Rates Definition

Last Modified on 26/05/2021 2:10 pm ACST

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

Accessing Rate Definitions

1. Select **Administration**.
2. Select **Accounting** menu item.
3. Select **Rate Definition** sub menu item.
   a. The Rate Definition screen will display the established Rate Definitions in CareRight. As an overview it will display the following values:
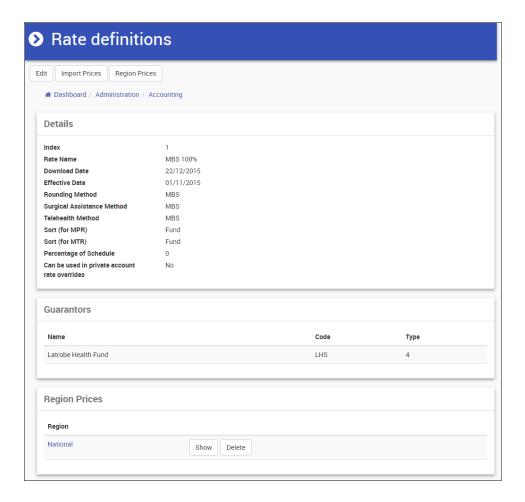
Field	Description	Example
Index	The index value will auto-populate to next item in list	1
Name	This is the Rate Name	MBS 100%
Effective Date	This the date the rate definition is effective	01/11/2015
Download Date	This will auto update once the download is complete	22/12/2015
Override	This indicates if the rate definition can be used for rate overrides during Private Account invoicing.	

Please Note: There is not a maximum limit to the number Rate Definitions which can be entered.

From this screen you can:

- Add a new Rate Definition
- View a Rate Definition
- Go to Region Prices

Interface

Rate definitions

Edit | Import Prices | Region Prices

⌂ Dashboard / Administration / Accounting

Details

Index	1
Rate Name	MBS 100%
Download Date	22/12/2015
Effective Date	01/11/2015
Rounding Method	MBS
Surgical Assistance Method	MBS
Telehealth Method	MBS
Sort (for MPR)	Fund
Sort (for MTR)	Fund
Percentage of Schedule	0
Can be used in private account rate overrides	No

Guarantors

Name	Code	Type
Latrobe Health Fund	LHS	4

Region Prices

Region		
National	Show	Delete

Viewing / Editing a Rate Definition

1. Click **Administration**.

2. Select **Accounting** menu item.

3. Select **Rate Definition** sub menu item.

   a. The Rate definition screen main screen will display showing all Rates definitions.

4. Select the **Show** button next to the Rate you wish to see further information.

   a. The selected Rate definition details screen will display.

5. It provides the following options:

   a. **Edit** the Definition

   b. **Import Prices** (National Rates)

   c. **Region Prices** (Rates by region) - This will take you to the Region Pricing Menu.

6. For any given Rate the following information is displayed.

7. When you have finished updating relevant values, select **Update Rate Definition**.

Details

Field	Description	Example
Index	The index value will auto-populate to next item in list	2
Rate Name	This is the rate Name	MBS 75%

Download Date	This will auto update once the download is complete	22/12/2015
Effective Date	Select the relevant effective date	01/11/2015
Rounding Method	This will be MBS or Arithmetic	MBS
Surgical Assistance Method	This will be MBS, Fee or Column	Column
Sort (for MPR)	This sets the default order for which rate is used for Multiple Procedures, either fund or MBS	Fund (or)
Sort (for MTR)	This sets the default order for which rate is used for multiple Procedures, either Fund or MBS.	Fund
Percentage of Schedule		75
Can be used in Private Account rate Overrides (check box)	This needs to be selected to allow Rate Overrides during Private account type invoicing	

Guarantors

Field	Description	Example
Name	This is the name of the Guarantor / Health Fund	Medicare
Code	This is the code for the fund	MC
Type	Health Fund, Workers Comp, Third Party, Military, Hearing Services, Other (Medicare/DVA)	3

Bulk Deletion of Region Pricing

If someone accidentally loads pricing into a region for a rate definition, the process to remove all the errant prices can be time consuming. The bulk deletion feature enables Administrators to quickly remove multiple prices for a specific region.

1. From **Administration**, in the Main Menu, click **Rate Definitions**.
2. Click **Show** for a rate definition.
   a. The Rate Definitions - Details screen appears.
3. Scroll down to the **Region Prices** panel.
4. Click **Delete** for a region.
   a. The Region Pricings screen appears. A deletion warning message also appears, "Continuing will result in the deletion in all selected prices recorded for that rate definition in the selected region."
5. Select the checkbox for an effective date — all region pricing will be deleted for the selected date.
6. In the **Type "CONFIRM"** field, enter: CONFIRM
7. Click **Delete**.

Region Prices

Region

South Australia   [Show] [Delete]

Country NSW   [Show] [Delete]

Continuing will result in the deletion in all selected prices recorded for that rate definition in the selected region.

	Effective Date
☐	
☑	01/12/2019
☐	04/12/2019

Type "CONFIRM"   CONFIRM

[Delete] [Cancel]