



User Guide:

Updating New MBS codes

Please Note:

This guide can be used to upload new MBS codes to your Comrad RIS as per Services Australia.

For updating MBS codes and prices, please refer to the 'User Guide Updating Rebate (85%) Medicare Price List – <https://comrad.co.nz/medicare-dva/>

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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

- When you subscribe, you will be notified of changes to the MBS Schedule as and when they occur from MBS Online.



[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.

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.

1.2 MBS File Location

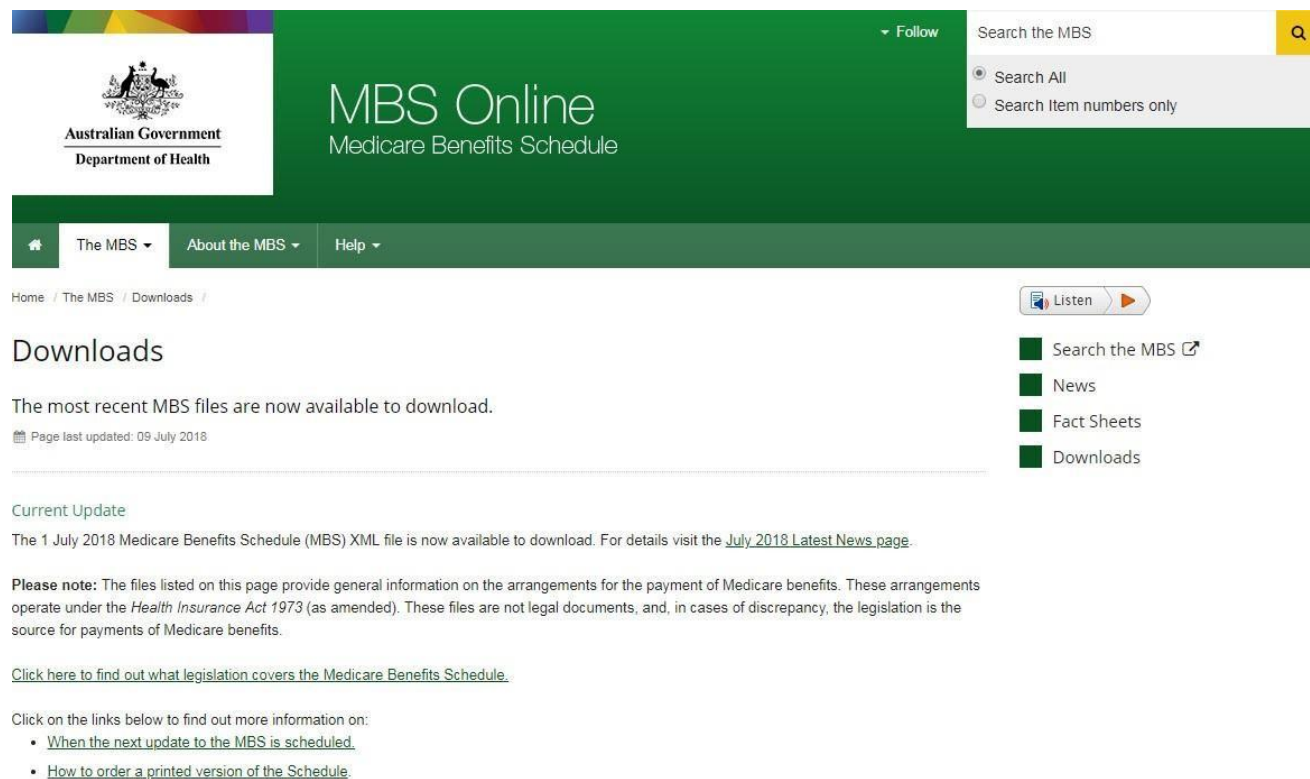
For the convenience of our Australian customers, we have placed files on our website which are available to download and use to update your **Medicare Schedule** in COMRAD.

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>

Download the latest Medicare schedule XML file format.



