



# User Guide Updating Medicare Schedule Price List

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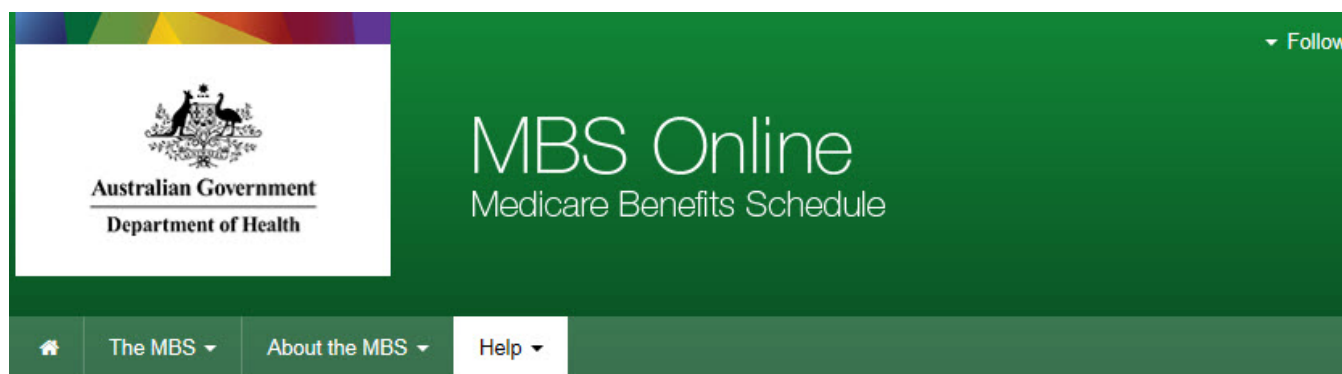
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# 1 Medicare

## 1.1 Introduction

It is recommended that you Subscribe to the MBS updates by visiting [http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/FAQ-How\\_To\\_Subscribe](http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/FAQ-How_To_Subscribe)


- When you subscribe, you will be notified of changes to the MBS Schedule as and when they occur from MBS Online.
- This website has information about the latest changes that have occurred in the MBS Schedule and whether these changes affect exam codes that are used by your practice.



Home / Help / FAQ's /


## How to Subscribe to MBS Online

This page is designed to provide information to assist users to subscribe to receive MBS Online updates.

 Page last updated: 15 October 2008

Subscribing to MBS Online is simple and best of all - **it is free**.

There are four simple steps to get subscribed.

1. Access the [MBS Online Subscribe](#)  webpage.
2. Enter your email address and press the 'Subscribe' button.
3. The following advisory note will be displayed - Click the 'Back to the subscribe page' link.
4. A confirmation email will be sent to you outlining further instructions. From this email simply complete the 'Confirm subscription to the MBS' form.
  - Enter your name in the 'Your real name' box.
  - Select the boxes of the categories you wish to be subscribed to.
  - Enter and confirm your password.
  - Press the 'Confirm my subscription' button.

