



User Guide Updating DAVOUT and DVAIN Price List

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DVA

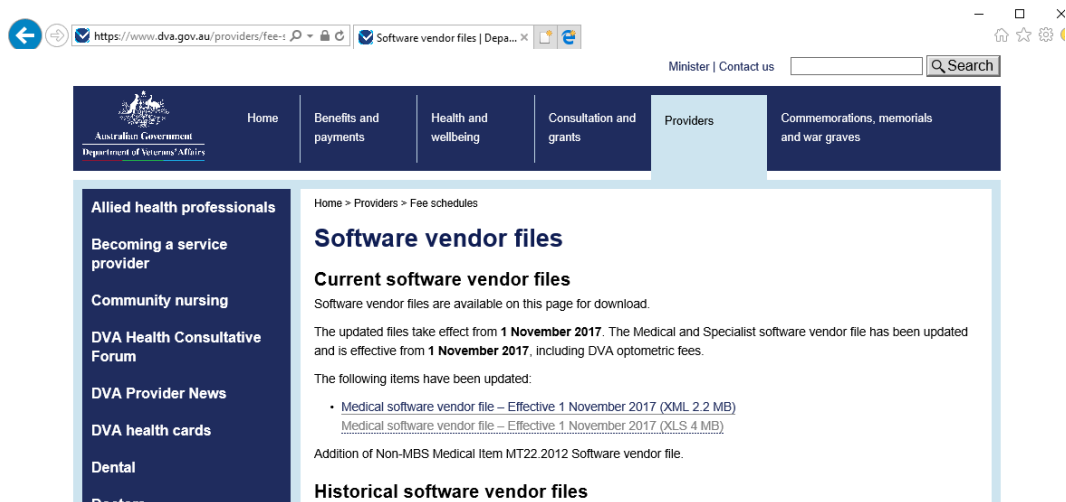
1.1 DVA File Locations

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 <https://comrad.co.nz/medicare-dva/>

Alternatively you can find these files on DVA website:

DVA : <https://www.dva.gov.au/providers/notes-fee-schedules-and-guidelines/fee-schedules/fee-schedules-gps-and-specialists>



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

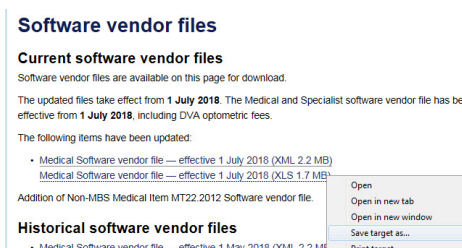
- Step 1 In your web browser navigate to <https://comrad.co.nz/medicare-dva/>
- Step 2 Download both **DVAIN** and **DVAOUT** files and save them onto your desktop
- Step 3 Follow the User Guide to import the files into COMRAD

From the DVA Website

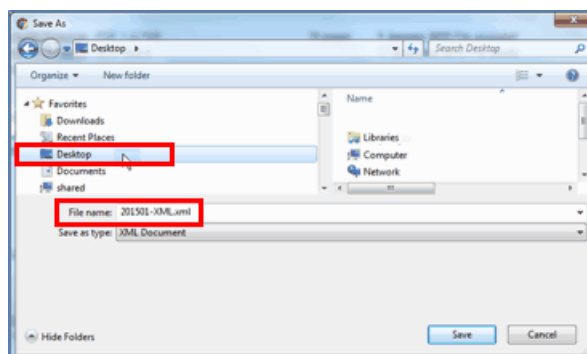
- Step 1 In your web browser, navigate to the DVA website:

<https://www.dva.gov.au/providers/notes-fee-schedules-and-guidelines/fee-schedules/fee-schedules-gps-and-specialists>

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



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



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

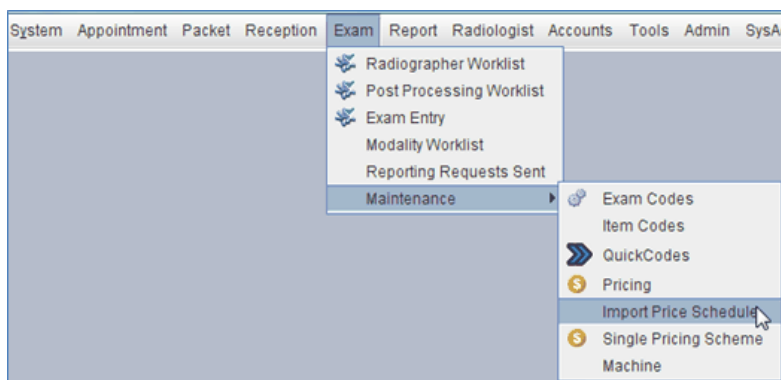
1.3 Import Latest DVAOUT into COMRAD

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 [Updating Numeric-Alpha Exam Codes for DVAOUT and DVAIN](#)

