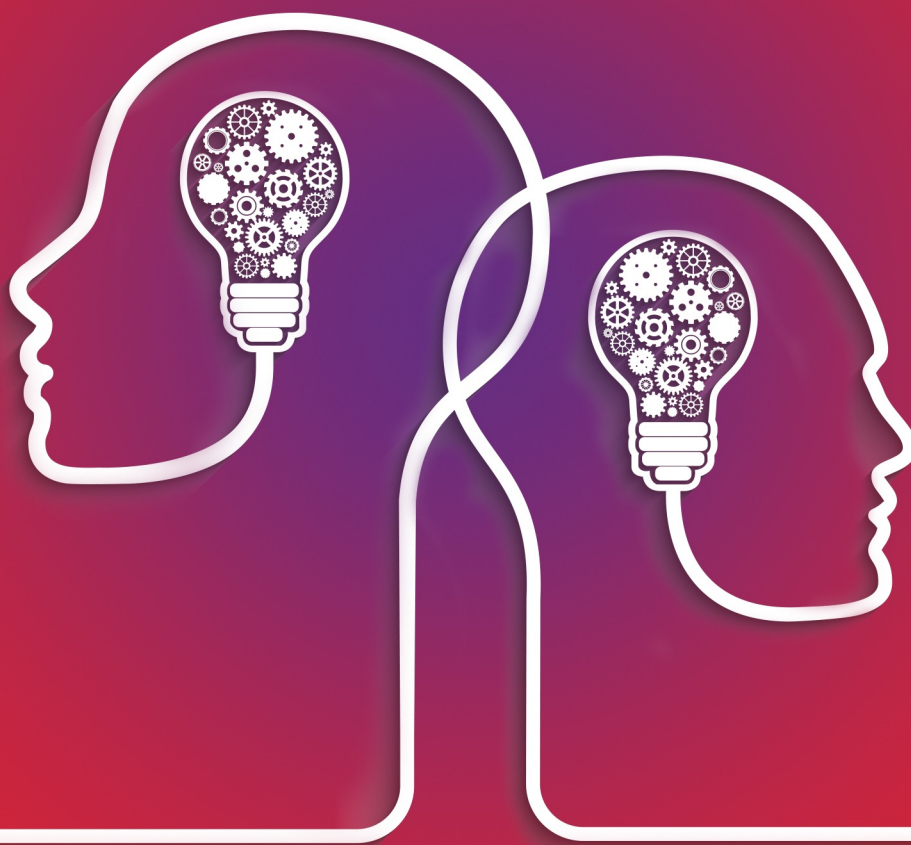
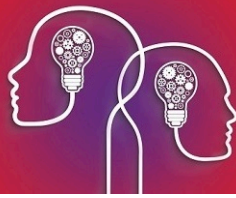


Bp VIP.net

# MBS and Health Fund Fees Update Guide



VIP.net knowledge base 



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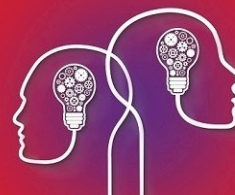
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**Last updated:** September 2017

This User Manual is sourced from the Best Practice Software Bp VIP.net Ruby [Knowledge Base](#).



# Update or import MBS items

When MBS and health fund schedules of items and fees are updated, Best Practice Software make the updates available through the VIP Live Update utility. You will need to regularly download these updates to make sure your practice is kept up to date with the latest changes. Best Practice Software communicates through our regular customer newsletter *Elevate* when updates are available.

If your practice is not able to download updates from VIP Live Update, you can also import and update manually from a file supplied to you by Best Practice Software Support. You must make the file available to the Bp VIP.net server or workstation you are updating, such as on a shared network drive or memory stick.