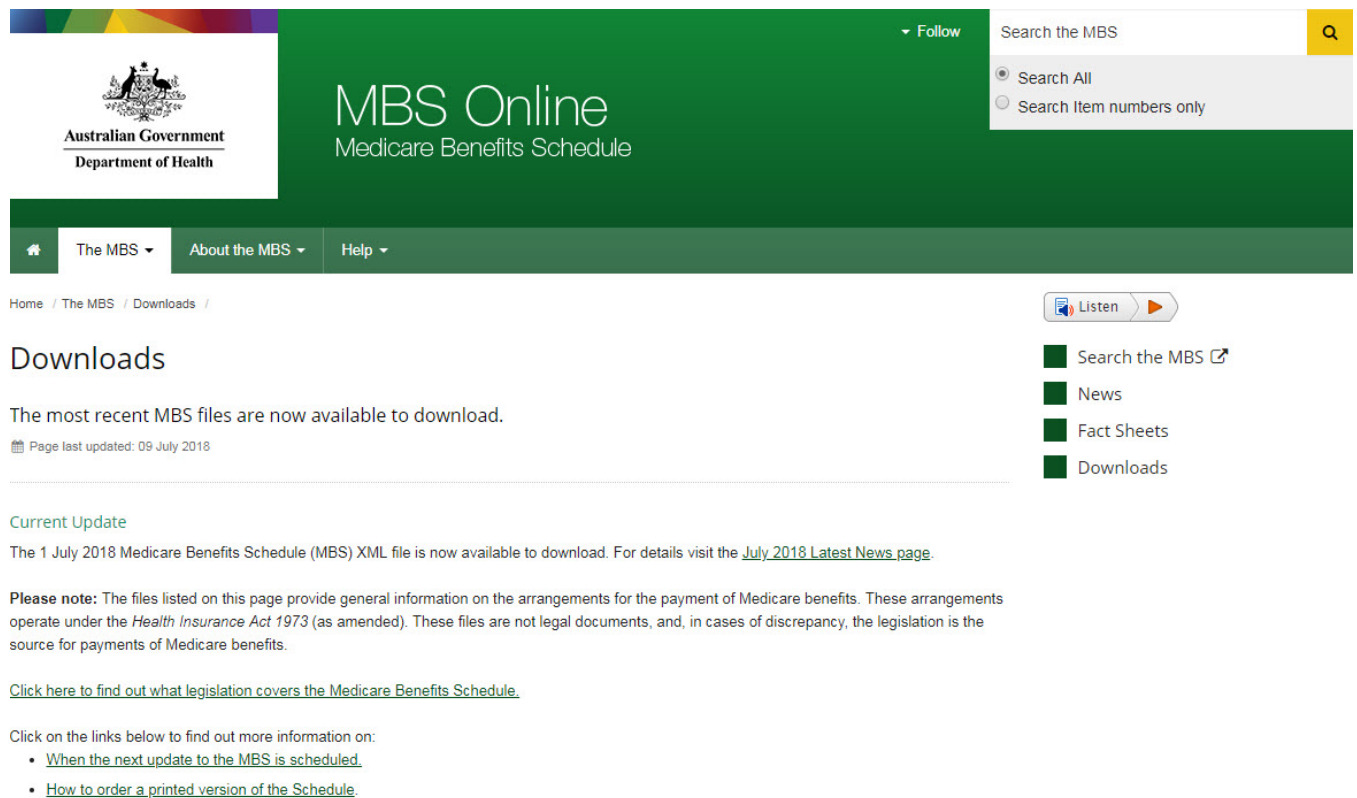
## 1.2 MBS File Location

For the convenience of our Australian customers we have placed files on our website which are available to download and use to update your **Medicare Schedule** in COMRAD.

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

Alternatively you can find these files on MBS Online

Medicare: <http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/downloads>



**MBS Online**  
Medicare Benefits Schedule

Search the MBS

Search All  
Search Item numbers only

Home / The MBS / Downloads /

### Downloads

The most recent MBS files are now available to download.

Page last updated: 09 July 2018

#### Current Update

The 1 July 2018 Medicare Benefits Schedule (MBS) XML file is now available to download. For details visit the [July 2018 Latest News page](#).

**Please note:** The files listed on this page provide general information on the arrangements for the payment of Medicare benefits. These arrangements operate under the *Health Insurance Act 1973* (as amended). These files are not legal documents, and, in cases of discrepancy, the legislation is the source for payments of Medicare benefits.

[Click here to find out what legislation covers the Medicare Benefits Schedule.](#)

Click on the links below to find out more information on:

- [When the next update to the MBS is scheduled.](#)
- [How to order a printed version of the Schedule.](#)

Search the MBS  
News  
Fact Sheets  
Downloads

### 1.3 Download the latest Medicare schedule XML file format.

#### From the COMRAD Web site

- Step 1 In your web browser navigate to <https://comrad.co.nz/medicare-dva/>
- Step 2 Download the mbs.xml file and **Save** it onto your desktop
- Step 3 Follow this User Guide to import the file into COMRAD

#### From the Medicare Online Website

- Step 1 In your web browser, navigate to the MBS Online website:
- Step 2 <http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/downloads>
- Step 3 Select the latest XML file

### Most Recent Files

The latest XML file is the **November 2020** file, and is available from the [November downloads page](#).

The **October 2020** XML file is available from the [October downloads page](#).

The **September 2020** XML files are available from the [September downloads page](#).

The **August 2020** XML files and a PDF MBS Supplement are available from the [August 2020 downloads page](#).

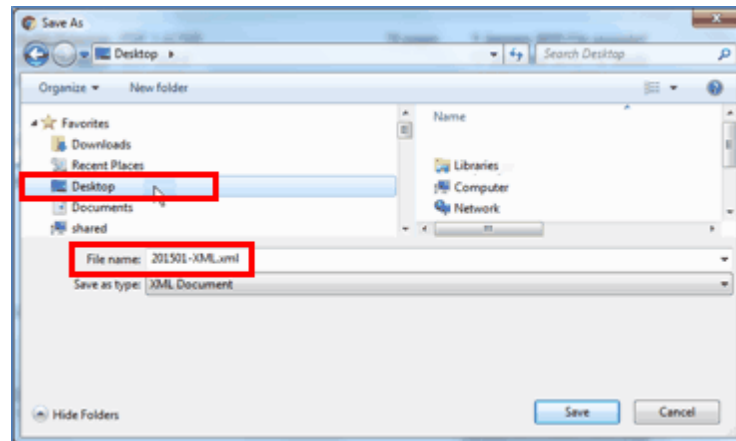
The **July 2020** XML files as well as PDF and DOC files are available on the [July 2020 downloads page](#).

