Comrad

User Guide Updating DAVOUT 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 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
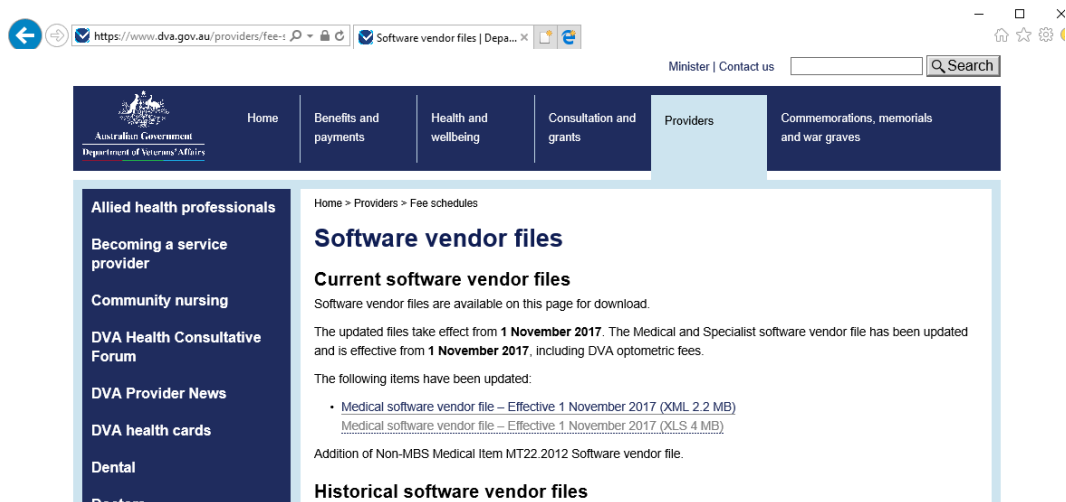
1.2 Download the latest DVA files

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

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:

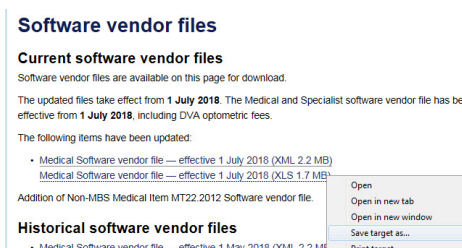https://www.dva.gov.au/providers/notes-fee-schedules-and-guidelines/fee-schedules/fee-schedules-gps-and-specialists

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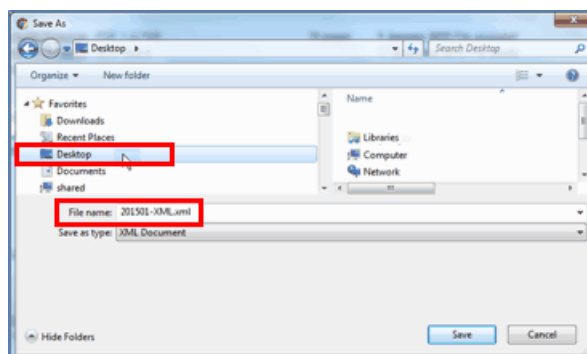
Note: If you do import the file directly from the DVA website you will need to do some modifications to make it suitable for uploading to COMRAD.

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 DVAOUTand 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
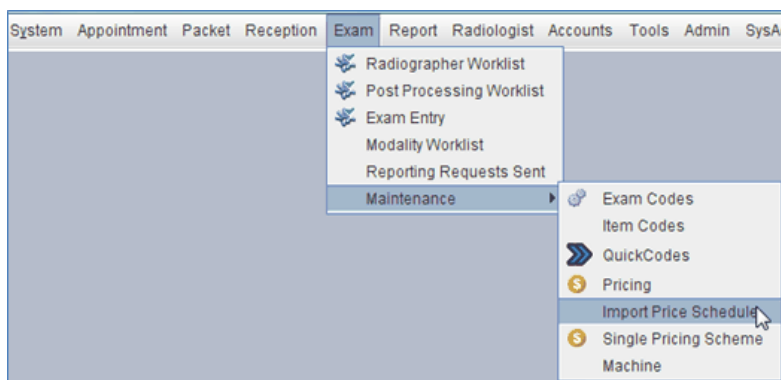
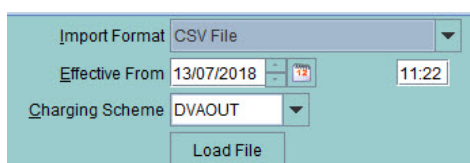Step 2   Set *Import Format* to CSV File

