

Add a New Rate Definition

Last Modified on 26/08/2024 1:06 pm ACST

This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Add a rate definition

1. Select **Administration**.
2. Select **Accounting** menu item.
3. Select **Rate Definition** sub menu item.
4. Select the **New** button at the top of the screen.
 - a. The Details screen will display.
5. Complete fields using the table below as a reference.
6. Select the **Create Rate definition** button.
 - a. A green message will display that the Rate Definition was successfully created.
7. Select the **Import Prices** button.
 - a. The Import Prices Options will display.
8. Select the **Region** relevant to the Rate.
9. Verify the **Effective date** entered previously. This is the date when the rates will be effective.
10. Select the **Choose file** button, next to the CSV file. Search on your network for the specific file.
11. Select the **Import** button.

| Field | Description | Example |
|----------------------------|--|----------------------|
| Index | The index value will auto-populate to next item in list | 0 |
| Rate Name | This is the Rate Name | |
| Download Date | This will auto update once the download is complete | |
| Effective Date | Select the relevant effective date | 01/07/2018 |
| Rounding Method | This will be MBS or Arithmetic | MBS or Arithmetic |
| Surgical Assistance Method | This will be MBS, Fee or Column | MBS or Fee |
| Telehealth Method | This will be MBS, MBS Rebate or Associated Fee | |
| Sort (for MPR) | This sets the default order for which rate is used for multiple Procedures, either Fund or MBS | Fund or MBS |

| | | |
|---|--|------------------------|
| Sort (for MTR) | <p>This sets the default order for which rate is used for multiple theatre rule, either Fund, MBS, and Entered.</p> <p>If MTR is set to entered then it does not sort whatever is added first leaves it in that order</p> <p>If MTR is set to fund then it sorts by the highest fund price.</p> <p>If MTR is set to MBS then it sorts by the highest MBS rebate price.</p> <p><i>Note: If you select Entered; when you are creating an invoice, system will sort first item is accommodation from primary procedure and corresponding first theatre item.</i></p> <p><i>E.g: 35632_accom and then 35632_theatre</i></p> | Fund or MBS or Entered |
| Percentage of Schedule | | |
| Can be used in Private Account rate Overrides (check box) | <p>This needs to be selected to allow Rate Overrides during Private account type invoicing.</p> <p>Functionality available if there are discounting rule applicable for specific patients.</p> | |