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.](#)

From the COMRAD Website

- 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

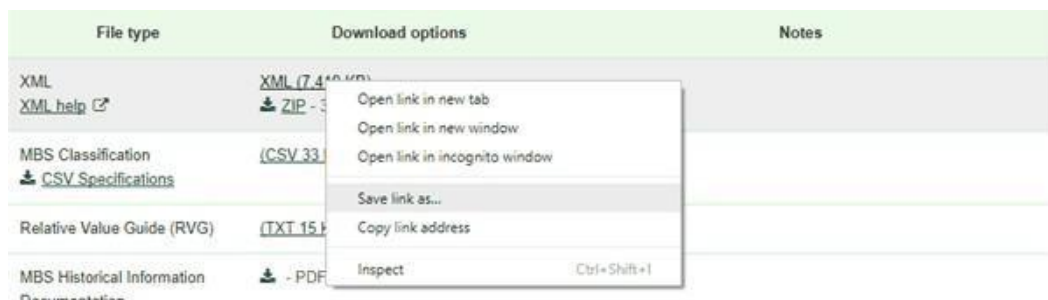
The **November 2022** XML file is available from the [November 2022 downloads page](#)

The **October 2022** XML file is available from the [October 2022 downloads page](#)

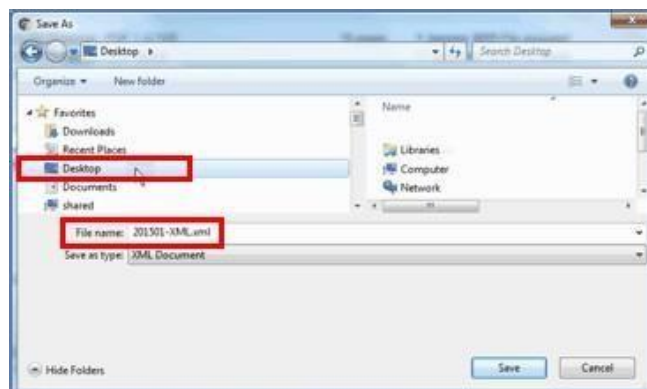
The **September 2022** XML file is available from the [September 2022 downloads page](#)

The **August 2022** XML file is available from the [August 2022 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 menu.



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



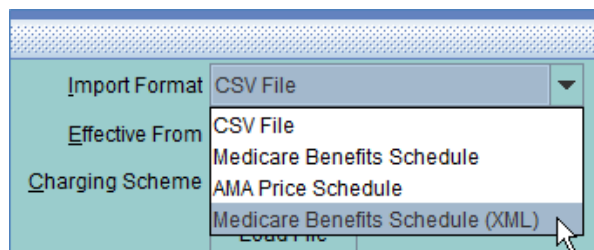
1.3 Import only the new MBS codes into COMRAD

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

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



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

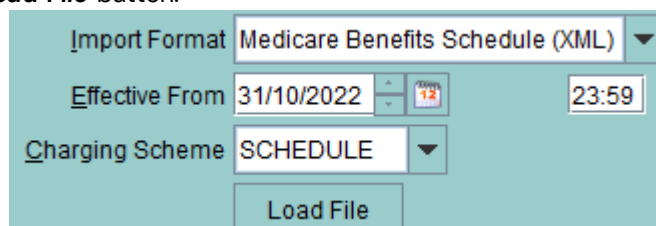


Step 3 Set **Effective From** to a future date and time that the price list will be active from