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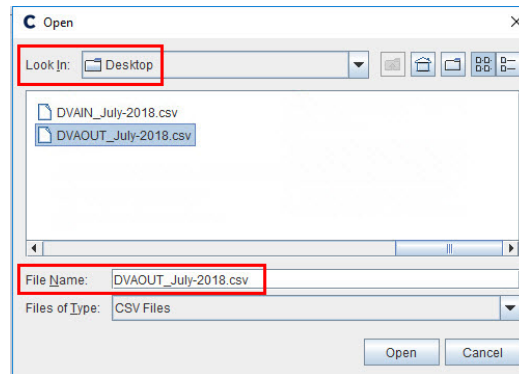
Step 4   Set *Charging Scheme* to *DVAOUT*

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*

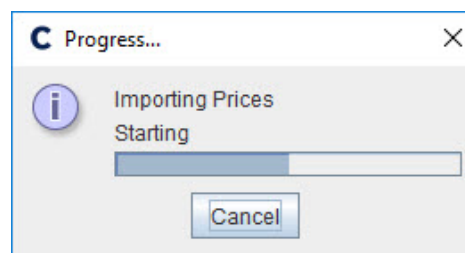**Step 8** Next you need to tell COMRAD which column holds the data it is looking for

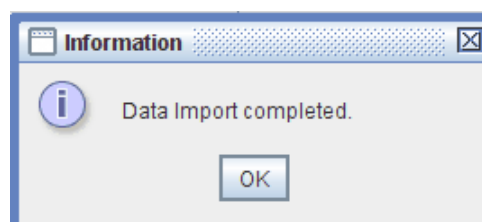**Step 9** The **exam codes** are from column **1**

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
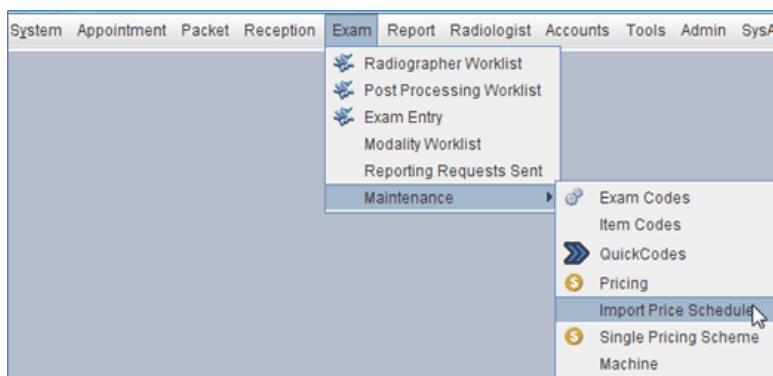
1.4   Import Latest DVAIN into COMRAD

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

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**
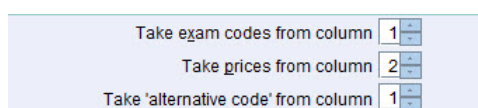

Step 5   Click on the **Load File** button

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

Step 7   Click on the saved **DVAIN.**csv file and click **Open**
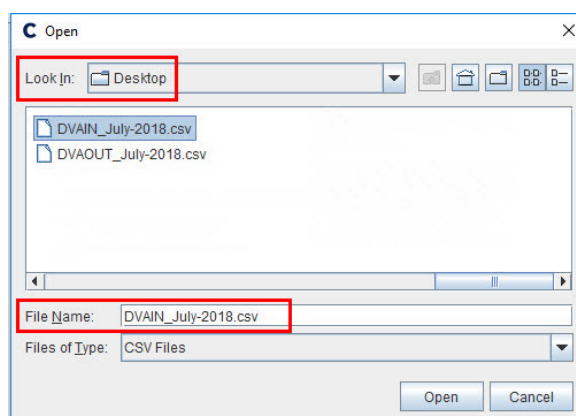
Step 8   Next you need to tell COMRAD which column holds the data it is looking for
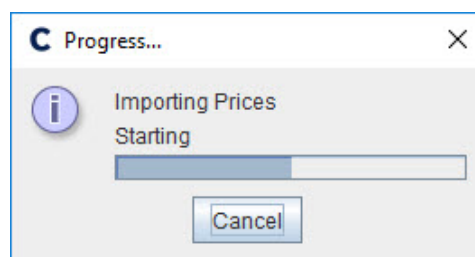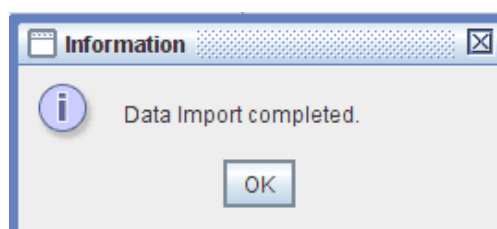

