

Updating the ACC Elective Surgery procedure prices

This process only needs to be performed if you have an Elective Surgery contract with ACC.

There are **three** methods for updating the ACC Elective Surgery fees.

1. Create a new Procedure category and import fees from a file.
Fast, easy to do and allows you to continue invoicing using the fee schedules for both the previous and also the new, current contract period, at the same time. There is an option to update surgeon, anaesthetist (sub-contractor) payment values.
This can be completed at any time and will not affect the invoicing options for the previous contract period.
2. Update existing fee codes by applying a % increase.
Can only update when invoicing for the previous contract period is complete. Does also update the fees paid to sub-contractors by the same %
This should only be performed when all invoicing for the previous contract period has been completed.
New procedure Items are not added and obsolete items are not removed.
3. Manually change the value of the procedure items and sub-contractor allocations.

Note that options 1. & 2. cannot be reversed once you have performed the update, however you can re-run the process using a different Category name.

Option 1. Importing fees from a file

This process will:

- Create a new Category with the Code and Description e.g. ACC2021 (or whatever you want to name it) and mark it as 'ACC Contract'
- Insert in the valid procedures (including new items) and prices for the Elective Surgery contract. It will also calculate the prices for the second and subsequent procedures.
- Append a suffix e.g. '_20' to each of the procedures in the category used for the previous contract e.g. AFT27 becomes AFT27_20
- Optionally, update sub-contractor (surgeon etc.) allocations

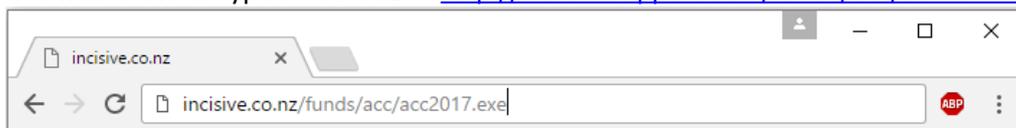
Beforehand:

- Check that your virus-checker will allow you to download a file that ends with '.exe'
- Call the Incisive helpdesk (0800 64 1234) to get today's Day-code

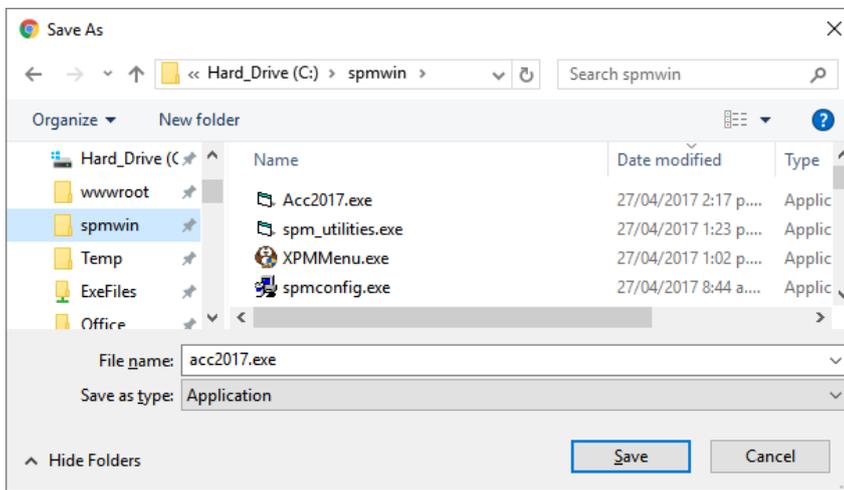
Proceed:

Note- this **cannot** be reversed

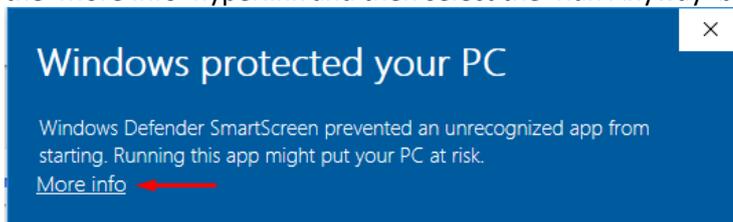
1. In a web browser type in the URL of <http://incisivesupport.com/funds/acc/acc2021.exe>



2. You should be prompted to Run or Save a file. If you save the file try to place it in the \SPMWIN directory or, if you save it elsewhere, copy it into the \SPMWIN directory.