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

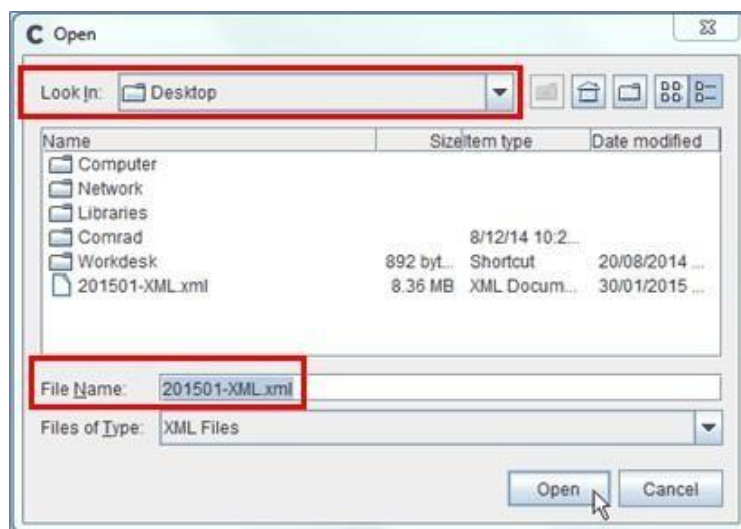
Note: The name of this pricing list may be different between customers. Please use the price list that your site uses for the Medicare Scheduled Fee. If you are not sure, please contact the COMRAD helpdesk.

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

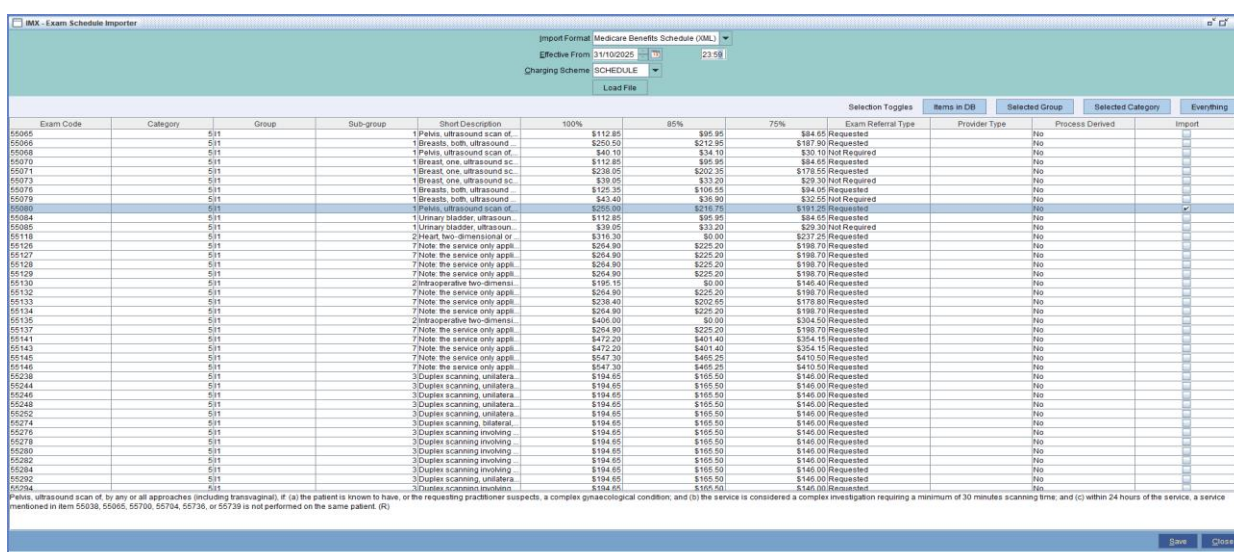


Step 6 Change the **Look In** folder to **Desktop**.

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



Step 8 Select the new MBS codes that you require to be imported by clicking the checkbox under the column "Import".