## Before you start

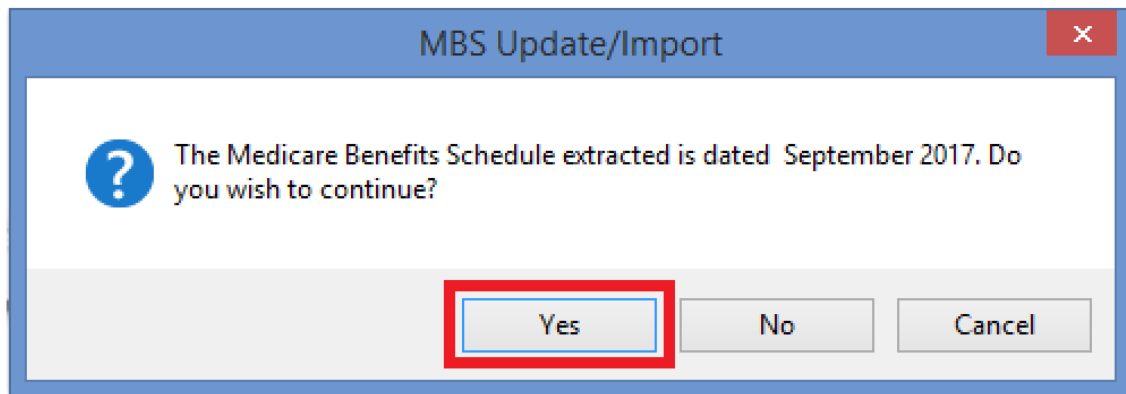
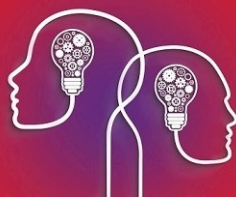
An administrator user must be able to access **File > Utilities > Live Update** in the menu, and the Bp VIP.net computer must be able to access the Best Practice Software FTP site to download updates.

Users who are logged in to Bp VIP.net must log out and restart Bp VIP.net to see the updates. Best Practice Software recommend running an import or update at a time when all users are logged out of Bp VIP.net.

## Import new items from Live Update

1. In Bp VIP.net, select **File > Utilities > Live Update**. The **VIP Live Update** screen will appear.
2. Select 1 – Import; 2 – Charges; 3 – MBS; 4 – Houston FTP, as shown.

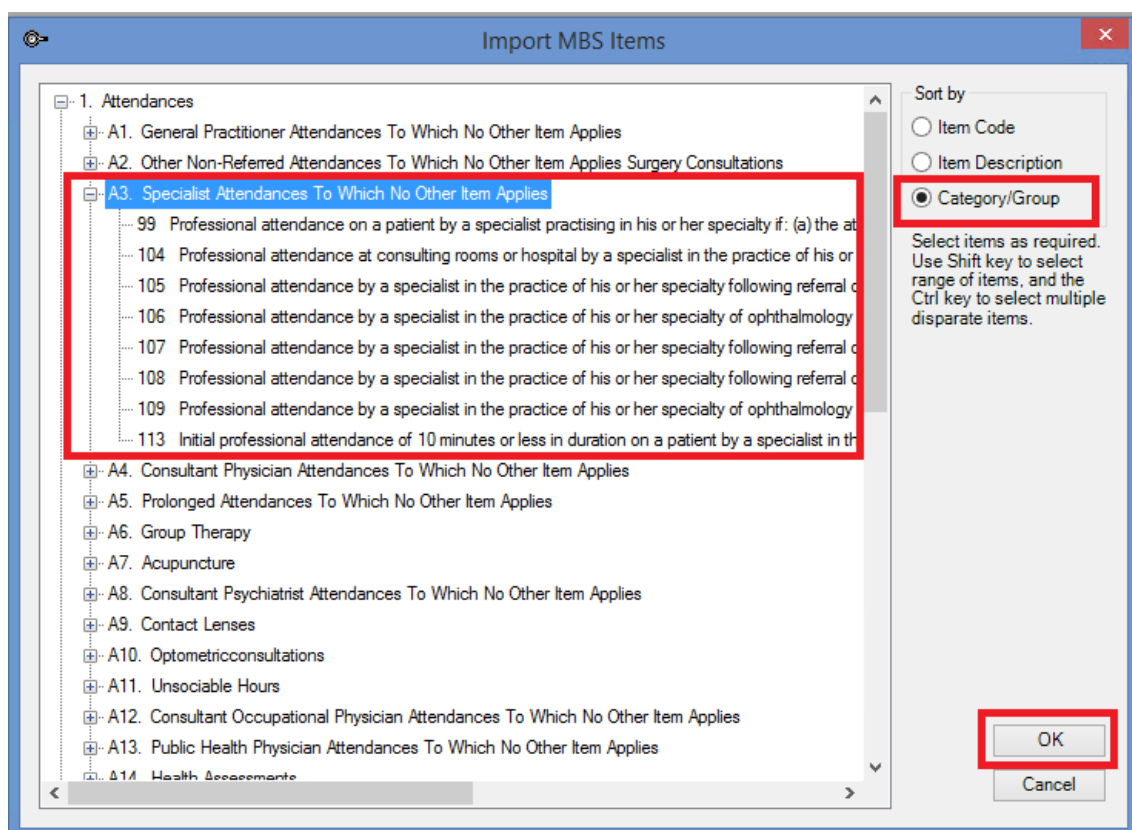
3. Click **Next**. The **MBS Update/Import** window will display the month and year of the schedule that will be imported.