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

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

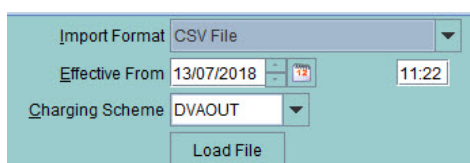


Step 2 Set **Import Format** to CSV File



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

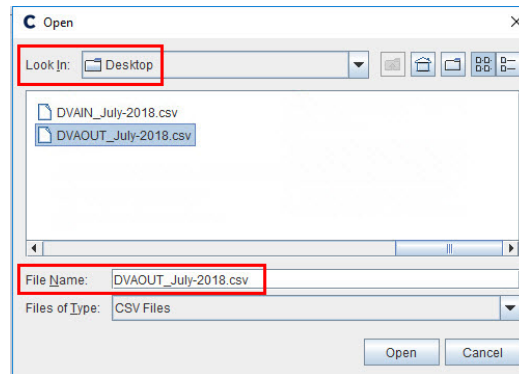
Step 4 Set **Charging Scheme** to **DVAOUT**



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**



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

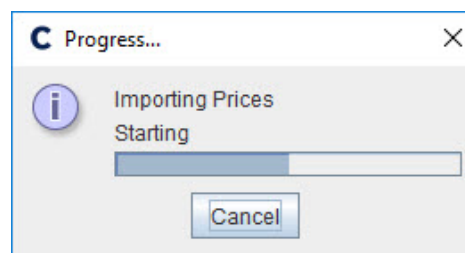
Take exam codes from column	1
Take prices from column	2
Take 'alternative code' from column	1

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

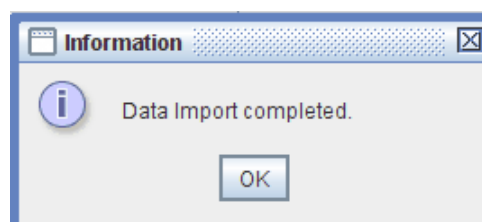
Step 10 The **prices** are from column **2**

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



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

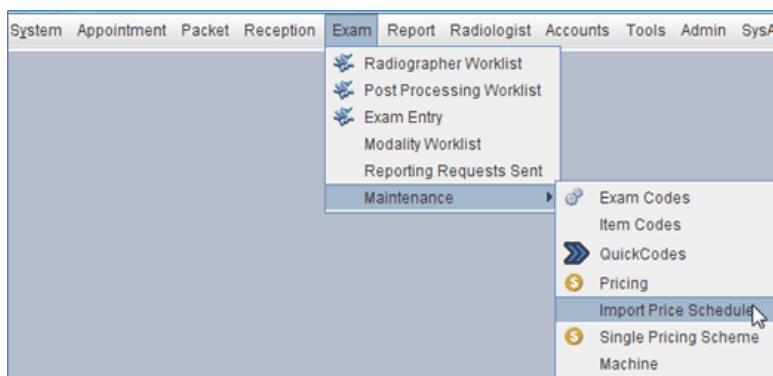
1.4 Import Latest DVAIN into COMRAD

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 [Updating Numeric-Alpha Exam Codes for DVAOUT and DVAIN](#)

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

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



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

Import Format	CSV File
Effective From	CSV File
Charging Scheme	AMA Price Schedule 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

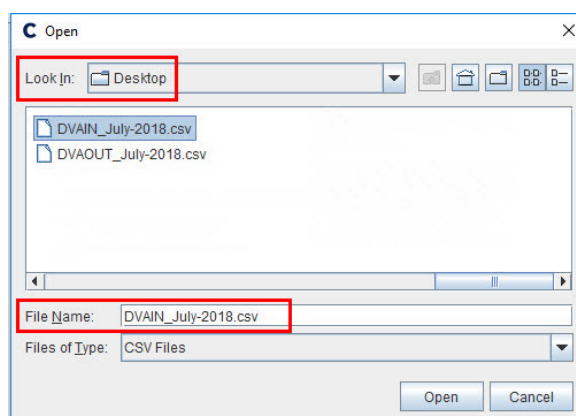
Step 4 Set **Charging Scheme** to **DVAIN**

