Reception | Exam                       | Report  | Radiologist                                   | Accou    | ints Tools               | Admin                 | SysAc      |
|--------|-------------|--------|-----------|----------------------------|---|---|----------|--------------------------|-----------------------|------------|
|        |             |        |           | 後 Ri<br>後 Pi<br>後 Ei<br>Mi | adiograpi<br>ost Proce<br>kam Entry<br>odality We | her Worklist<br>ssing Worklis<br>v<br>orklist | t        |                          |                       |            |
|        |             |        |           | R                          | eporting f<br>aintenand                           | Requests Sen<br>ce                            | t<br>▶ 🔗 | Exam Cod                 | les                   |            |
|        |             |        |           |                            |   |   | 2        | Item Code<br>QuickCod    | es                    |            |
|        |             |        |           |                            |   |   | 0        | Pricing                  |                       |            |
|        |             |        |           |                            |   |   | 6        | Import Pri<br>Single Pri | ce Sched<br>cing Sche | ule<br>eme |
|        |             |        |           |                            |   |   |          | Machine                  |                       |            |

Step 2 Set Import Format to CSV File

| Import Format   | CSV File                         | • |  |
|-----------------|----------------------------------|---|--|
| Effective From  | CSV File                         |   |  |
| <u>_</u>        | AMA Price Schedule               |   |  |
| Charging Scheme | Medicare Benefits Schedule (XML) |   |  |
|                 | Load File                        |   |  |

- Step 3 Set *Effective From* to a future date and time that the price list will be active from
- Step 4 Set Charging Scheme to DVAIN

| Import Format   | CSV File   |    | -     |
|-----------------|------------|----|-------|
| Effective From  | 13/07/2018 | 12 | 11:22 |
| Charging Scheme | DVAIN      | -  |       |
|                 | Load File  |    |       |

- Step 5 Click on the *Load File* button
- Step 6 Change the *Look In* folder to *Desktop*
- Step 7 Click on the saved DVAIN.csv file and click Open



| C Open             |                                | × |
|--------------------|--------------------------------|---|
| Look In:           | Desktop                        |   |
| DVAIN_J            | uly-2018.csv<br>_July-2018.csv |   |
| 1                  |                                |   |
| 1                  |                                |   |
| File <u>N</u> ame: | DVAIN_July-2018.csv            |   |

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

| Take exam codes from column 1          |  |
|--|--|
| Take prices from column 2              |  |
| Take 'alternative code' from column 1= |  |

- 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)
- Step 12 Select Save. After a few seconds you will see the Progress panel

| C Pro | gress                        | × |
|-------|------------------------------|---|
| i     | Importing Prices<br>Starting |   |
|       | Cancel                       |   |

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



# 1.5 Check Latest DVAOUT and DVAIN Price List In COMRAD

To confirm the latest **DVAOUT** and/or **DVAIN** 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 DVAOUT and/or DVAIN pricing list

### Step 4 Select Search

| S PRS      | ACCOUNTS: Single Pricing Sc     | heme 🧱 |              |              |           |              |                |               |          |                                      |
|------------|---------------------------------|--------|--------------|--------------|-----------|--------------|----------------|---------------|----------|--------------------------------------|
| SEARCH     | H:                              |        |              |              |           |              |                |               |          | Sea <u>r</u> ch                      |
|            | ◯ <u>I</u> tems                 |        |              |              |           | 🖲 Add i 🔘 Re | emove          |               |          |                                      |
|            | Pricing Scheme DVAOUT           |        |              | Date 13/07/2 | 2018 🕂 🔃  | 🗹 Fir        | nd Active Exar | ns Only       | 🗌 Tax In | cl.                                  |
| Active Dat | e 13/07/2018 - 🔨 12:22          | Active | Price Detail | s Only       |           |              |                |               |          |                                      |
| Code       | Description                     | Tax    | Tax Rate     | Price        | Alt. Code | Alt. Descr   | iption         | Active Da     | ate      | End Date                             |
| 104        | CONSULTATION                    | NOTAX  | 0.0 %        | \$115.50     | 104       |              |                | 13/07/2018 12 | 2:10 1   | 4/07/2018 00:00                      |
| 104        | CONSULTATION                    | NOTAX  | 0.0 %        | \$115.50     | 104       |              |                | 14/07/2018 0  | 0:01     |                                      |
| 104R       | Initial referred consultation R | NOTAX  | 0.0 %        | \$115.50     | 00104     |              |                | 30/06/2015 2  | 0:01     |                                      |
| 105        | Subsequent Referrered Con       | NOTAX  | 0.0 %        | \$58.05      | 105       |              |                | 13/07/2018 12 | 2:10 1   | 4/07/2018 00:00                      |
| 105        | Subsequent Referrered Con       | NOTAX  | 0.0 %        | \$58.05      | 105       |              |                | 14/07/2018 0  | 0:01     | endederer aberer och Book verde alle |