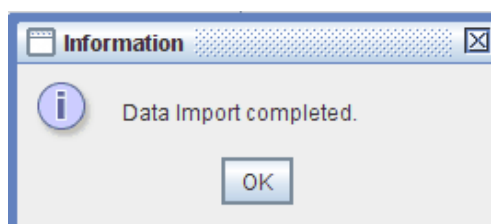


Exam Code	Category	Group	Sub-group	Short Description	100%	85%	75%	Exam Referral Type	Provider Type	Process Derived	Import
55066	511		1	Pelvis, ultrasound scan of	\$112.85	\$95.95	\$84.65 Requested	No	No	No	☐
55066	511		1	Breasts, both, ultrasound	\$650.50	\$512.35	\$187.50 Requested	No	No	No	☐
55068	511		1	Pelvis, ultrasound scan of	\$40.10	\$34.10	\$30.10 Not Requested	No	No	No	☐
55070	511		1	Breasts, one, ultrasound sc.	\$112.85	\$95.95	\$84.65 Requested	No	No	No	☐
55071	511		1	Breasts, one, ultrasound sc.	\$238.05	\$202.35	\$178.55 Requested	No	No	No	☐
55073	511		1	Breasts, one, ultrasound sc.	\$39.95	\$33.20	\$29.20 Not Requested	No	No	No	☐
55076	511		1	Breasts, both, ultrasound	\$125.35	\$108.65	\$84.65 Requested	No	No	No	☐
55079	511		1	Breasts, both, ultrasound	\$43.40	\$36.90	\$32.55 Not Requested	No	No	No	☐
55080	511		1	Pelvis, ultrasound scan of	\$265.85	\$218.75	\$181.50 Requested	No	No	No	☐
55084	511		1	Urinary bladder, ultrasoun.	\$112.85	\$95.95	\$84.65 Requested	No	No	No	☐
55085	511		1	Urinary bladder, ultrasoun.	\$39.85	\$33.20	\$29.20 Not Requested	No	No	No	☐
55118	511		2	Heart, two-dimensional or	\$316.30	\$0.00	\$237.25 Requested	No	No	No	☐
55126	511		7	Note the service only appl.	\$264.80	\$225.20	\$198.70 Requested	No	No	No	☐
55127	511		7	Note the service only appl.	\$264.80	\$225.20	\$198.70 Requested	No	No	No	☐
55128	511		7	Note the service only appl.	\$264.80	\$225.20	\$198.70 Requested	No	No	No	☐
55129	511		7	Note the service only appl.	\$264.80	\$225.20	\$198.70 Requested	No	No	No	☐
55130	511		2	Intraoperative two-dimens.	\$195.15	\$0.00	\$146.40 Requested	No	No	No	☐
55132	511		7	Note the service only appl.	\$264.80	\$225.20	\$198.70 Requested	No	No	No	☐
55133	511		7	Note the service only appl.	\$238.40	\$202.65	\$178.80 Requested	No	No	No	☐
55134	511		7	Note the service only appl.	\$264.80	\$225.20	\$198.70 Requested	No	No	No	☐
55135	511		2	Intraoperative two-dimens.	\$406.00	\$0.00	\$354.50 Requested	No	No	No	☐
55137	511		7	Note the service only appl.	\$264.80	\$225.20	\$198.70 Requested	No	No	No	☐
55141	511		7	Note the service only appl.	\$472.20	\$401.40	\$354.15 Requested	No	No	No	☐
55143	511		7	Note the service only appl.	\$472.20	\$401.40	\$354.15 Requested	No	No	No	☐
55145	511		7	Note the service only appl.	\$547.30	\$465.25	\$410.50 Requested	No	No	No	☐
55146	511		7	Note the service only appl.	\$547.30	\$465.25	\$410.50 Requested	No	No	No	☐
55238	511		3	Duplex scanning, unilateral	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55244	511		3	Duplex scanning, unilateral	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55246	511		3	Duplex scanning, unilateral	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55248	511		3	Duplex scanning, unilateral	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55252	511		3	Duplex scanning, unilateral	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55274	511		3	Duplex scanning, bilateral	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55275	511		3	Duplex scanning, bilateral	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55278	511		3	Duplex scanning involving	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55280	511		3	Duplex scanning involving	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55282	511		3	Duplex scanning involving	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55284	511		3	Duplex scanning involving	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55292	511		3	Duplex scanning, unilateral	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐
55294	511		3	Duplex scanning involving	\$194.65	\$165.50	\$146.00 Requested	No	No	No	☐

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.

