## MBS (Medicare Scheduled Fees) Import

In order for Bp Allied to process Medicare transactions for the correct amount we require a list of MBS (Scheduled Fees) to be imported and updated from time to time.

### Before you start:

The MBS file is located on our server and not the Medicare server. We receive notification from Medicare when the list has changes. We will update the list on our server on the effective date, at which time a notification will appear that the latest file is available for download. You can't download the file directly.

# To import and/or update the MBS list:

1: Notification of a new update will display when opening Bp Allied in the bottom right corner.



2: Go to Data Maintenance > MBS (Scheduled Fees) > Click Import new MBS File This will check for the latest file on our server and import this within the Bp Allied Database. The date and time along with the name of the last file imported in shown at the bottom of the screen.

Enter text t	o search			- Fin	d	Clear					
Drag a column	header here to group by that colu	mn Schedule	Item	Fee	Fee	New	Item	Bene	Bene	Bene	Benefit85
00003	Professional attendance at c	16.95	S	N	01.0	N	N	E	01.1	benefit	benentos
00004	consultation at a place other		s	D		N	N	D	01.1		
00020	consultation at a residential		s	D		N	N	E	01.1		
00023	professional attendance by	37.05	s	N	01.0	N	N	E	01.1		
00024	consultation at a place other		s	D		N	N	D	01.1		
00035	professional attendance by		s	D		N	N	E	01.1		
00036	professional attendance by	71.70	s	N	01.0	N	N	Е	01.1		
00037	professional attendance by		s	D		N	N	D	01.1		
00043	professional attendance by		s	D		N	N	Е	01.1		
00044	professional attendance by	105.55	S	Ν	01.0	Ν	N	E	01.1		
00047	professional attendance by		S	D		N	N	D	01.1		
00051	professional attendance by		s	D		Ν	N	E	01.1		
00052	Professional attendance at c	11.00	S	Ν	01.1	Ν	Ν	E	01.0		
00053	Professional attendance at c	21.00	s	Ν	01.1	Ν	N	E	01.0		
00054	Professional attendance at c	38.00	s	N	01.1	N	N	E	01.0		
Re Re	cord 1 of 5825 > >> >+ + -	• • X (									1
st import was	the "April 2016" file on 29/03/16 4	:05 PM by Sys	tem Admir	histrator			Update	Products	a Service	s Impo	ort new MBS

2: Click Update Products & Services to update the Scheduled Fee and/or Benefit listed within Products and Services. When this is clicked Bp Allied will check for matching item codes within Products and Services and insert the correct MBS Scheduled Fee and/or MBS Benefit (85%).

#### Importing a second (or subsequent) time in a month

If an import has already been done this month, then you may get the following notification, when trying to import a second time.



### The following message will display

1110 1011	sinnig meeelage inm alepia,
MBS Up	date ×
?	This process will connect to the internet, download the latest import file. Continue?
	OK

#### Click Yes to allow

3: Once the import has completed, it will confirm the update of the MBS Schedule fee and MBS Benefit fields in the Products and Services table Click Yes to continue

MBS Up	pdate	X
1	Import completed successfully Items Imported: 6098 Do you wish to update your products and services with the March 2020 MBS Scheduled Fees? Proceeding this will affect your online daiming, please do not proceed if these fee's are yet to take aff	fect.
	No No	

#### Once updated the MBS details will be seen in the Product and Services screen as below:

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Enter	text to search				<ul> <li>Find</li> </ul>	Clear					
Cate.	Item Code	Item Description	Item Long Description	GST Applic	Is Consultat Type	Sell Price	Per Hour	Price Inc. GST	Ac	MBS Schedule Fee	MBS Benefit (85%)
				Cli	ick here to add	l a new row					
4-100	00 81005	Extended Co	Extended		<b>V</b>	\$150.00			•	73.15	62.20
4-100	81000	Review Cons	Standard		V	\$61.05			V	73.15	62.20
4-100	00 80110	Medicare Tes			<b>V</b>	\$84.80			1	99.75	84.80
4-300	00 645564	How to mop t	By Mel Dobel	V		\$100.00		V	V		
	Record 8 of 21	· • • + - • •	X	_				_			

4: Any Bulk Bill items will need to have their Sell Price manually updated in Data Maintenance > Products & Services to match the MBS Benefit (85%) price.

If you add a new Product and Service into Bp Allied that has an MBS Item Code you will need to click Update Products & Services for the item to be assigned the correct Scheduled Fee and/or Benefit.