Step 9   The *exam codes* are from column *1*

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
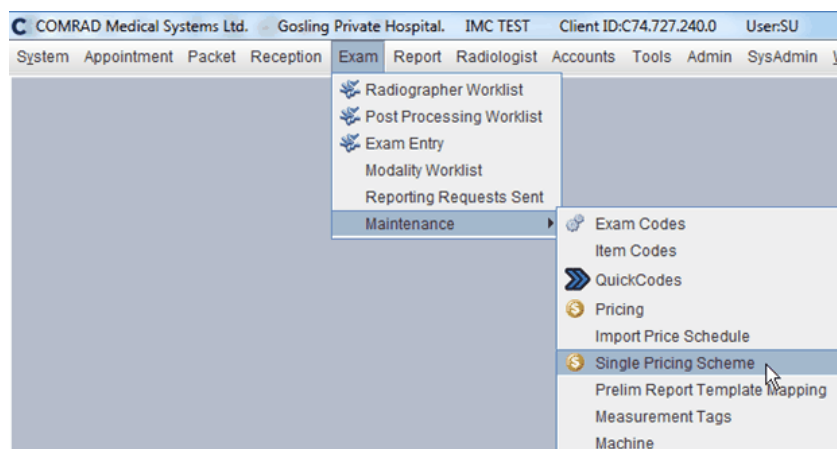

Step 14   Click the *Close* button on the *Exam Schedule Importer* screen

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**

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
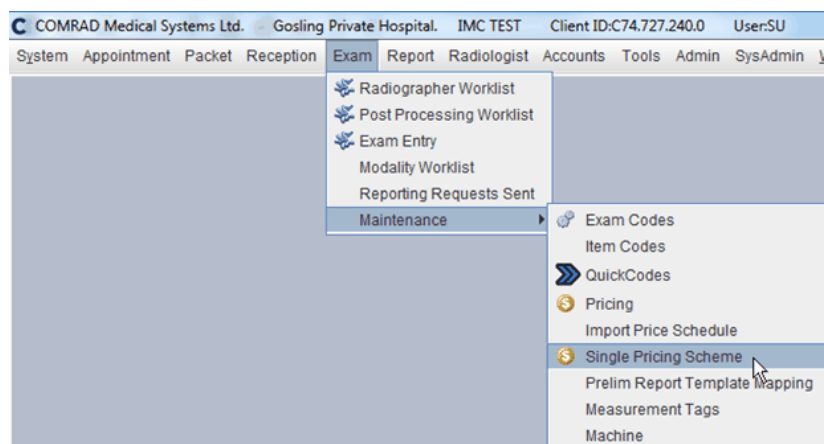
Step 2   Select All **Exams**

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
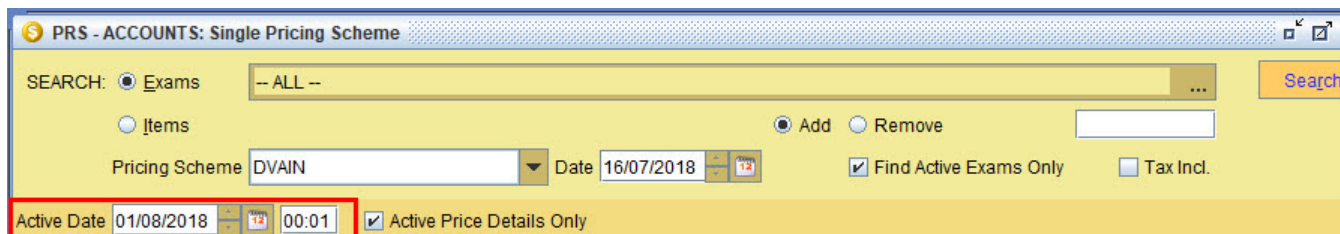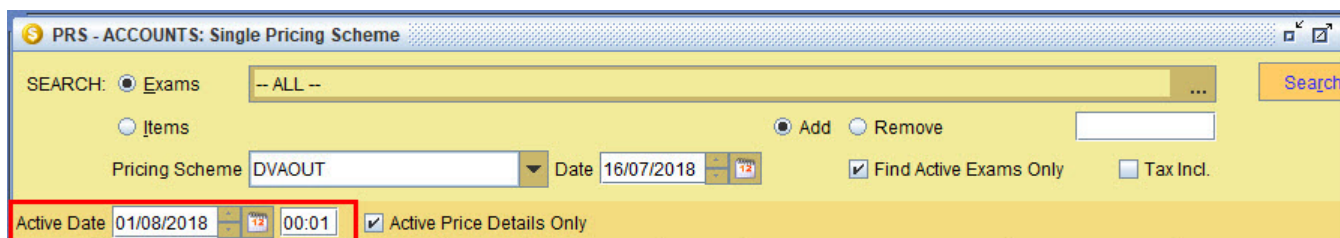
Step 5   Select **Search**