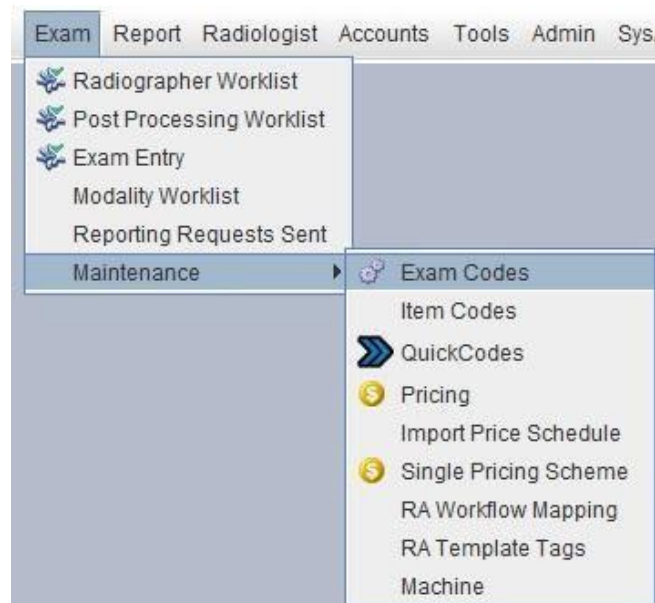
1.4 Activate and update Exam Codes for New Exams

Note:

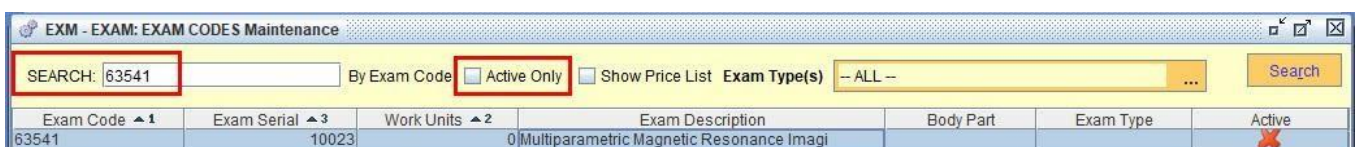
You can make the exam code active, however bear in mind the exam code cannot be claimed until the actual date the code can be used as mentioned by MBS.

To activate the new **Exam Code**:

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



Step 2 Untick the **Active Only** checkbox.