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

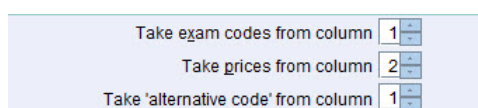
Step 5 Click on the **Load File** button

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

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



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

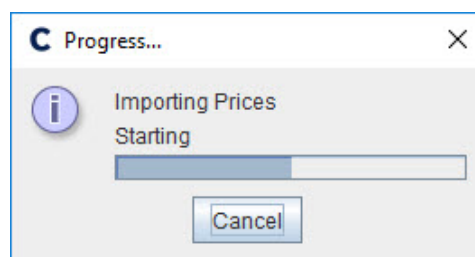


Step 9 The **exam codes** are from column **1**

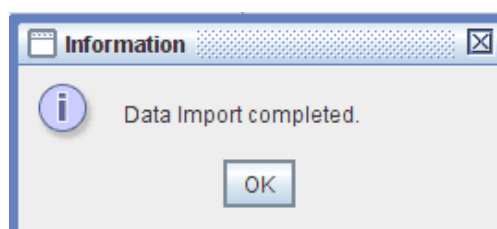
Step 10 The **prices** are from column **2**

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

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



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

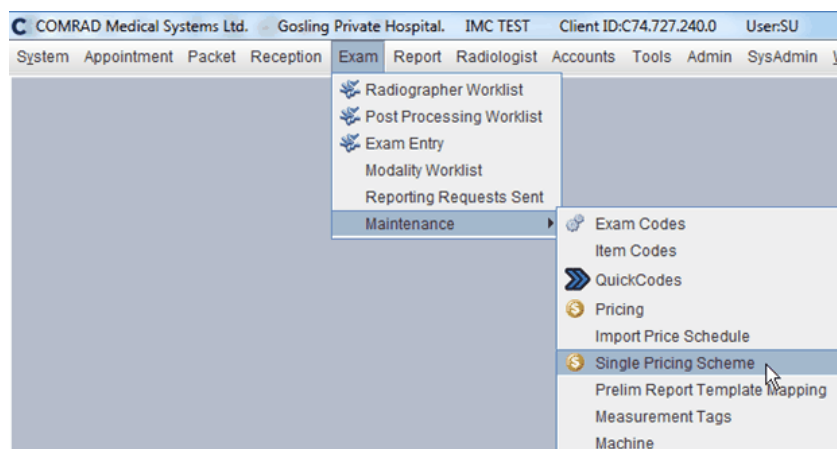


Step 14 Click the **Close** button on the **Exam Schedule Importer** screen

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**

PRS - ACCOUNTS: Single Pricing Scheme

SEARCH: ☒ Exams ☐ Items

☐ Add ☐ Remove

Pricing Scheme: DVAOUT Date: 13/07/2018 ☒ Find Active Exams Only ☐ Tax Incl.

Active Date: 13/07/2018 12:22 ☒ Active Price Details Only

Code	Description	Tax	Tax Rate	Price	Alt. Code	Alt. Description	Active Date	End Date
104	CONSULTATION	NOTAX	0.0 %	\$115.50	104		13/07/2018 12:10	14/07/2018 00:00
104	CONSULTATION	NOTAX	0.0 %	\$115.50	104		14/07/2018 00:01	
104R	Initial referred consultation R...	NOTAX	0.0 %	\$115.50	00104		30/06/2015 20:01	
105	Subsequent Referred Con...	NOTAX	0.0 %	\$58.05	105		13/07/2018 12:10	14/07/2018 00:00
105	Subsequent Referred Con...	NOTAX	0.0 %	\$58.05	105		14/07/2018 00:01	

PRS - ACCOUNTS: Single Pricing Scheme

SEARCH: ☒ Exams ☐ Items

☐ Add ☐ Remove

Pricing Scheme: DVAIN Date: 13/07/2018 ☒ Find Active Exams Only ☐ Tax Incl.