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

Step 7   Fill in the correct **Price**

Step 8   Select **Save**

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**
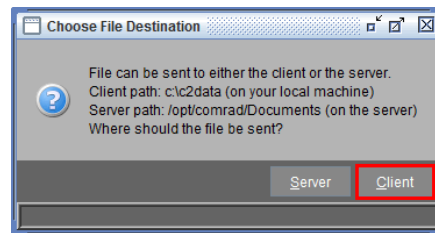
Step 4   Right click on **Print**

Step 5   Select **SINGLESCHEMEPRICESPREADSHEET** as the **Print Definition**
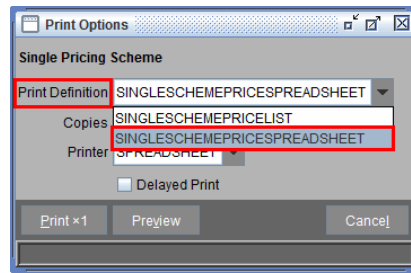
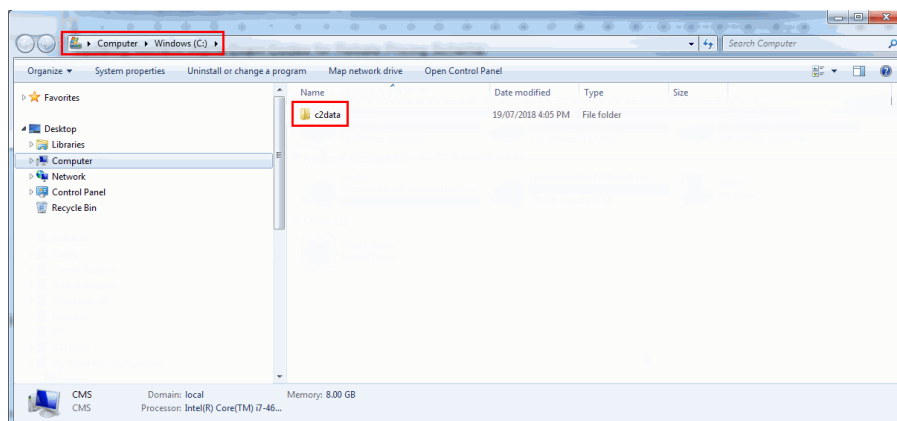**Step 6** Select **Print**
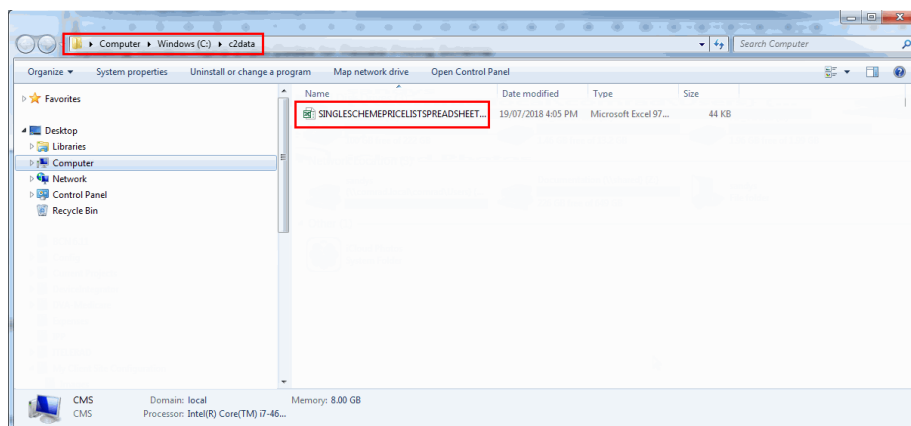
Step 7 Select **Client**

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. 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	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