



User Guide Updating Rebate (85%) Medicare Price List

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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

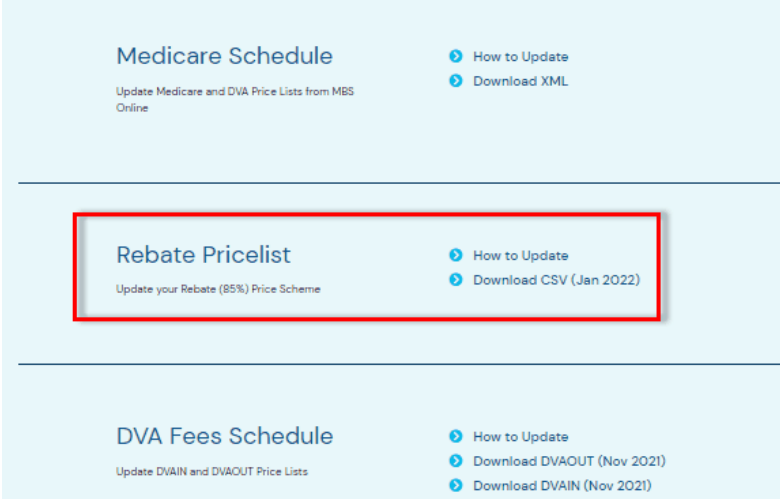
- Step 1 In your web browser navigate to <https://comrad.co.nz/medicare-dva/>
- Step 2 Download the **Rebate (85%)** file and save it onto your desktop

Medicare & DVA

Schedules

Click on links below to download Medicare and DVA scheduled fee update files if you wish to update your scheduled fees in Comrad.

(Australian customers only)



Category	Update Description	How to Update	Download Link
Medicare Schedule	Update Medicare and DVA Price Lists from MBS Online	How to Update	Download XML
Rebate Pricelist	Update your Rebate (85%) Price Scheme	How to Update	Download CSV (Jan 2022)
DVA Fees Schedule	Update DVAIN and DVAOUT Price Lists	How to Update	Download DVAOUT (Nov 2021) Download DVAIN (Nov 2021)

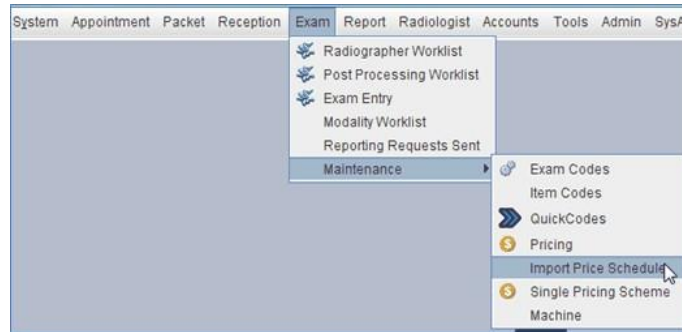
- Step 3 Follow the User Guide to import the file into COMRAD

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 refer 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**



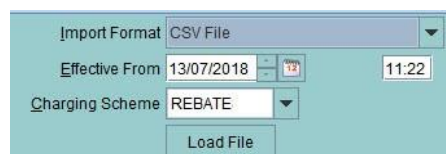
Step 2 Set **Import Format** to **CSV File**



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)

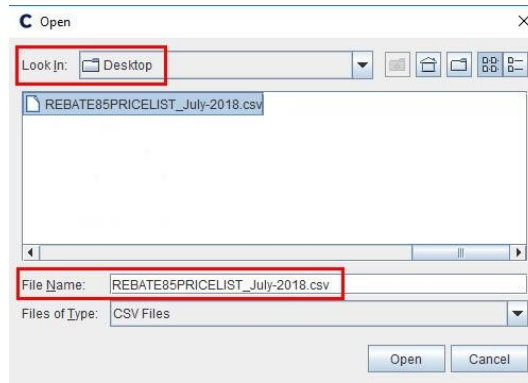
Step 4 Set **Charging Scheme** to **Rebate**



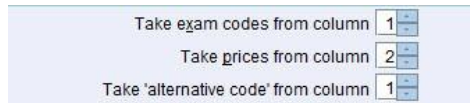
Step 5 Click on the **Load File** button