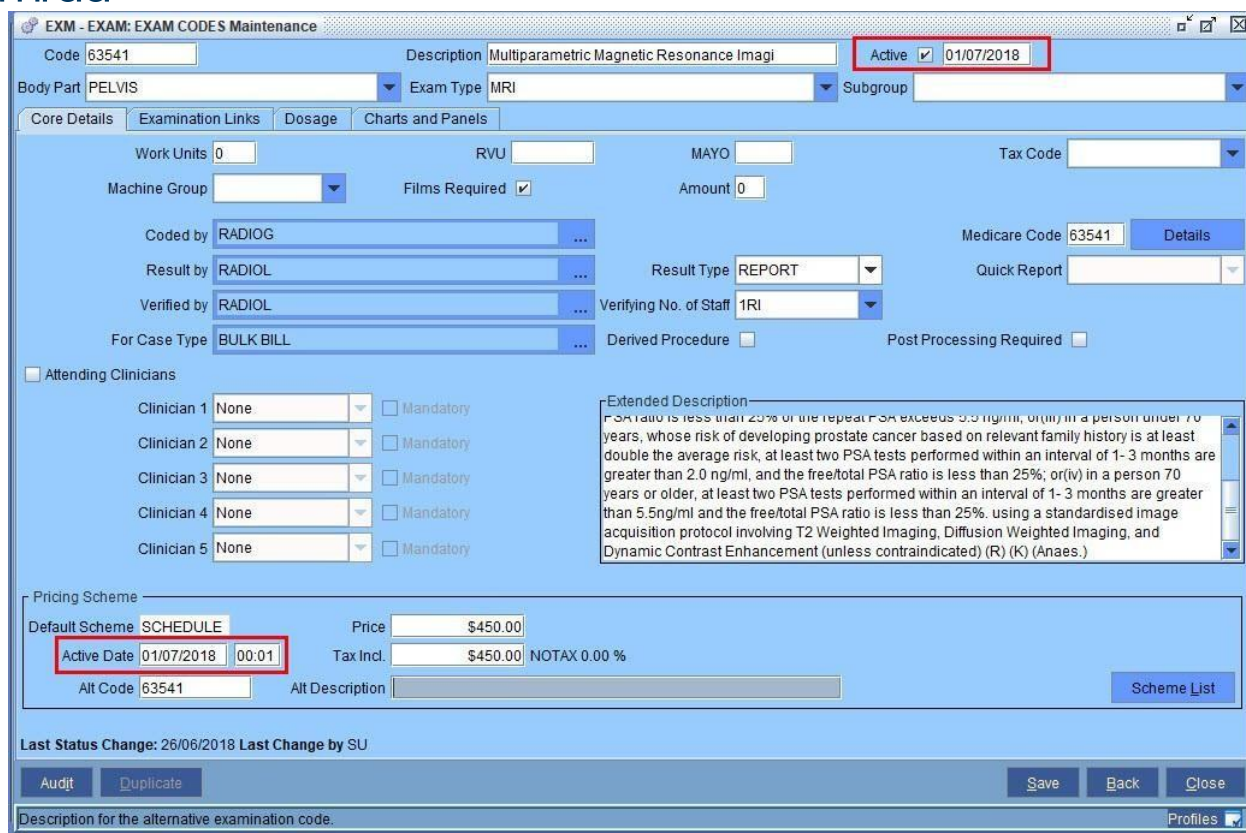


Step 3 Type in the new MBS **Exam Code** into the **Search**

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 Medicare Code: 63541 Details

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

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:

For radii is less than 20% or the repeat for exceeds 0.5 ng/ml, or (iv) 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 details 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 Result by: RADIOL Result Type: REPORT Medicare Code: 63543 Details

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

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 Ind: \$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.

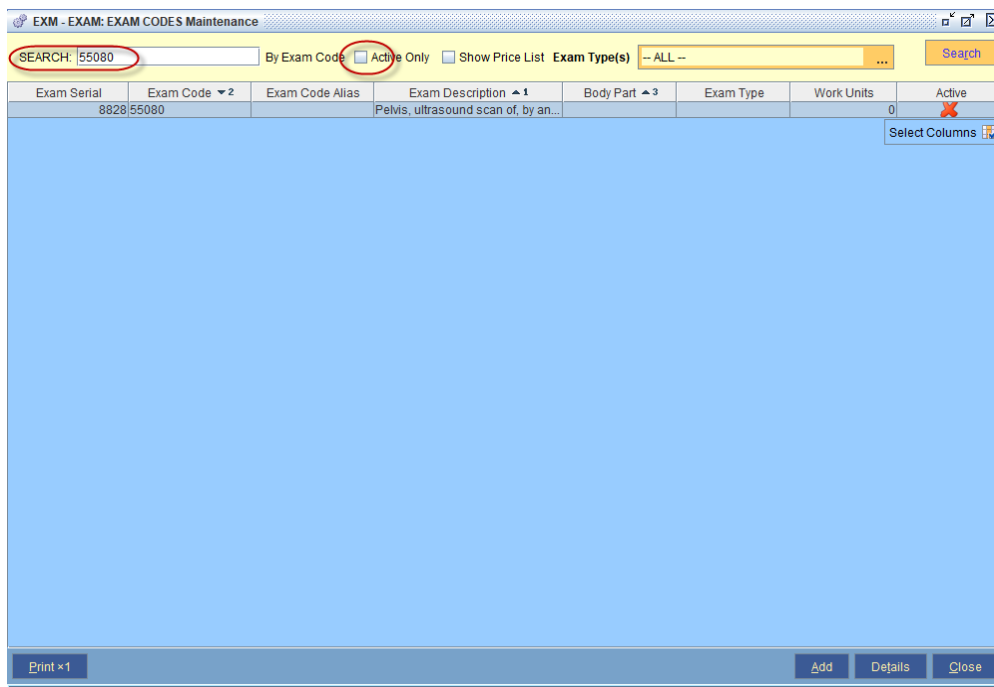
95% 85%

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

1.5 Updating the new Rebate prices for the selected imported MBS codes

Note: This needs to be done for each new imported code:

- Step 1 Go to Exam>Maintenance>Exam Codes>uncheck Active Only and search for the imported exam code.
Example: Imported exam code 55080



- Step 2 Double click to Open the exam code or click on Details button.