| 🜖 PRS -    | ACCOUNTS: Single Pricing Sc     | heme   |             |              |           |                  |                  | - □ ⊠            |
|------------|---------------------------------|--------|-------------|--------------|-----------|------------------|------------------|------------------|
| SEARCH     | ł: • <u>E</u> xams ALL          |        |             |              |           |                  |                  | Search           |
|            | ◯ <u>I</u> tems                 |        |             |              |           | Add O Remove     |                  |                  |
|            | Pricing Scheme DVAIN            |        |             | Date 13/07/2 | 2018 🕂 🗓  | Find Active Exam | ms Only 📃 Tax    | Incl.            |
| Active Dat | e 13/07/2018 🕂 🕮 12:22          | Active | Price Detai | Is Only      |           |                  |                  |                  |
| Code       | Description                     | Tax    | Tax Rate    | Price        | Alt. Code | Alt. Description | Active Date      | End Date         |
| 104        | CONSULTATION                    | NOTAX  | 0.0 %       | \$118.10     | 104       |                  | 30/06/2015 20:01 | 14/07/2018 00:00 |
| 104        | CONSULTATION                    | NOTAX  | 0.0 %       | \$118.10     | 104       |                  | 14/07/2018 00:01 | E                |
| 104R       | Initial referred consultation R | NOTAX  | 0.0 %       | \$118.10     | 00104     |                  | 30/06/2015 20:01 |                  |
| 105        | Subsequent Referrered Con       | NOTAX  | 0.0 %       | \$59.40      | 00105     |                  | 30/06/2015 20:01 | 14/07/2018 00:00 |
| 105        | Subsequent Referrered Con       | NOTAX  | 0.0 %       | \$59.40      | 105       |                  | 14/07/2018 00:01 |                  |

**Note:** If you have selected your new DVA 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.



## 1.6 Updating Numeric-Alpha Exam Codes for DVAOUT and DVAIN

#### The **DVAOUT** and **DVAIN** numeric-alpha Exam Codes will need to be updated separately.

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

#### Option 1:

To update the alpha-numeric Exam Codes:

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



Step 2 Select All Exams

#### Step 3 Set Pricing Scheme to DVAOUT and/or DVAIN

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

| S PRS - ACCOUNTS: Sing   | le Pricing Scheme                           |                        | r ⊠.            |
|--------------------------|---|------------------------|-----------------|
| SEARCH:      Exams       | ALL   |                        | Sea <u>r</u> ch |
| ◯ <u>I</u> tems          | ۲   | Add 🔾 Remove           |                 |
| Pricing Scheme           | DVAOUT   Date 16/07/2018                    | Find Active Exams Only | Tax Incl.       |
| Active Date 01/08/2018 + | 00:01 Active Price Details Only             |                        |                 |
|                          |   |                        |                 |
| O PRS - ACCOUNTS: Sing   | le Pricing Scheme                           |                        | ¤" ⊠"           |
| SEARCH:      Exams       | ALL   |                        | Search          |
| ◯ <u>I</u> tems          | •   | Add 🔾 Remove           |                 |
| Pricing Scheme           | DVAIN   Date 16/07/2018                     | Find Active Exams Only | Tax Incl.       |
| Active Date 01/08/2018   | 00:01 Active Price Details Only             |                        |                 |
|                          | 0   |                        |                 |
| Step 5 Select            | Search                                      |                        |                 |
| Step 6 Select            | Price column for the Exam Code to be update | d                      |                 |
|                          |   |                        |                 |

- Step 7 Fill in the correct **Price**
- Step 8 Select Save



| 🜖 PRS -     | 😌 PRS - ACCOUNTS: Single Pricing Scheme 🔤 🖞 |        |             |              |           |                  |                  |                  |  |
|-------------|---|--------|-------------|--------------|-----------|------------------|------------------|------------------|--|
| SEARCH      | t: • <u>E</u> xams ALL                      |        |             |              |           |                  |                  | Search           |  |
|             | ◯ <u>I</u> tems                             |        |             |              |           | Add O Remove     |                  |                  |  |
|             | Pricing Scheme DVAOUT                       |        |             | Date 16/07/2 | 018 🕂 📴   | Find Active Exa  | ıms Only 📃 Tax   | Incl.            |  |
| Active Date | e 01/08/2018 🕂 🔯 00:01                      | Active | Price Detai | Is Only      |           |                  |                  |                  |  |
| Code A1     | 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 **DVAOUT** and/or **DVAIN** 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 **DVAOUT** and/or **DVAIN** 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 DVAOUT and/or DVAIN
- Step 4 Right click on Print

| <u>P</u> rint ×1 | <u>H</u> ide / Show | Pricing Scheme | Me <u>d</u> icare Gap | <u>S</u> ave Cancel <u>C</u> lose |
|------------------|---------------------|----------------|-----------------------|-----------------------------------|
| Cancel operati   | on                  |                |                       |                                   |