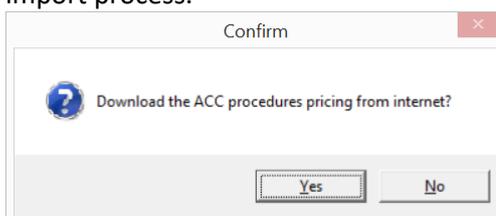
3. To start the file import double-click on the ACC2021.exe file
If you have a prompt saying that 'Windows protected your PC', choose the 'More Info' hyperlink and then select the 'Run Anyway' button.



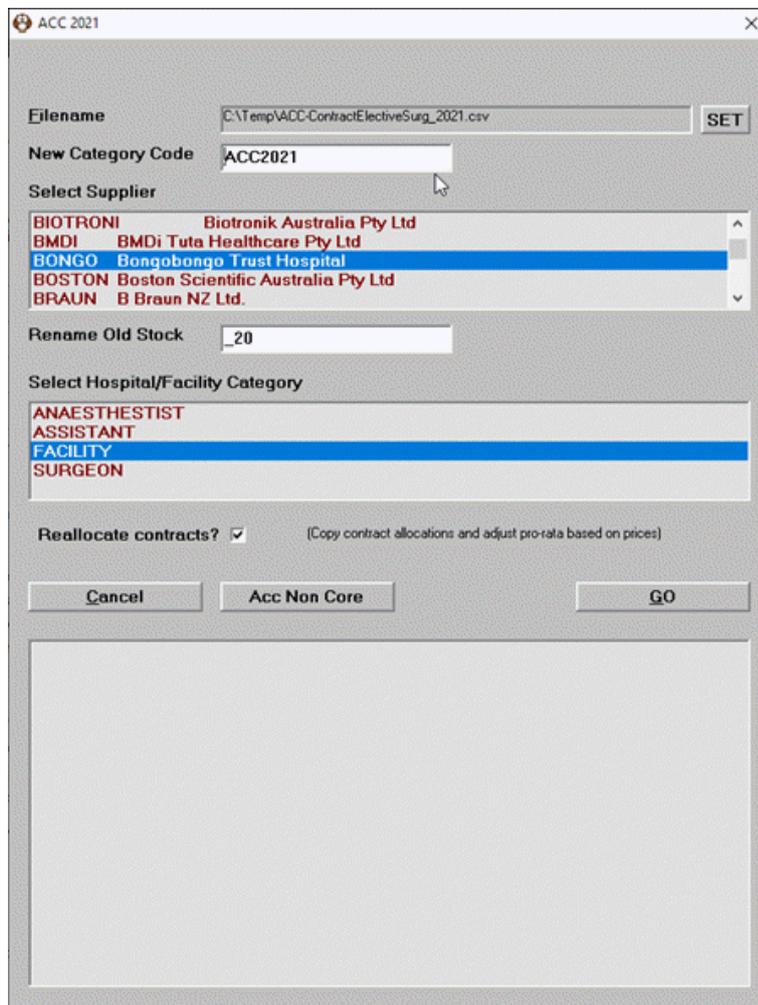
4. You will be prompted to enter in today's Day-code. Please call Incisive (0800 64 1234) for this code.



5. The application will then download the latest ACC pricing from our website and start the import process.



6. Make any changes you want
 - a. to the 'New Category Code'
 - b. select your hospital from the Supplier list
 - c. optionally, alter the item suffix for last years' codes to something other than the default.



- d. Choose the Hospital or Facility option
- e. Select the 'Reallocate contracts' to automatically update the allocations to the sub-contractors using the same pro-rata percentage that the category procedures have used. The percentage is automatically calculated.

Note – do not check this option on if you want to manually update the sub-contractor allocations.

7. Click 'GO' to make the changes.
Text similar to the following will appear

```

Load stock from file ... OK
Scan old stock records ... OK
Scan old allocation records ... OK
Adjust allocation records by ratio ... OK
Rename existing stock items ... OK
  Renamed 528 record(s).
Create new category ... OK
Create new stock records ... OK
  Created 528 record(s).
Create new contract allocation records ... OK
  Created 0 record(s).

```

8. Check in PHM to view the new Category and Procedure items

| Category | Code | Description | Contract? | Created |
|-----------|---------|-------------------------|-----------|------------------|
| Procedure | ACC2018 | ACC2018 | CONTRACT | 29/06/2018 12:06 |
| Procedure | ACC2019 | ACC2019 | CONTRACT | 1/07/2019 10:52 |
| Procedure | ACC2020 | ACC2020 | CONTRACT | 30/06/2020 11:35 |
| Procedure | ACC2021 | ACC2021 | CONTRACT | 30/06/2021 9:27 |
| Procedure | ACCC | ACC CONTRACT | CONTRACT | 1/01/0001 12:00 |
| Procedure | ANAEF | Anaesthetist Exp. CMF03 | | 1/01/0001 12:00 |