Active Date: 13/07/2018 12:22 ☒ 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		30/06/2015 20:01	14/07/2018 00:00
104	CONSULTATION	NOTAX	0.0 %	\$118.10	104		14/07/2018 00:01	
104R	Initial referred consultation R...	NOTAX	0.0 %	\$118.10	00104		30/06/2015 20:01	
105	Subsequent Referred Con...	NOTAX	0.0 %	\$59.40	00105		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

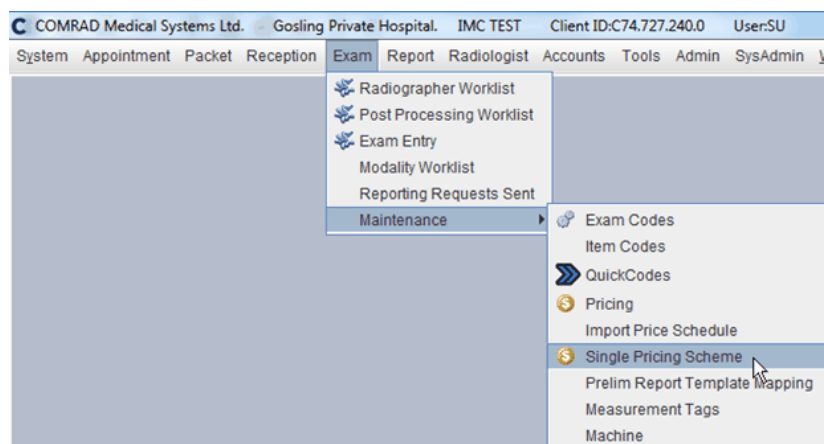
The **DVAOUT** and **DVAIN** numeric-alpha Exam Codes will need to be updated separately.

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**:

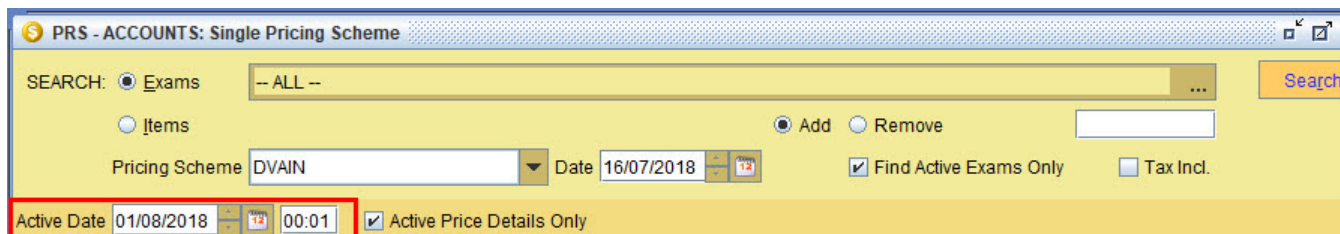
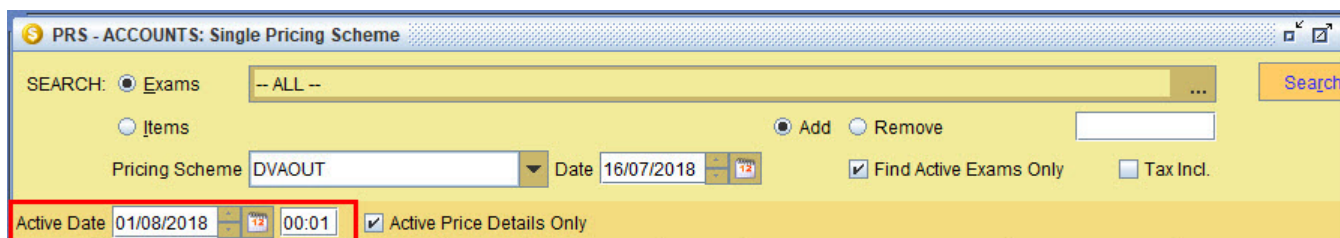
Step 1 In COMRAD, navigate to your **Single Pricing Scheme** screen



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



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 ☐ Items

☐ Add ☐ Remove

Pricing Scheme: Date: ☐ Find Active Exams Only ☐ Tax Incl.