- Step 4 Scroll down the page to the **Data File(XML)** section, **right-click** on the XML download file link, and click "Save Target As..." (or "Save link as ...") on the popup men

#### Data File (XML) updated 11 January 2018

File type	Download options	Notes
XML <a href="#">XML help</a>	<a href="#">XML (7.4 MB)</a> <a href="#">ZIP - 3</a>	
MBS Classification <a href="#">CSV Specifications</a>	<a href="#">(CSV 33)</a>	
Relative Value Guide (RVG)	<a href="#">(TXT 15)</a>	
MBS Historical Information Documentation	<a href="#">- PDF</a>	

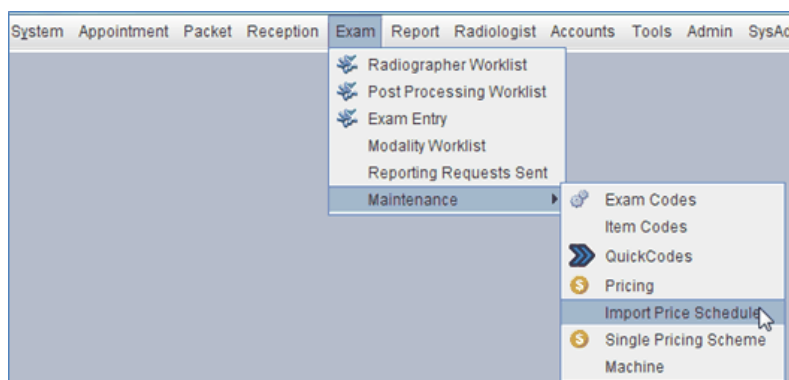
- Step 4 In the **Save As** directory list, choose **Desktop** in the tree on the left-hand side. Click the **Save** button



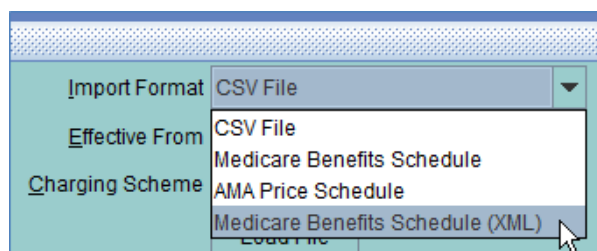
## 1.4 Import Latest MBS into COMRAD

To **Import** the **MBS** into Comrad:

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



Step 2 Set **Import Format** to Medicare Benefits Schedule (XML)



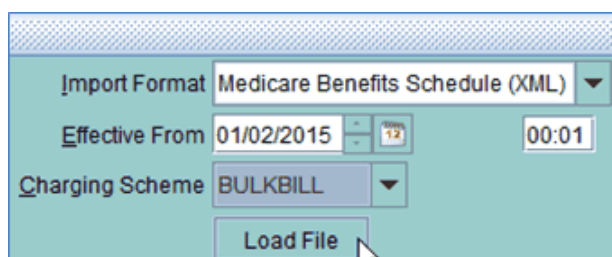
Step 3 Set **Effective From** to a future date and time that the price list will be active from

**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 01/11/2021 the **Effective From** date in this scenario should be 31/10/2021 23.59)

Step 4 Set **Charging Scheme** to the pricing list you use for your **Medicare Schedule Fee**

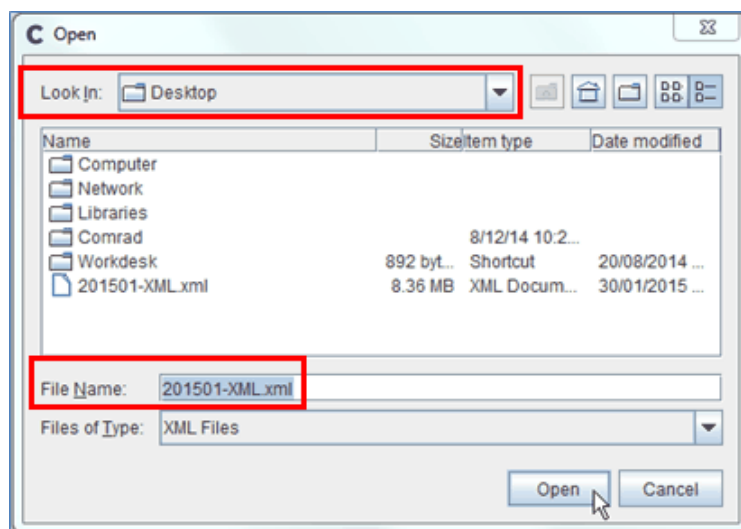
**Note:** The name of this pricing list may be different between customers. Please use the price list that your site uses for the Medicare Scheduled Fee. If you are not sure, please contact the COMRAD helpdesk.

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



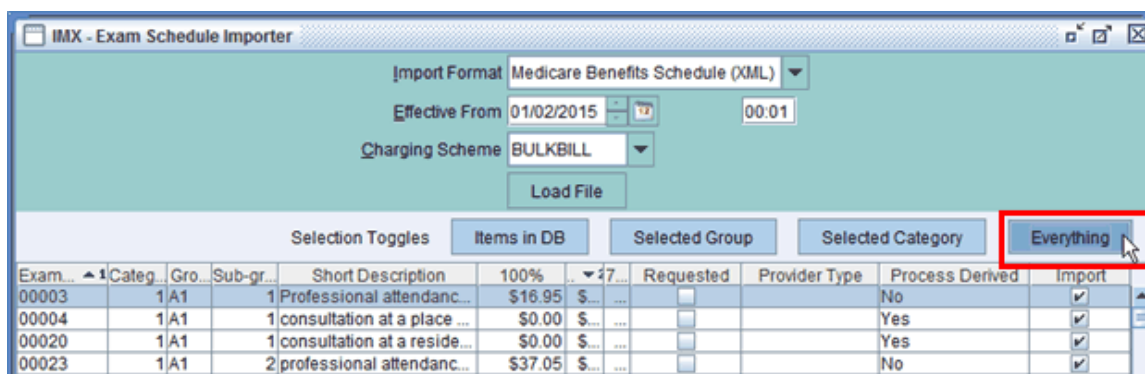
Step 6 Change the **Look In** folder to **Desktop**

Step 7 Click on the saved MBS XML file and click **Open**

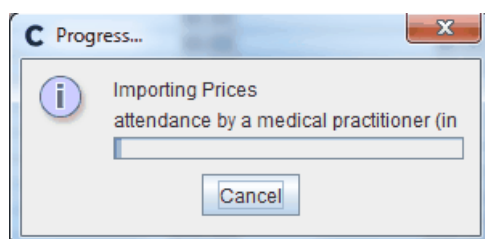


Step 8 Highlight the top row then click on the **Everything** button

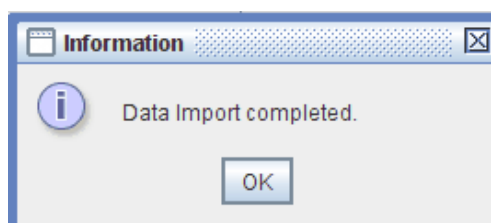
**Note:** All boxes in the **Import** column should now be ticked



Step 9 Click the **Save** button. After a few seconds you will see the Progress panel on your screen



Step 10 When the import is complete the panel will say **Data Import completed**. Click **OK**



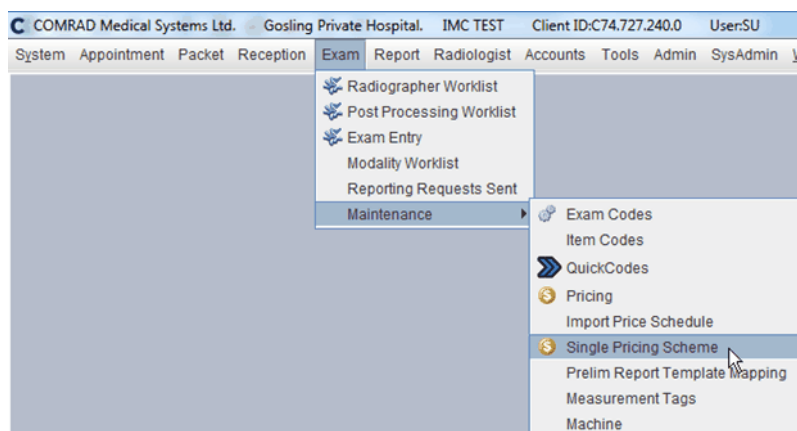
Step 11 Click the **Close** button on the **Exam Schedule Importer** screen



## 1.5 Check MBS Price List In COMRAD

To confirm the latest MBS fees have imported into Comrad:

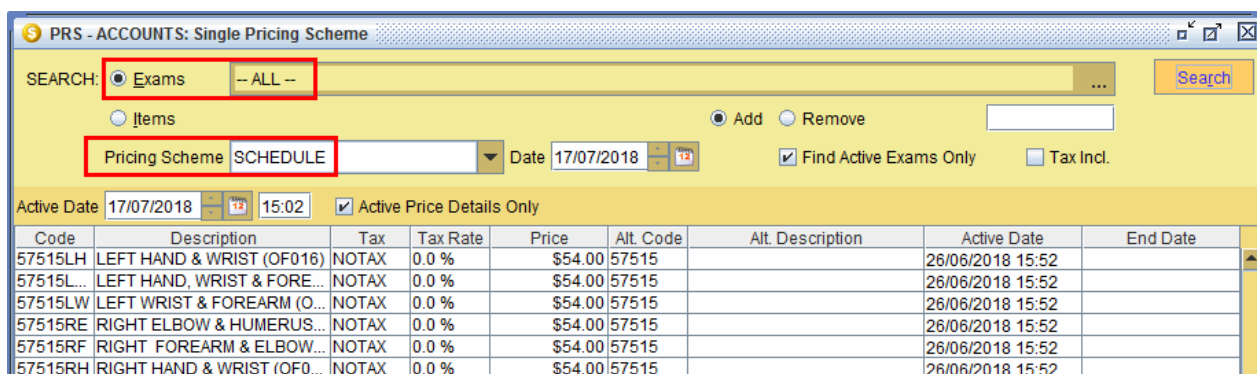
Step 1 In COMRAD, navigate to your **Single Pricing Scheme** screen



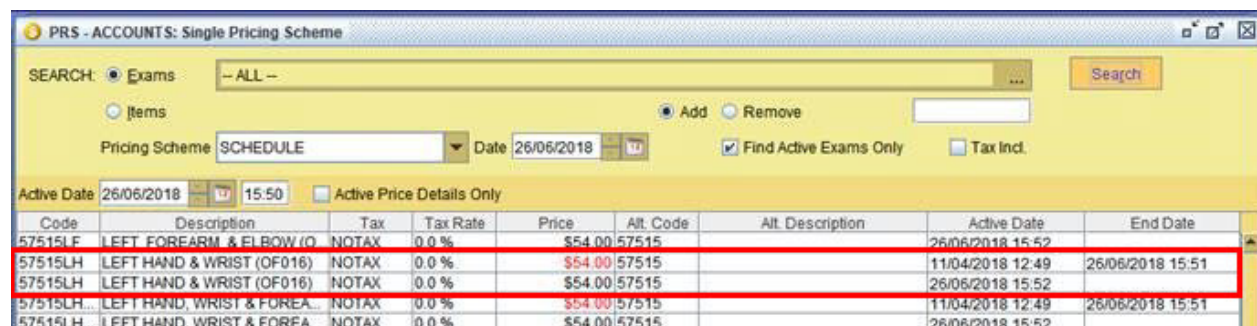
Step 2 Select All **Exams**

Step 3 Select the **Pricing Scheme** that represents your **Medicare Schedule Fee**