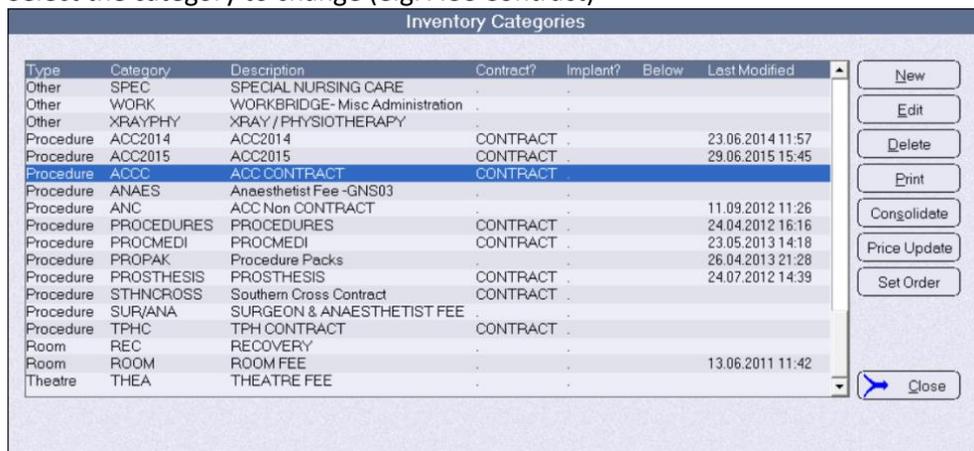
Option 2. Updating existing fees

This process will:

- Change the values for procedures in the existing ACC Contract category to the new values, by the percentage specified.
- Change the values payable to surgeons, anaesthetists etc. (sub-contractors) by the same percentage as the procedure fee change.

Proceed:

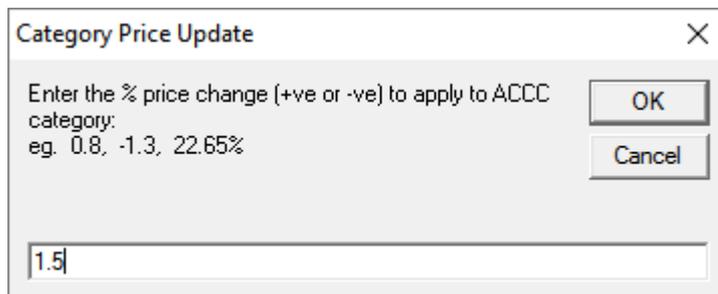
1. Complete all invoicing for operations performed before the end of the previous contract period.
2. In Classic, go to Inventory -> Setup -> Category
In Integrated, go to Setup -> Operations/Procedures -> Categories
3. Select the category to change (e.g. ACC Contract)



| Type | Category | Description | Contract? | Implant? | Below | Last Modified |
|-----------|------------|---------------------------------|-----------|----------|-------|------------------|
| Other | SPEC | SPECIAL NURSING CARE | . | . | . | . |
| Other | WORK | WORKBRIDGE- Misc Administration | . | . | . | . |
| Other | XRAYPHY | XRAY / PHYSIOTHERAPY | . | . | . | . |
| Procedure | ACC2014 | ACC2014 | CONTRACT | . | . | 23.06.2014 11:57 |
| Procedure | ACC2015 | ACC2015 | CONTRACT | . | . | 29.06.2015 15:45 |
| Procedure | ACCC | ACC CONTRACT | CONTRACT | . | . | . |
| Procedure | ANAES | Anaesthetist Fee -GNS03 | . | . | . | . |
| Procedure | ANC | ACC Non CONTRACT | . | . | . | 11.09.2012 11:26 |
| Procedure | PROCEDURES | PROCEDURES | CONTRACT | . | . | 24.04.2012 16:16 |
| Procedure | PROCMEDI | PROCMEDI | CONTRACT | . | . | 23.05.2013 14:18 |
| Procedure | PROPAK | Procedure Packs | . | . | . | 26.04.2013 21:28 |
| Procedure | PROSTHESIS | PROSTHESIS | CONTRACT | . | . | 24.07.2012 14:39 |
| Procedure | STHNCROSS | Southern Cross Contract | CONTRACT | . | . | . |
| Procedure | SUR/ANA | SURGEON & ANAESTHETIST FEE | . | . | . | . |
| Procedure | TPHC | TPH CONTRACT | CONTRACT | . | . | . |
| Room | REC | RECOVERY | . | . | . | . |
| Room | ROOM | ROOM FEE | . | . | . | 13.06.2011 11:42 |
| Theatre | THEA | THEATRE FEE | . | . | . | . |

4. Choose the button 'Price Update'
5. Enter in the percentage price change.

For 2021 the value is **3.86** (% symbol not required)



Category Price Update

Enter the % price change (+ve or -ve) to apply to ACCC category:
eg. 0.8, -1.3, 22.65%

1.5

OK Cancel

6. Confirm this process



Category Price Update

You are about to increase all prices in this category by 1.50%.
Are you sure you want to perform this update ?

