## Adding Fee Schedules



Custom fee schedules allow you to set different fee amounts for non-MBS and MBS item numbers.

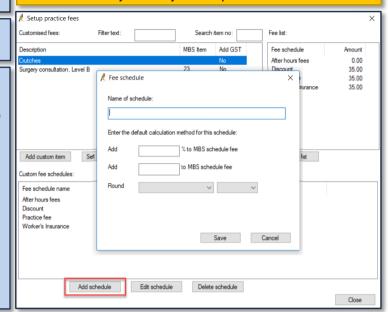
Examples of custom fee schedules include practice, Workcover, public holiday, concession, and discount fees.

To setup Practice Fees from the main screen > **Setup > Practice fees**, or press Shift + F7.

- 1. Enter the name of schedule.
- Enter the default calculation method. Leave blank if you would prefer to manually set the fee amounts. If you want to add a blanket percentage or amount to the MBS fee schedule:
  - i. Select a % or amount to add on top of MBS fee, e.g., add a practice fee of 25% on top of MBS fee
  - ii. Set item fee amounts against fee schedules (e.g., crutches hire against practice fee schedule is \$40, and \$50 against public holiday fee schedule)
- 3. Click Save.



The Medicare and DVA fee schedules cannot be changed or added to by the user and are updated with every monthly Data Update.





When 'Discount' schedule is selected in the Account details screen, prefilled text describing the discount is automatically printed in the footer invoice.



- 1. Create a schedule with a name 'Discount'.
- Select Setup > Configuration > Invoice Notes from the main screen.

Populate the field Discount text with the text you want shown on the invoice. You can use the variable %FEE% to insert the practice schedule fee (or fee total for multiple items) on the invoice.

3. When billing, select a Schedule of 'Discount'.



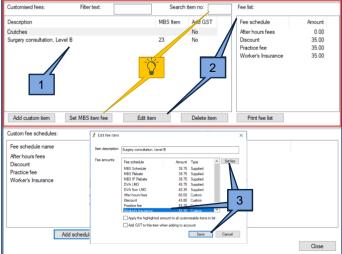


Deleting a fee schedule is permanent and cannot be restored.

- 1. MBS and non-MBS items that have previously been customised will appear in this screen.
- 2. To adjust previously customised fees, search for the item number and then select edit item.
- 3. Select the schedule and click set fee, adjust the fee as required and then select save.



If you search for an item number and it doesn't appear, this indicates that it's an MBS item number that has never had a custom fee set against it. In this case, choose "set MBS item fee."

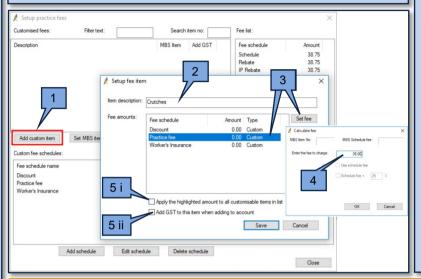


## Adding Custom Fees to MBS and non-MBS Items



Custom items are individual items each practice charges (e.g., crutches hire, medical reports). This includes insurance company and WorkCover item numbers.

Custom items are available when finalising a visit or creating an account, just like any other item.

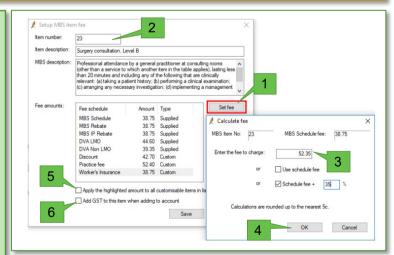


- From the Setup practice fees screen, click Add custom item. The Setup fee item screen will appear.
- 2. Type the Item description.
- Select the Fee schedule that you want to set this fee for and click **Set fee**.
  The Calculate fee screen will appear.
- 4. Enter the fee to charge for the custom item and click **Ok**.
- 5. Optional:
  - Tick the item Add GST to this item when adding to account if the item attracts GST.
  - ii. Tick the checkbox Apply the highlighted amount to all customisable items in list to apply the fee you just set across all practice schedules.
- 6. Click **Save** to return to the Set up Fee item screen.



WorkCover fee schedules are not distributed with Bp Premier. You must set up WorkCover schedules manually.

- 1. From the **Setup** practice fees screen, click **Set MBS Item Fee**.
- 2. Enter the MBS Item number.
- Enter a set amount in Enter the practice fee to charge. This fee is static and does not change when the schedule fee changes.
  - Tick Use schedule fee to use the selected schedule's fee with no change.
  - Tick Schedule fee + and enter the percentage addition to the selected schedule's fee.
- Click **OK**.
- 5. Tick Apply the highlighted amount to all customisable items in list.
- 6. Tick Add GST to this item when adding to account if the item attracts GST.
- 7. Click Save.





You cannot modify the fee in a base MBS or DVA schedule, but you can modify individual MBS items in a practice schedule.

For more information on setting up practice fees select **Help > Online** from inside Bp Premier to open the online knowledge base, and search for 'fees'.