

Assign Rate Table to Patient Account

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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.

Before the Patient Account Rates can be used for Billing, a rate table needs to be assigned.

1. Go to **Accounting > Rate Tables** > click **Show** against the applicable rate table.
2. Click **Edit**
3. . Select the rates to apply
4. Click **Update Default**.

User interface:



The screenshot displays the user interface for a patient account. On the left is a navigation menu with options: Dashboard, Patients, Ms Minnie Mouse, Accounts, Admissions, Alerts and Allergies, Appointments, Assessments, Cancer Notifications, Cases, Clinical Notes, and Correspondence. The main header area shows the patient's name 'Ms Minnie Mouse' and a profile picture, with tabs for 'Clinical', 'Redmine', and 'Vitro'. Below this, patient details are listed: Facility: Clintel Clinic, MRN: 0000001027, CRN: ERN: Fund: iTest Health Fund, 235689, and a note: 'Female , aged 29 years , born on April 20, 1992 , last admitted to Clintel Clinic'. The breadcrumb trail is 'Dashboard / Patients / Ms Minnie Mouse'. The 'Details' section contains a form with the following fields: 'Location' (Clintel Clinic), 'Rates' (Private - Normal_10), 'Account Provider' (empty), and 'Account Flag' (Private - Pensioner, Private - Veterans). A checkbox for 'All services are taxable supplies' is at the bottom. A red box highlights the 'Rates' dropdown menu, which is open, showing the selected 'Private - Normal_10' and other options. A blue arrow points from this dropdown to the 'System Administrator Configuration Required' text below.

System Administrator Configuration Required:

Dashboard

- Administration
- Accounting
- Account Flags
- Adjustment Types
- Bank Accounts
- Contracts
- Events
- Guarantors
- Items
- MBS Items
- Main Choices
- Private Account Types
- Rate Definitions
- Rate Tables
- Region Pricing
- Services
- Surgical Assistant
- Theatre Banding

Normal_10

Rooms	Private	✕	▼
Out Patient	Private	✕	▼
In Patient	Private	✕	▼
Day Surgery	Private	✕	▼

Pensioner

Rooms	MBS 85%	✕	▼
Out Patient	MBS 85%	✕	▼
In Patient	MBS 75%	✕	▼
Day Surgery	MBS 75%	✕	▼

Veterans

Rooms	DVAOut	✕	▼
Out Patient	DVAOut	✕	▼
In Patient	DVAIn	✕	▼
Day Surgery	DVAIn	✕	▼