Step 4 Select **Search**



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



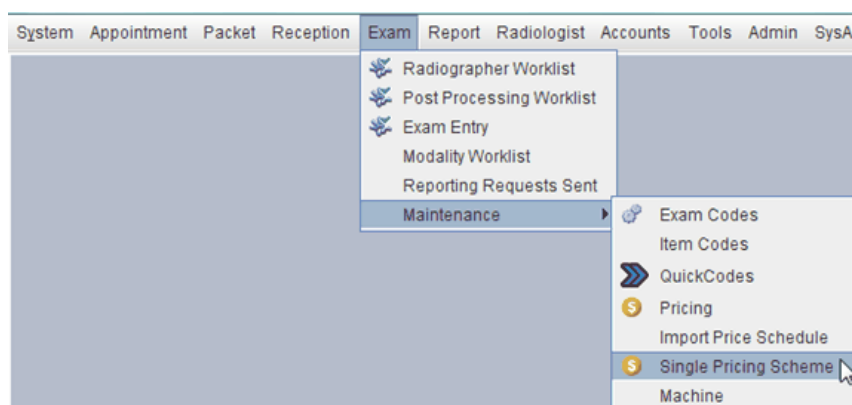
## 1.6 Update your Medicare Max Gap amount

If there are changes to the **Medicare Maximum Patient Gap (Medicare Gap)** it will be stated under the **Latest News Page** of the relevant MBS update (normally 1st of November).

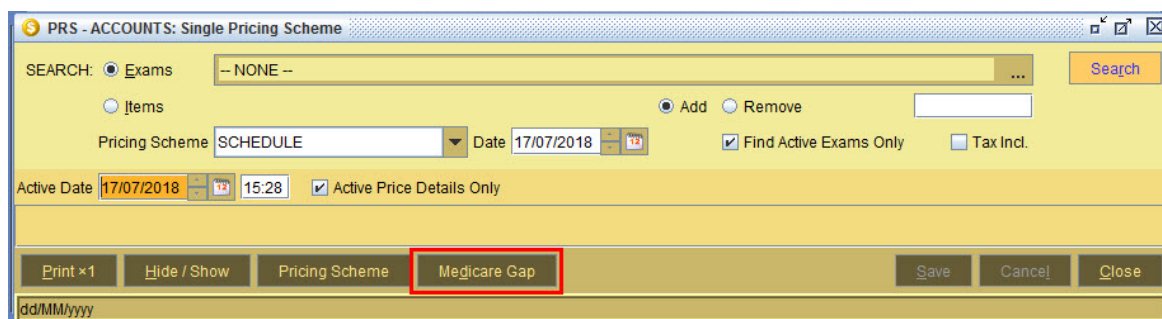
The Latest News Page can be found here <http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/news>

To update the **Medicare Gap**:

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



Step 2 Click on the **Medicare Gap** button



**Note:** Your current **Medicare Gap** record should have the latest gap amount and no **End Date**

Gap Amount	Active Date	End Date	Last Changed by
\$63.90	01/01/2006 00:00	31/10/2007 23:59	null COMRAD,SUPERUSER
\$65.20	01/11/2007 00:00	31/10/2008 23:59	01/11/2007 COMRAD,SUPERUSER
\$68.10	01/11/2008 00:00	31/10/2009 23:59	30/06/2009 COMRAD,SUPERUSER
\$69.10	01/11/2009 00:00	01/11/2010 07:28	30/10/2009 COMRAD,SUPERUSER
\$71.20	01/11/2010 07:29	31/10/2011 23:59	01/11/2010 COMRAD,SUPERUSER
\$73.70	01/11/2011 00:00	31/10/2012 23:59	26/10/2011 COMRAD,SUPERUSER
\$76.40	01/11/2012 00:00	30/06/2014 23:59	25/10/2012 COMRAD,SUPERUSER
\$76.20	01/07/2014 00:00	31/10/2014 23:59	20/06/2014 COMRAD,SUPERUSER
\$78.40	01/11/2014 00:00	08/05/2015 13:29	29/10/2014 COMRAD,SUPERUSER
\$76.40	08/05/2015 13:30	08/07/2015 10:49	08/05/2015 COMRAD,SUPERUSER
\$78.40	08/07/2015 10:50	01/11/2016 00:00	08/07/2015 COMRAD,SUPERUSER
\$80.20	01/11/2016 00:01	01/11/2017 00:00	12/07/2018 COMRAD,SUPERUSER
\$81.70	01/11/2017 00:01		12/07/2018 COMRAD,SUPERUSER

Step 3 Click the **Add** button. This will insert a new row and will add an end date to your current **Medicare Gap** record