Yes No

Note that this will update **ALL** the items in the Category.
If there are some items that are excluded from the % increase you can manually change the \$ amount for them after you have run the automated price increase.

Reallocate contracts

Reallocate contracts?

The 'Reallocate contract' option is designed to make pro-rata changes to the Subcontractor (surgeon, anaesthetist etc.) payment allocations for each procedure. The change process is:

1. Calculate the ratio difference between the previous and current contract Procedure prices
2. Apply the ratio difference to all the Sub-contractor allocations for each procedure.
3. Adjust the 'Facility' allocation to the difference between the contract Procedure price paid to you and the payments you make to your Sub-contractors.

DO NOT select this option if you do not want the amounts paid to your sub-contractors to be automatically adjusted as it is not able to be reversed.

If you have different percentage payment allocations to each sub-contractor, the update process will look at the % that you have last set for each sub-contractor and adjust the new payment allocations by the same % for the new procedure item.

| Item KNE50, New price \$4227.29 | Previous \$ | % | Updated \$ |
|---|-------------|------|------------|
| surgeon/sub-contractor A - 31% of procedure value | 1264.59 | 3.5% | 1310.46 |
| surgeon/sub-contractor B - 28% of procedure value | 1141.60 | 3.5% | 1183.64 |

Use the following report to check the sub-contractor allocations.

- Allocations to sub-contractors by item (Reports > Management > Sub-contractor or Reports > Financial > Accrual)

Inventory Stock SubContracts

5

CATEGORY 'ACCC'

| Stock | Description | naesthetist | Facility | Surgeon | Total |
|----------------------------|----------------------------------|-------------|----------|----------|----------|
| ACCC - ACC CONTRACT | | | | | |
| AFT01 | Amputation toe - MTP/IP joint | 233.72 | 1,202.49 | 428.82 | 1,865.03 |
| AFT02 | Arthrodesis Ankle/Hindfoot/Tripl | 575.89 | 4,154.35 | 1,628.58 | 6,358.82 |
| AFT03 | Tarsometatarsal / Talonavicular | 547.84 | 3,897.60 | 1,099.20 | 5,544.64 |
| AFT04 | Fusion - Great Toe | 391.97 | 2,362.53 | 650.02 | 3,404.52 |
| AFT05 | Fusion - Lesser Toe | 274.13 | 1,531.82 | 396.70 | 2,202.65 |
| AFT06 | Arthrotomy Ankle +/- Removal of | 350.85 | 1,713.59 | 665.39 | 2,729.83 |
| AFT07 | ORIF Tarsal Fracture | 0.00 | 533.21 | 3,187.88 | 3,721.09 |
| AFT13 | Lesser Metatarsal Osteotomy | 284.79 | 2,047.22 | 581.26 | 2,913.27 |
| AFT14 | Achilles Tendon - Repair | 394.95 | 2,266.65 | 1,019.55 | 3,681.15 |
| AFT15 | Achilles Tendon - Reconstructi | 402.60 | 2,443.26 | 1,170.54 | 4,016.40 |
| AFT16 | Ankle Ligament Reconstruction | 499.43 | 2,811.39 | 919.17 | 4,229.99 |

ACC Non-Core

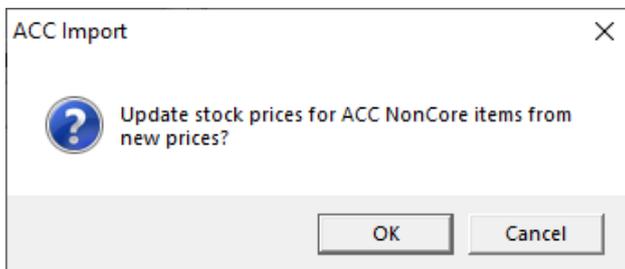
Acc Non Core

If you are invoicing ACC for non-core procedures you can either:

- Manually update the values, or
- Automatically update them using the 'ACC non-core' button.

Automatically update Non-core codes and procedures for the new contract period

1. Select the ACC Non-core' button
The following confirmation screen will appear



2. When the update is complete the following confirmation will appear:

