

Updating Fee schedules & Item pricing

The 'Rates' function in Utilities performs three main tasks:

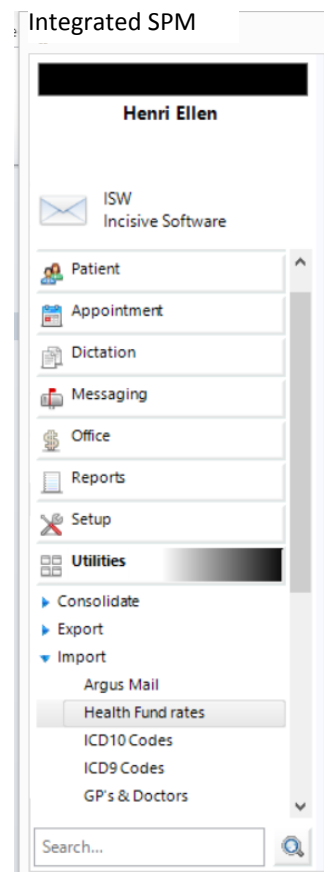
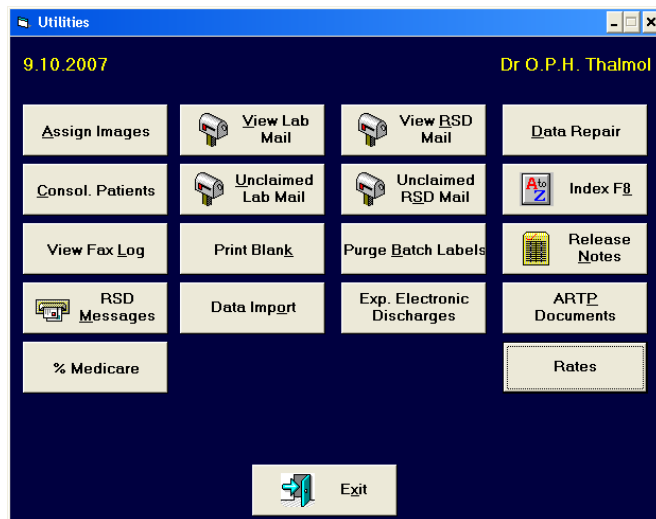
- Updating the schedule of fees that the Government agencies and Health Funds will **rebate/refund** back to the patient.
These schedules are used in the:
 - 'Quoting' calculations, including co-payment fees;
 - Medicare (HIC) Online invoicing.
- Updating the schedule of fees that the Government agencies and Health Funds will **reimburse** to the specialist.
These schedules are used when:
 - Invoicing the Health Fund or Govt. Agency at their 'capped' rate.
- Adjusting the Item **prices** charged by the specialist for any of their private Billing Types.

Importing the rates.aus file to update the schedule of rebate/refund fees is a 'global' function which means these will be available for all the specialists.

Making adjustments to the pricing of Items is for each specialist and so care needs to be taken that you are aware of which specialist has been selected.

Note – importing AMA rates is restricted to specialists who are AMA members. Incisive are not permitted to distribute the AMA files. The specialist will be required to supply Incisive with the file. .

Classic SPM



Name:	Health Funds - Import 2 SPM.Doc	Last modified by:	Sinclair Hughes
ID:		Version:	35
Page:	Page 1 of 8	Last modified:	1 July 2015

Pre-requisite configuration

A number of settings in SPM need to be configured to be able to take full advantage of all the information in the Rates.Aus file

- Health Fund payment systems
Some Health Funds use common actuarial pricing provided by an organisation e.g. AHSA. You need to select a particular schedule of fees from Rates.Aus for each 'umbrella' group e.g. Access Gap Cover – Victoria → AHSA
The Health Funds that use their own pricing system will also need to be set up in here as well e.g. GMHBA, St. Luke's, Medibank Private etc.
Setup – Charges (System) – Health Fund Benefit Schedules

- Health Fund policies
Add each Health Fund for 3rd Party invoicing. Add their;
 - Policy names
 - Policy reimbursement criteria
 - Which Health Fund payment (actuarial) system the policy is using e.g. AHSA (Note the some, like LaTrobe, can have different policies using separate actuarial pricing)

Ensure the option 'Health Fund/Insurer' is checked on.

Setup – Correspondence – Address File – 3rd Party Billing/Reporting

- Billing Type
A Billing Type called 'Health Fund' is required and the 'H.F. Schedule?' option needs to be checked ON. Setup – Charges (System) – Billing Type

Select only if this Billing Type is used for invoicing the Health Fund at the capped reimbursement rate stipulated by the Health Fund

You do not need to change any of the other selections

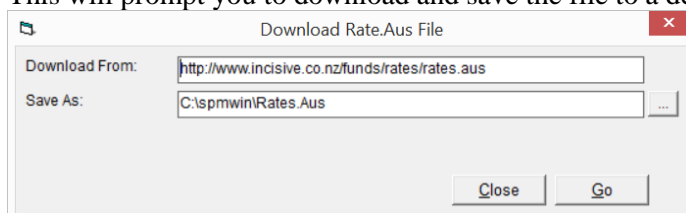
Only select a default fee schedule if this Billing Type will only invoice items at the rates provided in the schedule (no patient co-payment)