Step 4 Edit the **Gap Amount** field to reflect the new **Medicare Gap Amount**

Gap Amount	Active Date	End Date	Last Changed by
\$63.90	01/01/2006 00:00	31/10/2007 23:59	null COMRAD,SUPERUSER
\$65.20	01/11/2007 00:00	31/10/2008 23:59	01/11/2007 COMRAD,SUPERUSER
\$68.10	01/11/2008 00:00	31/10/2009 23:59	30/06/2009 COMRAD,SUPERUSER
\$69.10	01/11/2009 00:00	01/11/2010 07:28	30/10/2009 COMRAD,SUPERUSER
\$71.20	01/11/2010 07:29	31/10/2011 23:59	01/11/2010 COMRAD,SUPERUSER
\$73.70	01/11/2011 00:00	31/10/2012 23:59	26/10/2011 COMRAD,SUPERUSER
\$76.40	01/11/2012 00:00	30/06/2014 23:59	25/10/2012 COMRAD,SUPERUSER
\$76.20	01/07/2014 00:00	31/10/2014 23:59	20/06/2014 COMRAD,SUPERUSER
\$78.40	01/11/2014 00:00	08/05/2015 13:29	29/10/2014 COMRAD,SUPERUSER
\$76.40	08/05/2015 13:30	08/07/2015 10:49	08/05/2015 COMRAD,SUPERUSER
\$78.40	08/07/2015 10:50	01/11/2016 00:00	08/07/2015 COMRAD,SUPERUSER
\$80.20	01/11/2016 00:01	01/11/2017 00:00	12/07/2018 COMRAD,SUPERUSER
\$81.70	01/11/2017 00:01	17/07/2018	COMRAD,SUPERUSER

Step 5 Edit the new **Active Date** to show the date the new gap comes into effect with the time of 23:59 (eg.31/10/2021 23:59)

Step 6 To update the new **Active Date** and the **End Date**, select **Enter** on your keyboard.

**Note:** Check that all the dates and times correlate, ie. **End Date/Time** is before the **Active Date/Time**

Step 7 Select **Save**

## 1.7 Activate Exam Codes for New Exams

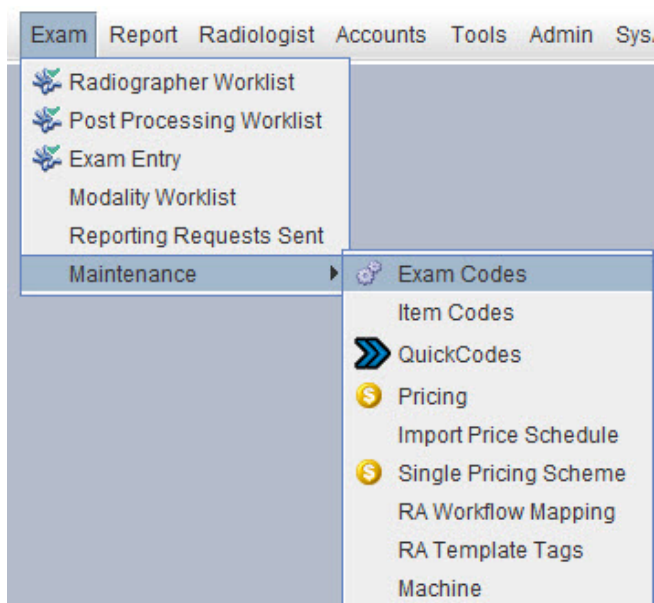
Review the changes to the MBS by following the **Latest News Page** of the relevant MBS update. Identify any new **Exam Codes** that are applicable to your business.

The Latest News Page can be found here <http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/news>

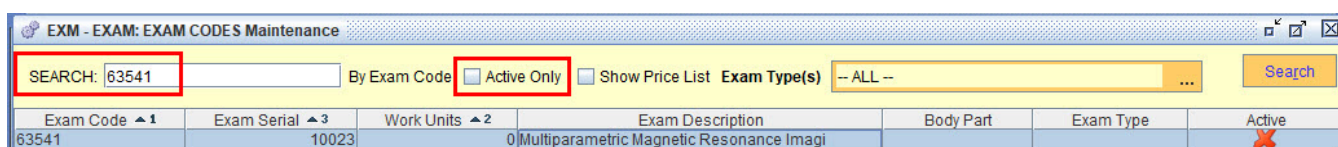
If you have updated the MBS using the XML file, the **Exam Codes** will already be available in COMRAD they just need to be activated.