Active Date: ☐ 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 **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

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

- 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**
 - Prelim Report Template Mapping
 - Measurement Tags
 - Machine

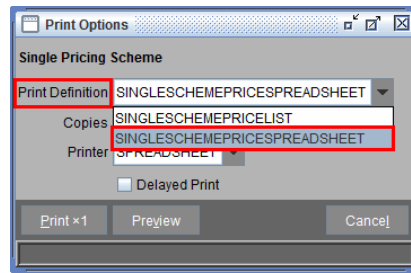
Step 2 Select All **Exams**

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

Step 4 Right click on **Print**

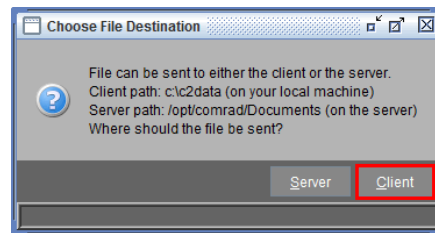
Cancel operation

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

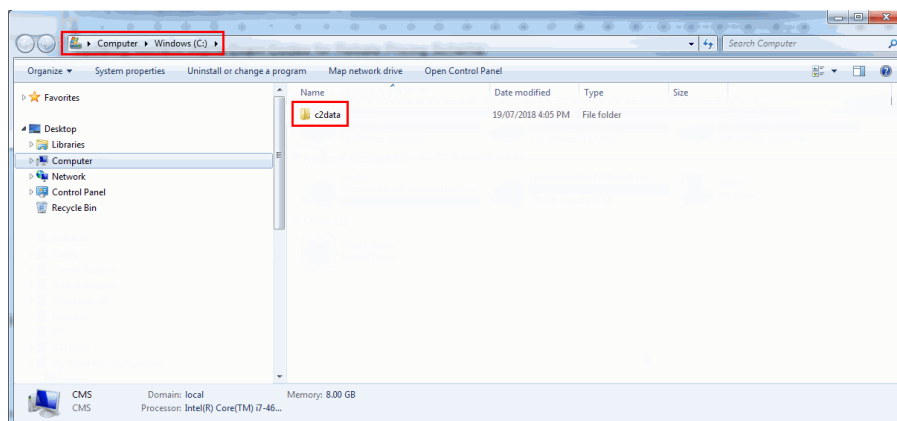


Step 6 Select **Print**

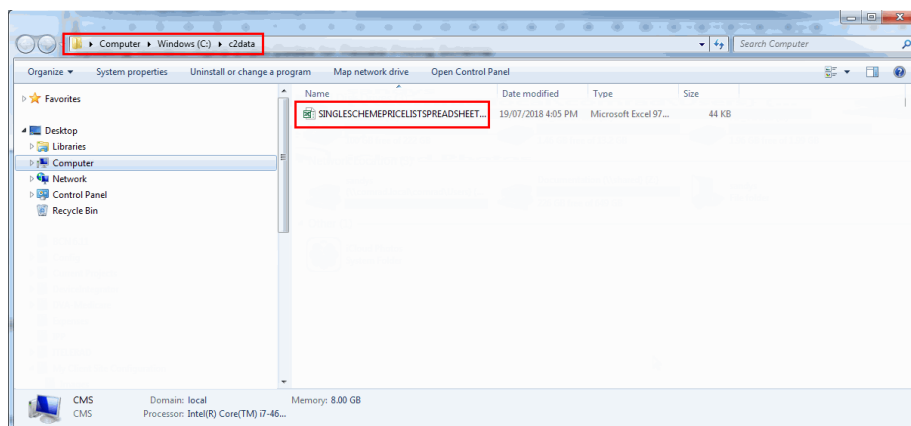
Step 7 Select **Client**



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



Step 9 Open the c2data folder



Step 10 Open **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**)

	A	B	C	D	E	F
1	DVA In Patient 06/08/2018 Pricelist from: 06/08/2018					
2	Pricing Scheme: DVA In Patient					
3	Code	Description	Alt. Code	Alt. Descr	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 Referred 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	11509NOR	Measurement of respiratory function	11509		30/06/2015	\$43.10

Step 13 Delete all headers

	A	B	C	D	E
1	DVA In Patient 06/08/2018 Pricelist from: 06/08/2018				
2	Pricing Scheme: 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 [Import Latest DVAOUT into COMRAD](#) and/or [Import Latest DVAIN into COMRAD](#)