4. Click **Yes**. The **Import MBS** window will show the MBS categories that can be updated, and the individual items in each category.

### Import a category or subcategory

5. To select an entire category to import, select 'Category/Group' from the **Sort By** list on the right hand side.

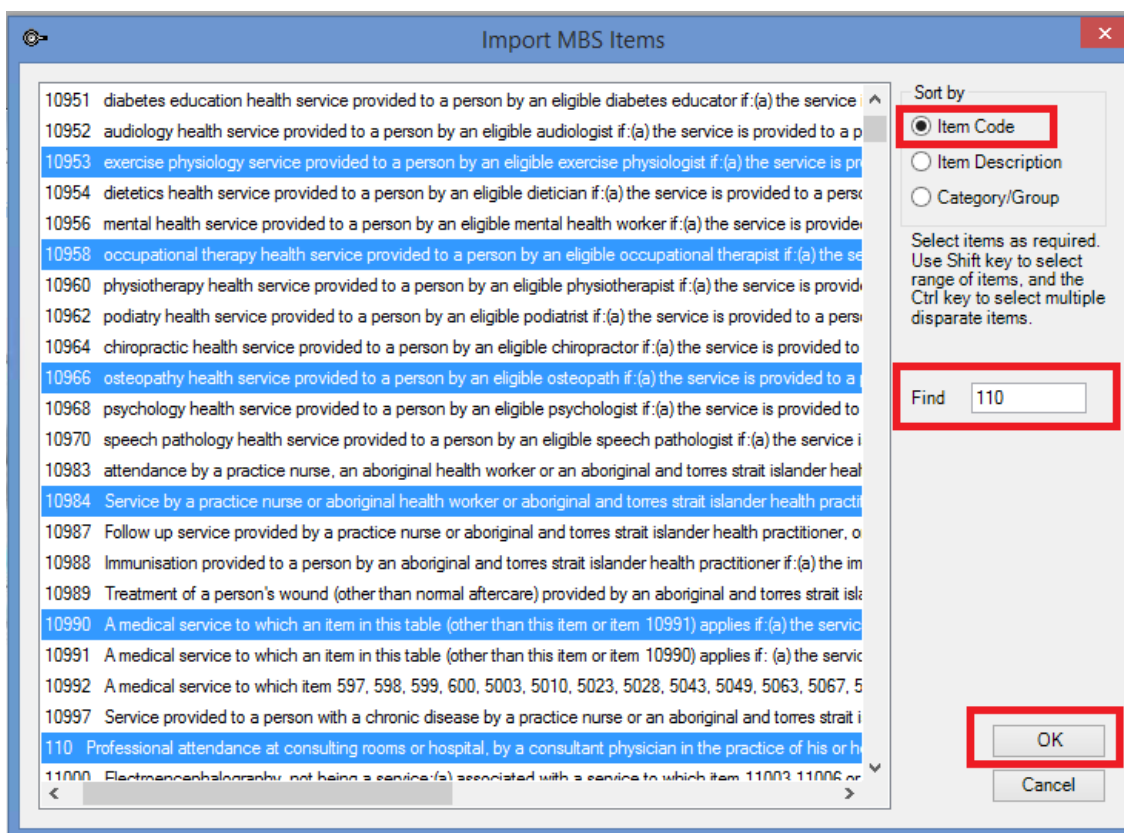


6. Click the top level category you want to import. All items in that category will be imported.



## Import a single item

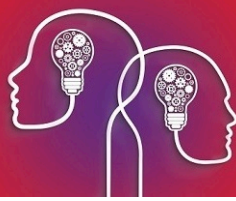
7. To import single items, select 'Item Code' from the **Sort By** list on the right hand side.