To activate new **Exam Codes**:

Step 1 In COMRAD, navigate to your **Exam Code** Maintenance screen



Step 2 Untick the **Active Only** checkbox



Exam Code	Exam Serial	Work Units	Exam Description	Body Part	Exam Type	Active
63541	10023	0	Multiparametric Magnetic Resonance Imagi			X

Step 3 Type in the new MBS **Exam Code** into the **Search** field

Step 4 Select **Search**

Step 5 Highlight **Exam Code** to be updated

Step 6 Click the **Details** button to open the new **Exam Code**

EXM - EXAM: EXAM CODES Maintenance

Code: 63541 Description: Multiparametric Magnetic Resonance Imagi Active ☒ 01/07/2018

Body Part: PELVIS Exam Type: MRI Subgroup:

Core Details Examination Links Dosage Charts and Panels

Work Units: 0 RVU: MAYO: Tax Code:

Machine Group: Films Required: ☒ Amount: 0

Coded by: RADIOG Result by: RADIOL Result Type: REPORT Verifying No. of Staff: 1RI Medicare Code: 63541 Details

Verified by: RADIOL For Case Type: BULK BILL Derived Procedure: Post Processing Required:

Attending Clinicians

Clinician 1: None Mandatory Clinician 2: None Mandatory Clinician 3: None Mandatory Clinician 4: None Mandatory Clinician 5: None Mandatory

Extended Description: PSA ratio is less than 25% or the repeat PSA exceeds 5.5 ng/ml, or (ii) in a person under 70 years, whose risk of developing prostate cancer based on relevant family history is at least double the average risk, at least two PSA tests performed within an interval of 1-3 months are greater than 2.0 ng/ml, and the free/total PSA ratio is less than 25%; or (iv) in a person 70 years or older, at least two PSA tests performed within an interval of 1-3 months are greater than 5.5ng/ml and the free/total PSA ratio is less than 25%. using a standardised image acquisition protocol involving T2 Weighted Imaging, Diffusion Weighted Imaging, and Dynamic Contrast Enhancement (unless contraindicated) (R) (K) (Anaes.)

Pricing Scheme

Default Scheme: SCHEDULE Price: \$450.00

Active Date: 01/07/2018 00:01 Tax Incl: \$450.00 NOTAX 0.00 %

Alt Code: 63541 Alt Description: Scheme List

Last Status Change: 26/06/2018 Last Change by: SU

Audit Duplicate Save Back Close

Description for the alternative examination code. Profiles

Step 7 Tick the **Active** checkbox

Step 8 Enter the **Active Dates** to a future date and time that the price list will be active from

Step 9 Enter all other examination code data required for use in your system. The following fields need to be completed:

- Exam Description
- Body Part
- Exam type
- Work Units
- RVU
- Mayo
- Tax Code
- Machine Group
- Result Type
- Verifying No. of Staff
- Coded by
- Result by
- Verified by
- Case Types
- Medicare Details button, tick LSPN if required all other Medicare detail would have come in from the MBS



EXM - EXAM: EXAM CODES Maintenance

Code: 63543 Description: MRI Prostate Active: 26/06/2018

Body Part: PELVIS Exam Type: MRI Subgroup:

Core Details Examination Links Dosage Charts and Panels

Work Units: 100 RVU: 100.0 MAYO: 100 Tax Code: NOTAX

Machine Group: ANY Films Required: ☒ Amount: 0

Coded by: RADIOL, RADIOG Medicare Code: 63543 Details

Result by: RADIOL Result Type: REPORT Quick Report:

Verified by: RADIOL Verifying No. of Staff: 1RI

For Case Type: PRIVATE, BULK BILL, FUNDONLINE, PIP... Derived Procedure: ☐ Post Processing Required: ☐

Attending Clinicians

Clinician 1: None ☐ Mandatory

Clinician 2: None ☐ Mandatory

Clinician 3: None ☐ Mandatory

Clinician 4: None ☐ Mandatory

Clinician 5: None ☐ Mandatory

Extended Description

Multiparametric Magnetic Resonance Imaging scan of the prostate for the assessment of cancer: if the request for the scan identifies: (i) the patient is under active surveillance following a confirmed diagnosis of prostate cancer by biopsy histopathology; and (ii) the patient is not planning or undergoing treatment for prostate cancer, using a standardised image acquisition protocol involving T2 Weighted Imaging, Diffusion Weighted Imaging, and Dynamic Contrast Enhancement (unless contraindicated)(R) (K) (Anaes.)

Pricing Scheme

Default Scheme: SCHEDULE Price: \$450.00

Active Date: 26/06/2018 15:52 Tax Incl: \$450.00 NOTAX 0.00 %

Alt Code: 63543 Alt Description:

Scheme List

Last Status Change: 26/06/2018 Last Change by SU

Audit Duplicate Save Back Close

The case types that are appropriate for this examination.

Profiles

Medicare Details

Code: 63543

Group: 15 Subgroup: 19

Benefit Indicator: 75 AND 85%

Exam Referral Type: Requested

Medicare Service Type: Specialist Required LSPN: ☒

Default Modifier: None

NFC Pair: Combined Code:

OK Cancel

Is a LSPN required for this examination?

Step 10 Select **Save**

Step 11 Select the appropriate Medicare Outpatient billing rate

Note:

? Please specify which Medicare Outpatient Billing rate applies.