Downloading the latest Rates.Aus file

1. You need to have logged into SPM using a login with Administrator/Practice Manager rights. If not the 'Rates' button will be disabled.
2. Go to Utilities -> Rates (Classic SPM) or Utilities -> Import -> Health Fund Rates (Integrated SPM) and select Download RATES.AUS



3. This will prompt you to download and save the file to a default directory. Click Go.



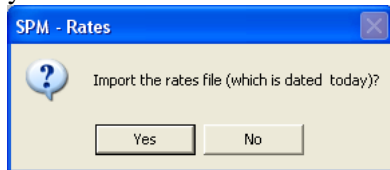
4. When the file has been downloaded a 'Finished' message will appear on the form.

Importing the Rates into SPM

1. Go to the Utilities module in Specialist Practice Manager.
2. Select 'Rates' in Classic SPM or Import -> Health Fund Rates in Integrated SPM. If this option is dimmed and is not responding it means your login does not have sufficient rights to perform this function.
3. Select 'Import RATES.AUS file'

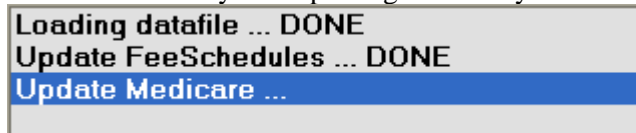


5. You will be prompted to confirm the importing of the rates file and how old it is. If you have downloaded the Rates file today, the file should be dated today.

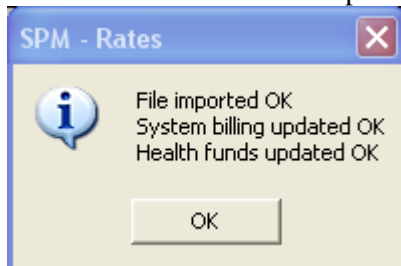


If you are in any doubt, abandon this step and contact us, otherwise select 'Yes'

6. You will see the system updating. This may take some time.



7. Once the file has finished importing, you will see the following message.



Reporting the actual schedules that have been imported into the database

The image shows two overlapping windows from a software application. On the left is a dialog box titled 'Fee Schedules Update'. It contains several buttons: 'Import RATES.AUS file', 'Report imported fee schedules' (highlighted with a black arrow), 'Setup user fee schedules', and 'Group and system wide fee schedules'. Below these are three status indicators: 'Update Medicare ... DONE', 'Update Master Pricing ... DONE', and 'Updating billing ... DONE'. At the bottom of the dialog is a 'Cancel' button. On the right is a window titled 'Fee Schedules' showing a table of imported fee schedules. The table has columns for 'Fee Schedule', 'Source Filename', 'File Dated', and 'Effective From'. The data includes various schedules such as 'A.M.A. Rate', 'AHSA ACT', 'AHSA NSW', 'AHSA NT', 'AHSA QLD', 'AHSA SA', 'AHSA TAS', 'AHSA VIC', 'AHSA WA', 'DVA In-Hospital', 'DVA Out-Hospital', 'GMHBA', 'HBA NSW', 'HBA NT', 'HBA QLD', 'HBA SA', 'HBA TAS', 'HBA VIC', 'HBA WA', 'HBF', 'HCF', 'MBF ACT', 'MBF NSW', 'MBF NT', 'MBF QLD', 'MBF SA', 'MBF TAS', 'MBF VIC', 'MBF WA', 'Medicare 120', 'Medicare 125', and 'Medicare Benefit (75)'. The table also shows dates for 'File Dated' and 'Effective From'.

Updating the Specialist's charges

Many specialists like to revise their own fees at the same time that the Medicare update their fee schedule.

The fees for an item can be updated:

- Individually
(Setup – Charges – Invoice Items in Classic SPM)
(Setup – Financial – Charges – Invoice Items in Integrated SPM)
- All Items in a selected Billing Type for one specialist
- All Items in a selected Billing Type for 'groups of' or 'all' specialists

Take great care when updating the Item pricing, if the 'Invoice Items' settings in Setup – User config – More User config is set to 'Group' or 'Global' as the changes will affect the Item pricing for all the associated specialists. See the section at the bottom of page 5.

To revise all Items for a Billing Type, 'Rules' are able to be imposed to allow this to occur automatically for all the Items e.g 150% of MBS and rounded to nearest \$5; or AMA rates and rounded up to \$10.

The 'Rules' for revising the Item pricing can be selected in Setup – Charges(System) – User Fee Schedule (Classic SPM) or Setup -> Financial -> Charges -> User Fee Schedules

Note: As Incisive are not permitted to distribute the AMA fee schedule you must download the file from the AMA web site, which can then be imported into SPM. Please contact Incisive to help you with this.

Please take care when updating the Item pricing for a Billing Type as there is no mechanism to automatically 'undo' the changes.