8. If you know the item code, enter the code number into the **Find** box and press Enter.
9. To select multiple items, hold down the CTRL key while you left-click with the mouse. All selected items will have a blue highlight.
10. Click **OK** when you have finished selecting the category or items to import. Bp VIP.net will import the selected items.
11. Log out and restart Bp VIP.net for the change to take effect for the current user.

## Update existing items from Live Update

1. In Bp VIP.net, select **File > Utilities > Live Update**. The **VIP Live Update** screen will appear.
2. Select 1 – Update; 2 – Charges; 3 – MBS; 4 – Houston FTP, as shown.



3. Click **Next**. The **MBS Update/Import** window will display the month and year of the schedule that will be imported.

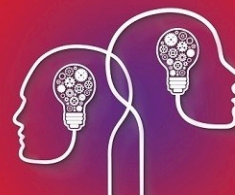
4. Click **Yes**. Bp VIP.net will import any updates to the existing MBS schedule and report success. Click **OK** to finish.

## Import or update MBS items from file

You will need the file **MBSSXML.zip** containing the latest updates issued from Best Practice Software Specialist Software Support. Contact Support if you have not received this file.

### Import new items

1. In Bp VIP.net, select **File > Utilities > Live Update**. The **VIP Live Update** screen will appear.
2. Select 1 – Import; 2 – Charges; 3 – MBS; 4 – Browse, as shown.



VIP Live Update

1 ☒ Update ☐ Import

2 ☒ Charges ☐ Coding ☐ MIMS  
☐ Ethnicity ☐ Occupations ☐ Houston Library  
☐ Patient Info ☐ Regions ☐ Interface Definitions

3 ☒ MBS ☐ Prostheses ☐ Health Fund ☐ Theatre Band ☐ Custom  
☐ Auto Text ☐ UDFs ☐ Auto Templates ☐ Letter Templates  
☐ Reports ☐ Providers ☐ Streets ☐ DVA ☐ SLA

4 ☒ Browse ☐ Houston FTP ☐ MIMS FTP Site

5  ...

Click Next to proceed

Cancel Next

3. Click the ... button at the end of section 5. Browse to the file **MBSSXML.zip**, select the file, and click **Open**.
4. Click **Next**. Select the categories or individual items to update, as described in [Import new items from Live Update on page 3](#)
5. Click **OK** when you have finished selecting the category or items to import. Bp VIP.net will import the selected items from file.

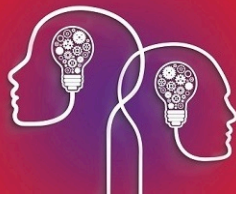
## Update existing items

Select **1 – Update** in step 2 instead, and follow the prompts. Bp VIP.net will update all existing MBS items.

## Update items for a health fund from Live Update

1. In Bp VIP.net, select **File > Utilities > Live Update**. The **VIP Live Update** screen will appear.
2. Select 1 – Update; 2 – Charges; 3 – Health Fund; 4 – Houston FTP, as shown.





**VIP Live Update**

1 ☒ **Update** ☐ Import

2 ☒ **Charges** ☐ Coding ☐ MIMS  
☐ Ethnicity ☐ Occupations ☐ Houston Library  
☐ Patient Info ☐ Regions ☐ Interface Definitions

3 ☐ MBS ☐ Prostheses ☒ **Health Fund** ☐ Theatre Band ☐ Custom  
☐ Auto Text ☐ UDFs ☐ Auto Templates ☐ Letter Templates  
☐ Reports ☐ Providers ☐ Streets ☐ DVA ☐ SLA

4 ☐ Browse ☒ **Houston FTP** ☐ MIMS FTP Site

5

Click Next to proceed

Cancel **Next**

3. Click **Next**. Configure the **VIP Live Update** window:

- In the **Update** column, tick the health funds to update.
- In the **Effective Date** column, type in the date from which the health fund fee update commences. This date is inclusive (that is, the new fees will start on this date).
- In the **Update With** column, click the down arrow and select the entry that matches the columns **Code** and **Name**. In the following example, 'all\_hbf' is selected for health fund code HBF, 'all\_hbf\_10' would be selected for health fund code HBF 10, and so on.