100% 95% 85%

MBS Percentage	MBS Exam Codes
100%	Exam Codes beginning with 63
95%	Exam Codes beginning with 55 through to 61
85%	All Other Exam Codes

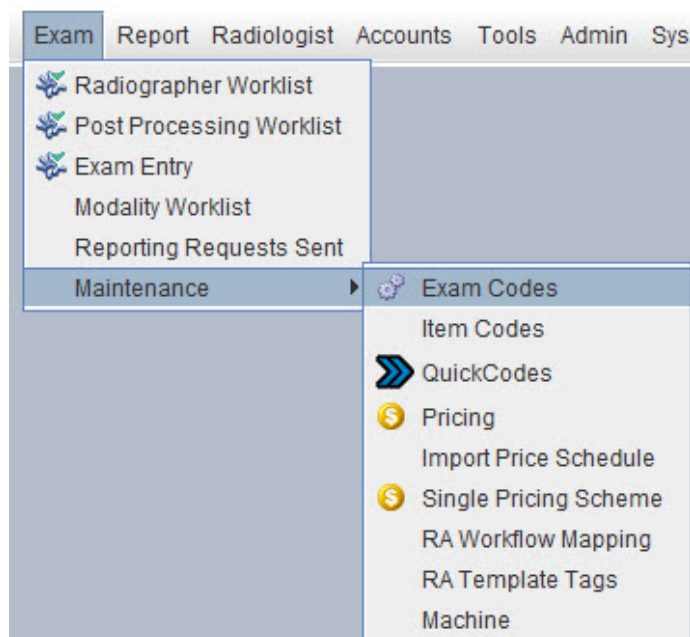
## 1.8 Deactivate Exam Codes for New Exams

Review the changes to the MBS by following the Latest News Page of the relevant MBS update. Identify any **Exam Codes** that are to be deactivated.

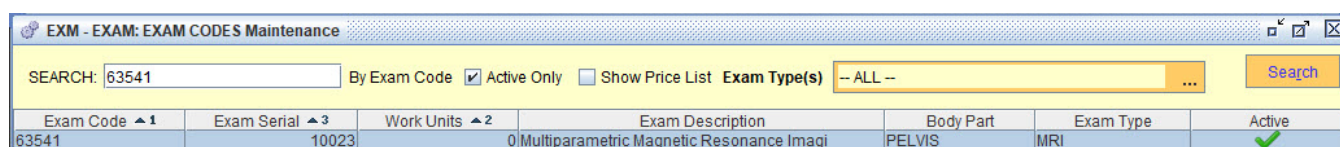
The Latest News Page can be found here <http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/news>

To Deactivate existing Exam Codes:

Step 1 In COMRAD, navigate to your **Exam Code** Maintenance screen



Step 2 Type in the MBS **Exam Code** into the **Search** field



Exam Code	Exam Serial	Work Units	Exam Description	Body Part	Exam Type	Active
63541	10023	0	Multiparametric Magnetic Resonance Imagi	PELVIS	MRI	✓

Step 3 Select **Search**

Step 4 Highlight **Exam Code** to be deactivated

Step 5 Click the **Details** button to open the existing **Exam Code**

**EXM - EXAM: EXAM CODES Maintenance**

Code: 63541 Description: Multiparametric Magnetic Resonance Imagi Active ☐ 17/07/2018

Body Part: PELVIS Exam Type: MRI Subgroup:

Core Details Examination Links Dosage Charts and Panels

Work Units: 0 RVU: 333.33 MAYO: 0 Tax Code: NOTAX

Machine Group: ANY Films Required: ☒ Amount: 0

Coded by: RADIOG Result by: RADIOL Result Type: REPORT Verified by: RADIOL Verifying No. of Staff: 1RI Medicare Code: 63541 Details

For Case Type: BULK BILL Derived Procedure: ☐ Post Processing Required: ☐

Attending Clinicians

Clinician 1: None ☐ Mandatory

Clinician 2: None ☐ Mandatory

Clinician 3: None ☐ Mandatory

Clinician 4: None ☐ Mandatory

Clinician 5: None ☐ Mandatory

Extended Description: PSA ratio is less than 25% or the repeat PSA exceeds 5.5 ng/ml, or (iii) in a person under 70 years, whose risk of developing prostate cancer based on relevant family history is at least double the average risk, at least two PSA tests performed within an interval of 1-3 months are greater than 2.0 ng/ml, and the free/total PSA ratio is less than 25%; or (iv) in a person 70 years or older, at least two PSA tests performed within an interval of 1-3 months are greater than 5.5ng/ml and the free/total PSA ratio is less than 25%. using a standardised image acquisition protocol involving T2 Weighted Imaging, Diffusion Weighted Imaging, and Dynamic Contrast Enhancement (unless contraindicated) (R) (K) (Anaes.)

Pricing Scheme

Default Scheme: SCHEDULE Price: \$450.00

Active Date: 01/07/2018 00:01 Tax Incl: \$450.00 NOTAX 0.00 %

Alt Code: 63541 Alt Description:

Scheme List

Last Status Change: 17/07/2018 Last Change by SU

Audit Duplicate Save Back Close

Activates / deactivates the exam code. Profiles

Step 6 Untick the **Active** checkbox

Step 7 Select **Save**

Step 8 Select the appropriate Medicare Outpatient billing rate (even though you are deactivating the Exam Code)

**Note:**

Please specify which Medicare Outpatient Billing rate applies.

100% 95% 85%

MBS Percentage	MBS Exam Codes
100%	Exam Codes beginning with 55 through to 61
95%	Exam Codes beginning with 63
85%	All Other Exam Codes

**Note:** If deactivating an **Exam Code** the following message appears, select **Ok**

**Confirm**

Deactivating the exam will remove the exam from data groups which required for Medicare discount. Delete the exam from group ITM9?

OK Cancel