- Step 3 Click on Scheme List

- Step 4 Click Add

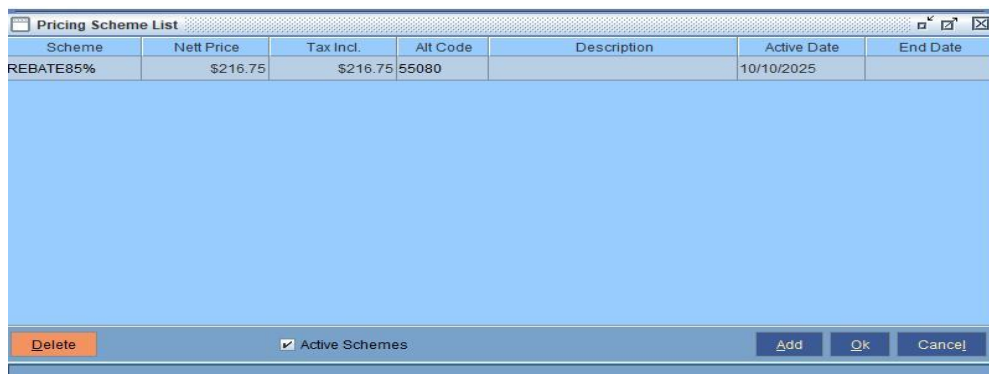
- Step 5 Select REBATE Scheme field from the drop down options.

Note – The scheme name may be different in your RIS. In this example it is called REBATE85%

- Step 6 Enter in the appropriate Rebate amount in Net Price field.

- Step 7 Enter the MBS code in Alt Code field and make active date to the day prior to the active date.
In this example we will set 55850 to 31/10/2025 23:59 and the code will only be active on 01/11/2025

- Step 8 Click OK



1.6 Deactivate Exam Codes for New Exams

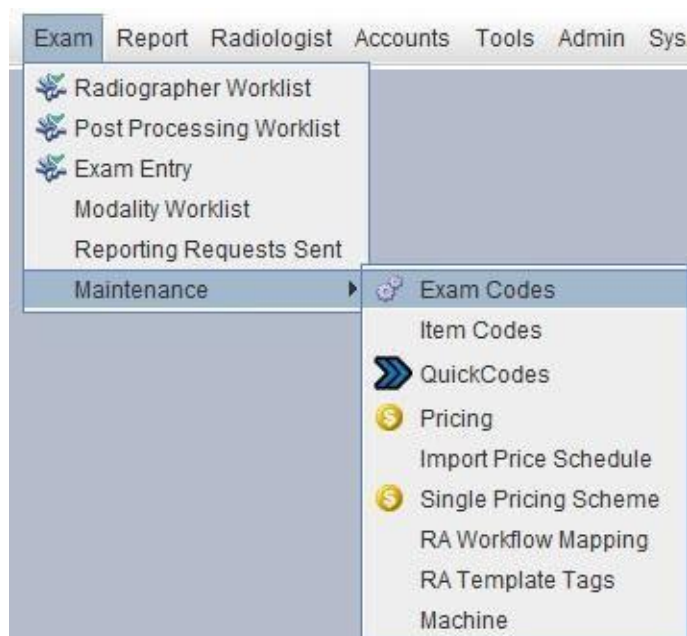
Review the changes to the MBS by following the Latest News Page of the relevant MBS update. Identify any **Exam Codes** that are to be deactivated.