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

| CO Computer > Win            | ndows (C:) +                               | • • • • •              | <b>.</b>        | ē ē ē              | 0 0 0       | ▼ 49 | Search Computer |  | × |
|------------------------------|--|------------------------|-----------------|--------------------|-------------|------|-----------------|--|---|
| Organize 👻 System properties | Uninstall or change a pro                  | gram Map network drive | Open Control Pa | inel               |             |      |                 |  | 0 |
| > 🛧 Favorites                | ^  | Name                   |                 | Date modified      | Туре        | Size |                 |  |   |
| 4 Decision                   |  | 🎳 c2data               |                 | 19/07/2018 4:05 PM | File folder |      |                 |  |   |
| Desktop                      |  |                        |                 |                    |             |      |                 |  |   |
| ▷ F Computer                 | 1  |                        |                 |                    |             |      |                 |  |   |
| Metwork                      |  |                        |                 |                    |             |      |                 |  |   |
| i Recycle Bin                |  |                        |                 |                    |             |      |                 |  |   |
|                              |  |                        |                 |                    |             |      |                 |  |   |
| CMS Doma<br>CMS Process      | ain: local<br>sor: Intel(R) Core(TM) i7-46 | Memory: 8.00 GB        |                 |                    |             |      |                 |  |   |

#### Step 9 Open the c2data folder

| Organize  System properties Uninstall or change a | program Map network drive Open Control | Panel                   |                  |       |  |
|---|--|-------------------------|------------------|-------|--|
| 🖈 Favorites                                       | A Name                                 | Date modified Typ       | pe               | Size  |  |
|   | SINGLESCHEMEPRICELISTSPREADSHEET       | 19/07/2018 4:05 PM Micr | crosoft Excel 97 | 44 KB |  |
| 🖌 🌉 Desktop                                       |  |                         |                  |       |  |
| b ibraries  | =                                      |                         |                  |       |  |
| ▷ I Computer                                      |  |                         |                  |       |  |
| Vetwork     Control Panel                         | Communications (                       |                         |                  |       |  |
| Recycle Bin                                       |  |                         |                  |       |  |
|   | A Other (1)                            |                         |                  |       |  |
|   |  |                         |                  |       |  |
|   |  |                         |                  |       |  |
|   |  |                         |                  |       |  |
|   |  |                         |                  |       |  |
|   |  |                         |                  |       |  |
|   |  |                         |                  |       |  |
|   |  |                         |                  |       |  |
|   |  |                         |                  |       |  |

#### Step 10 Open SINGLESCHEMEPRICESPREADSHEET file



Step 11 Fill in the correct Prices for all numeric-alpha Exam Codes that did not update

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

|    | Α          | В  | С         | D           | E           | F        |
|----|------------|--|-----------|-------------|-------------|----------|
| 1  | DVA In Pa  | ient 06/08/2018 Pricelist from: 06/08/20 | 18        |             |             |          |
| 2  | Pricing Sc | ieme: DVA In Patient                     |           |             |             |          |
| 3  | Code       | Description                              | Alt. Code | Alt. Descri | Active Date | Price    |
| 4  | 104        | CONSULTATION                             | 104       |             | 01/08/2018  | \$115.50 |
| 5  | 104R       | Initial referred consultation Report     | 104       |             | 01/08/2018  | \$115.00 |
| 6  | 105        | Subsequent Referrered Consultation       | 105       |             | 01/08/2018  | \$58.05  |
| 7  | 110        | INITIAL CONSULTATION BY A PHYSICIAN      | 110       |             | 01/08/2018  | \$203.75 |
| 8  | 110NOREF   | INITIAL CONSULTATION BY A PHYSICIAN      | 110       |             | 30/06/2015  | \$208.15 |
| 9  | 11509      | Measurement of respiratory function      | 11509     |             | 14/07/2018  | \$43.10  |
| 10 | 11509NOF   | Measurement of respiratory function      | 11509     |             | 30/06/2015  | \$43.10  |

### Step 13 Delete all headers

|    | Α           | В           | С            | D           | E          |
|----|-------------|-------------|--------------|-------------|------------|
| 1  | DVA In Pa   | tient 06/08 | 3/2018 Price | elist from: | 06/08/2018 |
| 2  | Pricing Sch | neme: DVA   | In Patient   |             |            |
| 3  | Code        | Alt. Code   | Price        |             |            |
| 4  | 104         | 104         | \$115.50     |             |            |
| 5  | 104R        | 104         | \$115.00     |             |            |
| 6  | 105         | 105         | \$58.05      |             |            |
| 7  | 110         | 110         | \$203.75     |             |            |
| 8  | 110NOREF    | 110         | \$208.15     |             |            |
| 9  | 11509       | 11509       | \$43.10      |             |            |
| 10 | 11509NOR    | 11509       | \$43.10      |             |            |

**Note:** The first column represents the **Exam Code** while the second column is the **Alt. Code** and third column is the **DVAOUT** and/or **DVAIN** fee for the exam

Step 14 Save the **DVAOUT** and/or **DVAIN** onto your desktop as a .csv file

Step 15 Import the **DVAOUT** and/or **DVAIN** price list using the steps from <u>Import Latest DVAOUT into</u> <u>COMRAD</u> and/or <u>Import Latest DVAIN into COMRAD</u>