

# Adding Fee Schedules

Custom 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.
2. 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.

Discount Schedules



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



Discount text:  
 This account has been discounted from the standard practice fee of %FEE%.

Base overdue for practice on:  Invoice date  Service date

1. Create a schedule with a name 'Discount'.
2. 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'.

Practice Fee Setup Screen



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



Create Custom Item Numbers

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.

The screenshot shows the 'Setup practice fees' interface. Callout 1 points to the 'Add custom item' button. Callout 2 points to the 'Item description' field containing 'Crutches'. Callout 3 points to the 'Fee schedule' dropdown menu, which is open and shows 'Practice fee' selected. Callout 4 points to the 'Calculate fee' dialog box, where 'Enter the fee to charge' is set to 35.00. Callout 5 i points to the 'Apply the highlighted amount to all customisable items in list' checkbox. Callout 5 ii points to the 'Add GST to this item when adding to account' checkbox.

1. From the **Setup** practice fees screen, click **Add custom item**. The Setup fee item screen will appear.
2. Type the Item description.
3. 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:
  - i. 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.

Apply a Fee to a Single MBS item

1. From the **Setup** practice fees screen, click **Set MBS Item Fee**.
2. Enter the MBS Item number.
3. Enter a set amount in **Enter the practice fee to charge**. This fee is static and does not change when the schedule fee changes.
  - i. Tick **Use schedule fee** to use the selected schedule's fee with no change.
  - ii. Tick **Schedule fee +** and enter the percentage addition to the selected schedule's fee.
4. 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**.

The screenshot shows the 'Setup MBS item fee' interface. Callout 1 points to the 'Set fee' button. Callout 2 points to the 'Item number' field containing '23'. Callout 3 points to the 'Calculate fee' dialog box, where 'Enter the fee to charge' is set to 52.35. Callout 4 points to the 'OK' button in the 'Calculate fee' dialog. Callout 5 points to the 'Apply the highlighted amount to all customisable items in list' checkbox. Callout 6 points to the 'Add GST to this item when adding to account' checkbox.



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'.