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

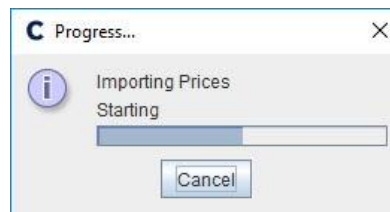


Step 9 The **exam codes** are from column **1**

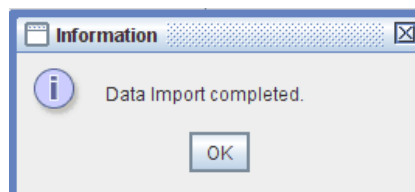
Step 10 The **prices** are from column **2**

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

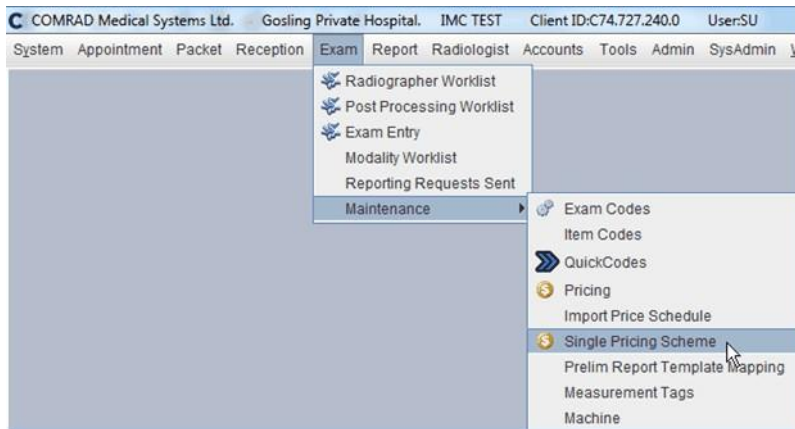


Step 14 Click the **Close** button on the **Exam Schedule Importer** screen

1.4 Check Rebate Price List In COMRAD

To confirm the latest **Rebate** pricing list has imported into Comrad:

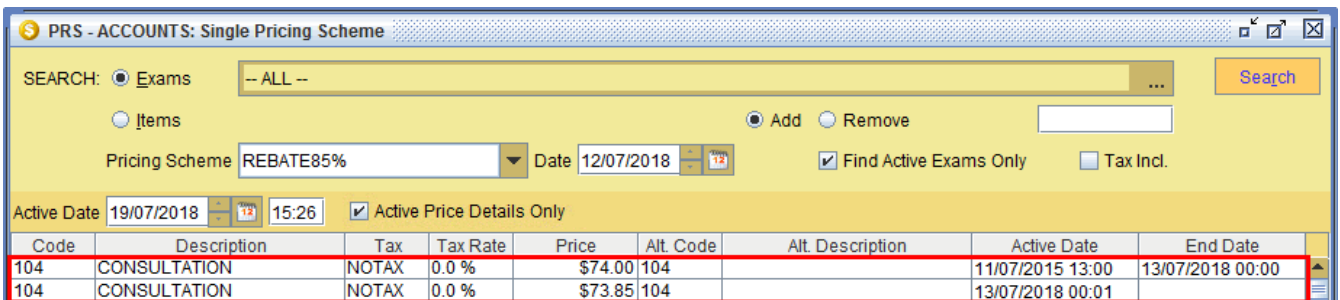
Step 1 In COMRAD, navigate to your **Single Pricing Scheme** screen



Step 2 Select All **Exams**

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

Step 4 Select **Search**



The screenshot shows the 'PRS - ACCOUNTS: Single Pricing Scheme' search results. The search criteria are: SEARCH: Exams, Pricing Scheme: REBATE85%, Date: 12/07/2018, Find Active Exams Only: checked. The results table is as follows:

Code	Description	Tax	Tax Rate	Price	Alt. Code	Alt. Description	Active Date	End Date
104	CONSULTATION	NOTAX	0.0 %	\$74.00	104		11/07/2015 13:00	13/07/2018 00:00
104	CONSULTATION	NOTAX	0.0 %	\$73.85	104		13/07/2018 00:01	

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

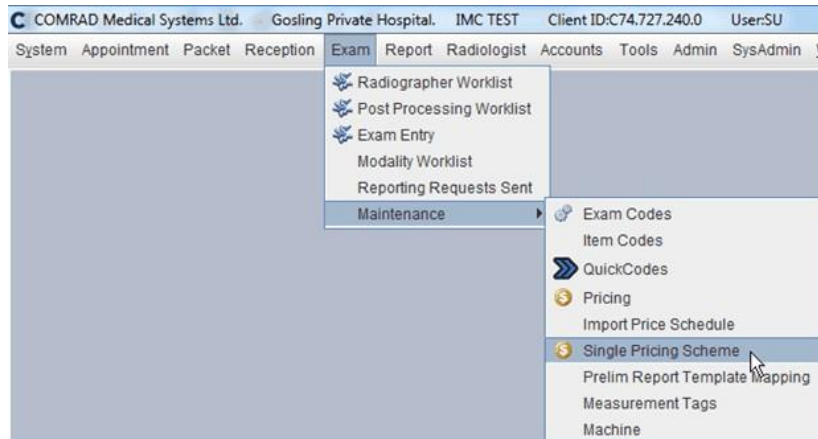
1.5 Updating Numeric-Alpha Exam Codes for Rebate Pricing Scheme

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**:

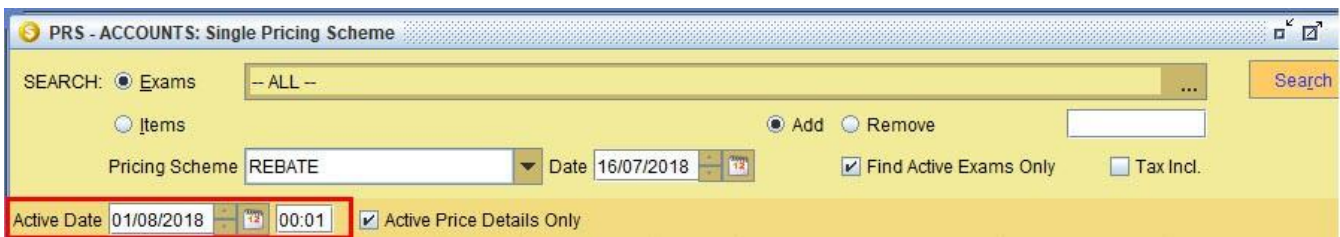
Step 1 In COMRAD, navigate to your **Single Pricing Scheme** screen



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**

PR - ACCOUNTS: Single Pricing Scheme

SEARCH: Exams Items

Pricing Scheme: REBATE Date: 16/07/2018

Active Date: 01/08/2018 00:01 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
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	

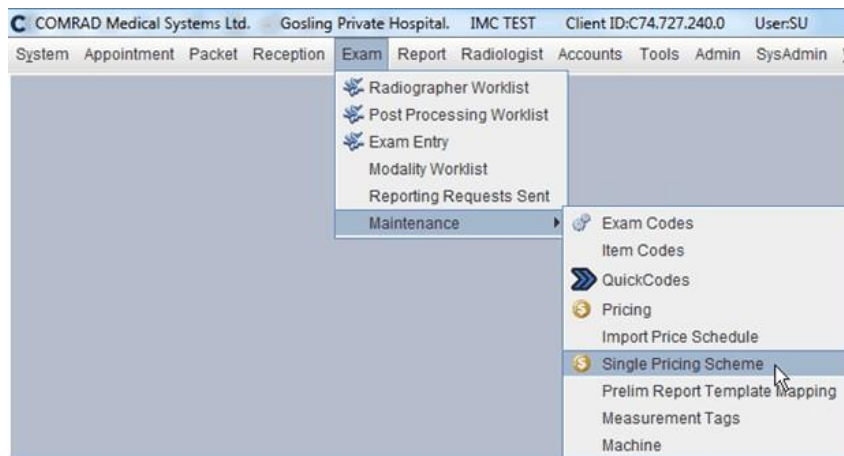
Note: Confirm the exam codes in your **Rebate** Single Pricing Schemes have a new price record the same as **Effective Date** nominated in Step 4.

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



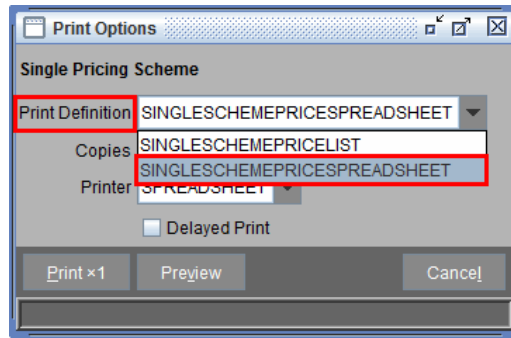
Step 2 Select All **Exams**

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

Step 4 Right click on **Print**

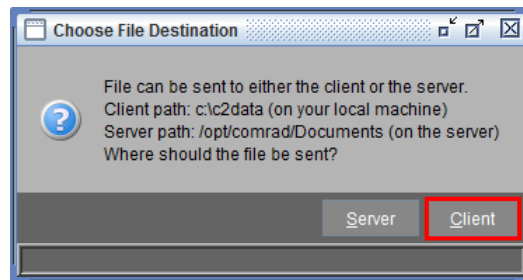


Step 5 Select **SINGLESchemePRICESpreadsheet** as the **Print Definition**

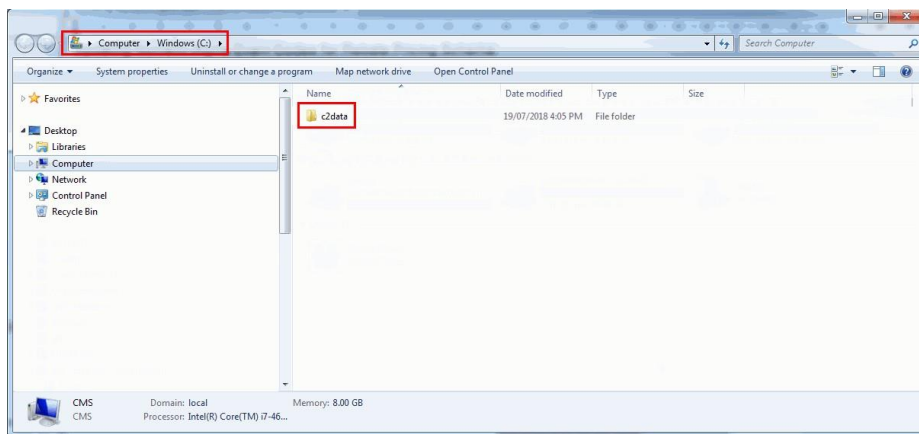


Step 6 Select **Print**

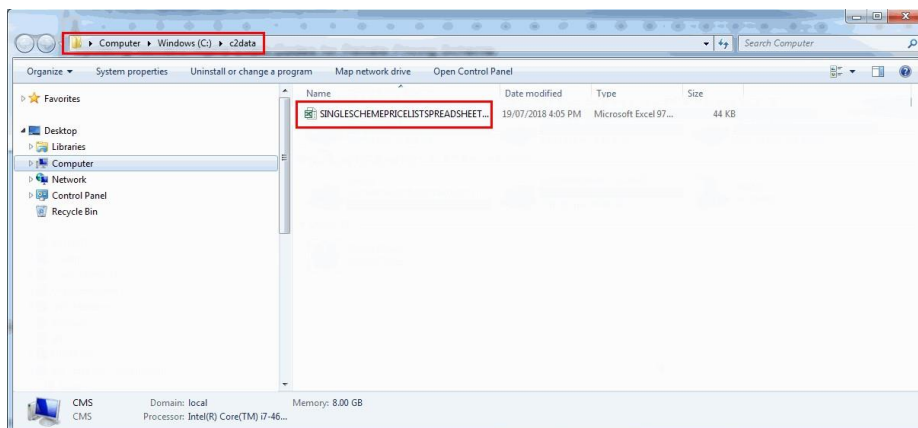
Step 7 Select **Client**



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



Step 9 Open the c2data folder



Step 10 Open **SINGLESCHEMEPRICESPREADSHEET** 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. Descr	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 Referred 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](#)