Updating invoice charges for a specialist (selected Billing Types)

There are two places that the specialist's fees can be modified:

- Utilities -> Rates -> Setup User Fee Schedules (Classic SPM)
Utilities -> Import -> Health Fund Rates -> Setup User Fee Schedule (Integrated SPM)
- Setup -> Charges -> User Fee Schedules (Classic SPM)
Setup -> Financial -> Charges -> User Fee Schedules (Integrated SPM)

Billing Type	Update Schedule	Adjustments
Assess - SX		
Assmnt - ACC_ESU		
Assmt - @Work		
Assmt - AFFCO		
Assmt - Aon		
Assmt - MedFees		
Assmt - MMI		
Concessional		
Contract - ACC		
Contract - CRM		
Insurance		
Private	A.M.A. Rate	+20.0%, Rounded to nearest \$5.00

Check you have the correct User

Once the rule for updating the Item prices has been established using the 'Edit' option, use 'Recalculate' to actually make the pricing change of the Items for the selected Billing Type

Note that if a Billing Type already has a fee schedule allocated to it ('Update Schedule' field – see above) it will then not appear on this list

Select the Billing Type and then click 'Edit'

Select the schedule of fees that you want to use as the base to update the pricing of the Items for the selected Billing Type

Note that if AMA does not appear in this list the User has not had their AMA Access turned ON in SPMConfig

Increase the Item values above the selected fee schedule by either a percentage or a dollar amount. e.g. for this example, enter 20 in the 'Percent' field to increase the Item values to be 120% of AMA

You must **'Recalculate'** the selected Billing Type to enforce any changes to the Item values.

Changing the pricing of items for All or a Group of specialists

If some or all specialists have their Invoice Item pricing set to Group or Global (Setup – User – More User Config) they will not be able to individually change their own Item pricing without directly affected the Item pricing for the other specialists in the Group.

The process to adjust the Group or Global pricing is the same as above but because it will affect more than one User the day security code needs to be entered (contact Incisive) to ensure that the Operator will be aware of the consequences.

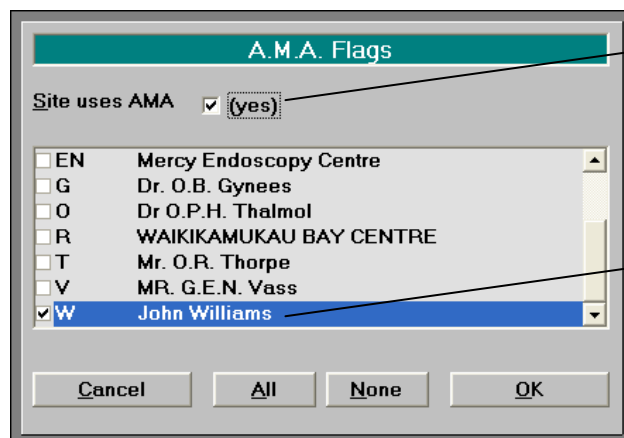
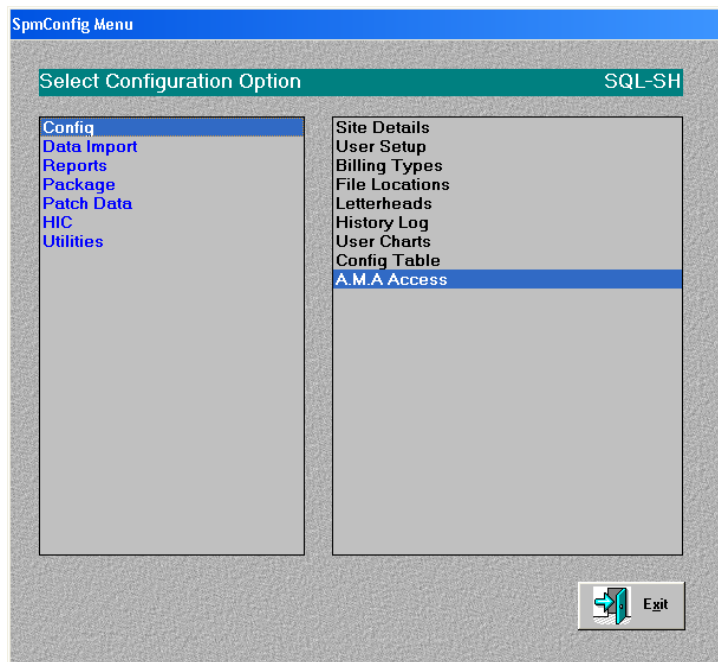
AMA rates schedule

The AMA rates schedule will not be included in the 'Fee Schedule' list until the specialist has informed Incisive that he is a member of the AMA and can provide us with a copy of the AMA rates file.

Once Incisive are satisfied of the membership status of the specialist, a function can be turned on that will enable the AMA rate schedule to be visible in the 'Fee Schedule' list.

To enable the AMA rates schedule :
Spmconfig.exe → Config → AMA Access

Note that this option has restricted access for Incisive staff only



This MUST be turned ON before importing the Rates.Aus file otherwise the AMA fees will not be written to the database.

If the User has demonstrated to us that he is an AMA member this can be turned on to allow them to update their fees.