

Access/Edit Surgical Assistant Items

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

Surgical Assistant allows for the update of Item numbers for the scenario when a Provider may be assisted in a procedure by another provider. The principal provider claims for the procedure and then pays the Assistant.

Access Surgical Assistant setup via

1. Select **Administration**.
2. Select **Accounting** menu item.
3. Select **Surgical Assistant** sub menu item.
4. For detailed item information select the **Show** button
 - a. The Item details will display.
5. Click **Edit** to modify the relevant information/fields.

Field	Description	Example
Details		
Item Number	This is the item number, either MBS or custom	104 or 43509
Item Type	This is the Item description	Consultation
MBS Description	Description as per MBS (up to 1000 characters)	
Your Description	This field can be updated with a short easy identifiable description.	
Short Description	This short description will display on the Patient Invoice	
Status	This is a drop down list	MBS Number
Taxable Supply (check box)		Yes /True/ Checked
Partial GST Liability (check box)	Some Items have only a portion of the Items rebate are liable for GST.	Yes /True/ Checked No / False / Unchecked
		Fixed Fee or

Fee Type	Drop down box. Not able to be edited	Percentage
Step Service Date (Check Box)	Enable step date rules and rates for the item. Eg. accommodation	Yes /True/ Checked
General ledger audit code	Recording of a general ledger audit code on each line item of an invoice. Defaulted to a blank value and requires manual data entry or custom trigger scripting to populate with values.	
Extended Parameters		
Display extended parameters by default (Check box)		Yes /True/ Checked
Item requires entry of time/duration (minutes) (Check box)	For some MBS items, its required to get the duration of the procedure. Some MBS item codes are based on the length of service i.e. 13918: CYTOTOXIC CHEMOTHERAPY, administration of, by intravenous infusion of more than 1 hours duration but not more than 6 hours duration	Yes /True/ Checked
Minimum Duration (Minutes)	This value is used when an MBS requires duration /length of service to be captured	
Maximum Duration (Minutes)	This value is used when an MBS requires duration /length of service to be captured	
MBS - General Parameters		
MBS Category	This is a drop down list	Professional Attendances
MBS Group	This is a drop down list Note: Change the MBS Group will recalculate all prices displayed.	General Practitioner
MBS Sub Group	This is a drop down list	
Unit Modifier	This field determines the definition of data in the item number after the / (forward slash) i.e. 47/1, 47/7 It can represent number of Patient's seen or Field Quantity	Patients seen

MBS - Assistant Billing Parameters		
Assist not eligible for fee (check box)		Yes /True/ Checked
Hearing Services Program		
Item Requires Previous Fitting Item Number (Check box)	This is a check box value	Yes /True/ Checked
Item Requires Date of Follow up (Check box)	This is a check box value	No / False /Unchecked
Item Requires Date Client only Aidable to One Ear (Check box)	This is a check box value	No / False /Unchecked
Item Requires Left / Right Fitting Information	This is a check box value	No / False /Unchecked
Prices		
Effective Service date	Note: changing the Effective Service Date will recalculate all prices displayed	
Name		
Region		
Fixed Fee		