The Latest News Page can be found here

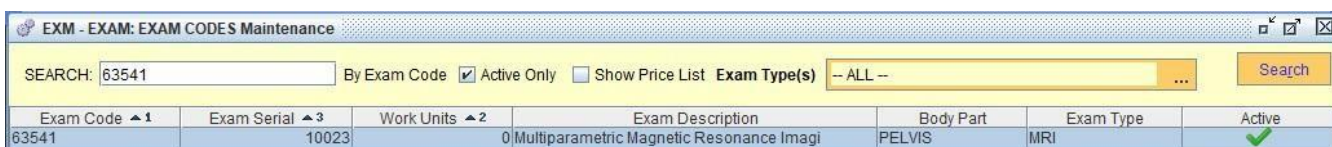
<http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/news>

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 Medicare Code: 63541 Details

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

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: 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.

95% 85%

MBS Percentage	MBS Exam Codes
95%	Exam Codes beginning with 55 through to 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

1.7 Update your Medicare Max Gap / Greatest Permissible Gap (GPG) amount

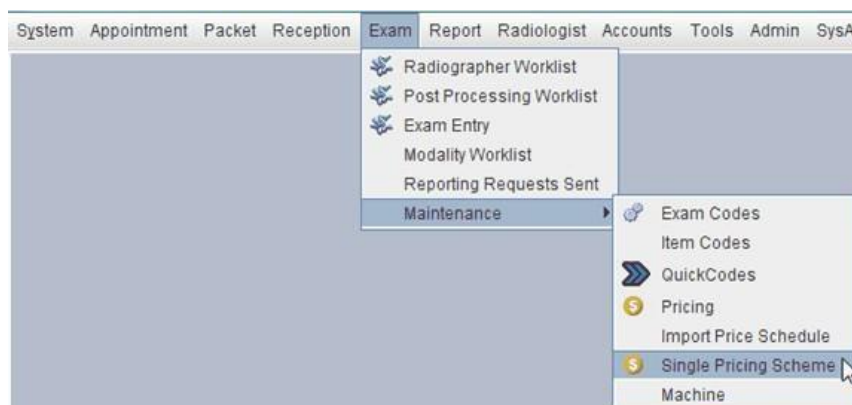
If there are changes to the **Medicare Maximum Patient Gap (Medicare Gap)** or **Greatest Permissible Gap (GPG)** it will be stated under the **Latest News Page** of the relevant MBS update (normally 1st of November).

The Latest News Page can be found here

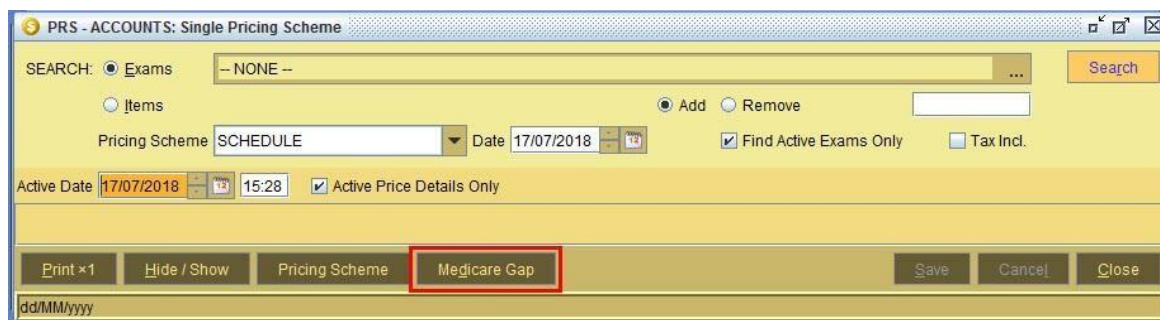
<http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/news>

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**

Medicare Gap			
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

Medicare Gap			
Gap Amount	Active Date	End Date	Last Changed by
\$87.90	28/04/2022 11:16	31/10/2022 23:59	28/04/2022 COMRAD,SUPERUSER
\$93.20	01/11/2022 00:00		19/10/2022 COMRAD,SUPERUSER

Step 5 Edit the new **Active Date** to show the date the new gap comes into effect with the time of 00:00 (eg.01/11/2022 00:00)

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, i.e. End Date/Time is before the Active Date/Time

Step 7 Select **Save**