**Note:** Make sure the correct **Effective Date** is entered before clicking **Next**.





VIP Live Update

Code	Name	Last Updated	Update	Effective Date	Update With
AHSA FEE	AHSA	01/07/2017	<input type="checkbox"/>		
BUPA FEE	BUPA	01/07/2017	<input type="checkbox"/>		
DVA FEE	DVA	01/09/2017	<input type="checkbox"/>		
DVAH FEE	DVA Hospital	01/09/2017	<input type="checkbox"/>		
HBF	HBF	01/09/2017	<input checked="" type="checkbox"/>	01/09/2017	all hbf
HBF 10	HBF	01/09/2017	<input checked="" type="checkbox"/>	01/09/2017	
HCF KG	HCF	01/07/2017	<input type="checkbox"/>		
HCF NG	HCF	01/05/2017	<input type="checkbox"/>		
MEDI FEE	Medibank Private	01/05/2017	<input type="checkbox"/>		
MILD	Mildura	01/05/2017	<input type="checkbox"/>		
NIB	NIB	01/05/2017	<input type="checkbox"/>		
PVT FEE	Private		<input type="checkbox"/>		
SHED FEE	Schedule		<input type="checkbox"/>		
ST LUK	St Lukes		<input type="checkbox"/>		

Click Next to update

all\_adf  
all\_dva  
all\_dvah  
all\_hbf  
all\_hbf\_10  
all\_hcf\_kg  
all\_hcf\_ng  
all\_mediba  
all\_mildur  
all\_nib  
all\_st\_luk  
vic\_ahsa  
vic\_bupa  
vic\_tac  
vic\_workco

Cancel Next

4. Click **Next**. Bp VIP.net will update the health fund fees and notify the user. Click **OK** to finish.

## Update With

The choices in the **Update With** column represent differences between states and fees within a health fund:

- 'all' indicates that the update applies to the health fund for all states. In the example above, 'all\_mediba' indicates there is only one global update for the health fund Medibank Private.
- '<state>' indicates that the update applies to a health fund in that state only. In the example above, 'vic\_bupa' indicates that the fees for health fund BUPA in Victoria will be updated.

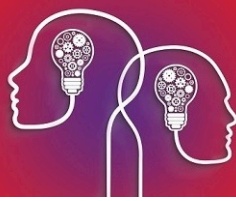
Some health funds or fee schedules have two sets of rates:

- DVA — Department of Veterans seen out of Hospital
- DVA H — Department of Veterans seen in Hospital
- HBF — HBF with a Known Gap
- HBF\_10 — HBF Fully Covered
- HCF\_KN — Known Gap
- HCF\_NG — No Gap.

## Update items for a health fund from file

You will need the file **Allitems.csv** containing the latest updates issued from Best Practice Software Specialist Software Support. Contact Support if you have not received this file.

1. In Bp VIP.net, select **File > Utilities > Live Update**. The **VIP Live Update** screen will appear.
2. Select 1 – Update; 2 – Charges; 3 – Health Fund; 4 – Browse, as shown.



VIP Live Update

**1** ☒ Update ☐ Import

**2** ☒ Charges ☐ Coding ☐ MIMS  
☐ Ethnicity ☐ Occupations ☐ Houston Library  
☐ Patient Info ☐ Regions ☐ Interface Definitions

**3** ☐ MBS ☐ Prostheses ☒ Health Fund ☐ Theatre Band ☐ Custom  
☐ Auto Text ☐ UDFs ☐ Auto Templates ☐ Letter Templates  
☐ Reports ☐ Providers ☐ Streets ☐ DVA ☐ SLA

**4** ☒ Browse ☐ Houston FTP ☐ MIMS FTP Site

**5**  ...

Click Next to proceed

Cancel Next

3. Click the ... button at the end of section 5. Browse to the file **Allitems.csv**, select the file, and click **Open**.
4. Follow the instructions from Step 3 onwards in [Update items for a health fund from Live Update on page 7](#).