Pricing Tutorial – Custom Charge Rate – MedEDI Administrator

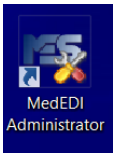
Custom Charge Rates:

Custom charge rates assists a practice when they want to have a special rate because they can bill for consultations and procedures at a higher % rate than the standard base rate in MedEDI.

How do you create this rate?

Step 1:

Go to the MedEDI administrator and open up the program.



Step 2:

Select the Change Rates and Prices & Med Aid button.

Step 3:

Select the Charge Rate button, as we want to create a new rate in MedEDI.

Step 4:

A screen will now open showing you a list of all the various charge rates in your system. The lists consist of rates created by the system and rates created by the user.

A MedEDI rate will have an asteriks* behind it, while a custom rate will only be a name.

E.g. of a MedEDI rate -

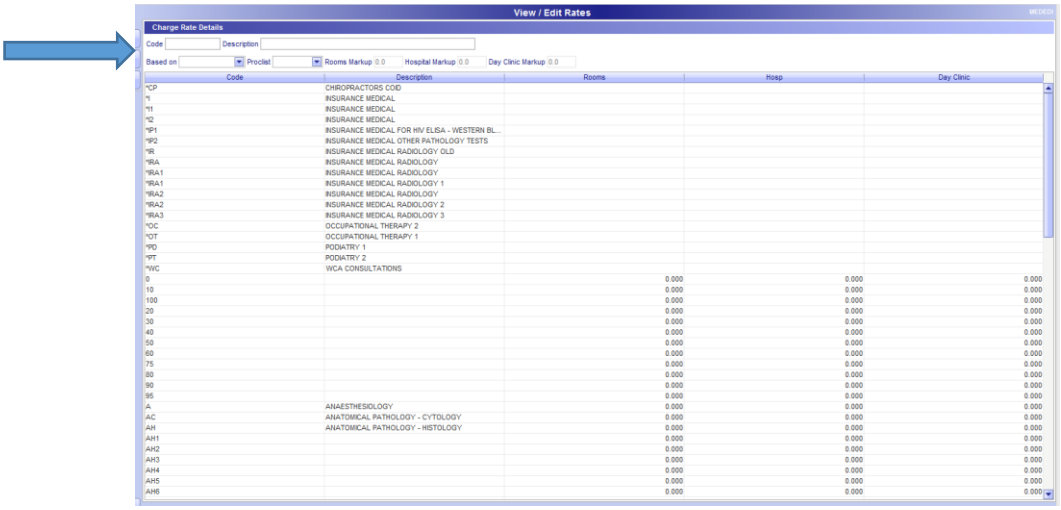
Custom rate

Step 5:

Select the New Chargerate Button, to start creating a new rate.

Step 6:

The following screen will open up and the user will now need to complete the information needed in the top part of the screen –



Code: Give your rate a name that you want to remember – e.g Testrate

Description: Give a short description of what this rate is about, for your reference later when you refer back to the rate.

Based on: For a new rate, which will be a % markup, you need to select which schemes prices you would like to use as a base rate to add your % markup onto.

Example, do you want your new mark up rate to be based on a Discovery rate or a Bonitas or a Gems or just a standard rate. You can select any schemes base rate, for your new rate.

Proclist: The system will automatically select STD (nothing to be selected here)

Rooms Markup: enter an amount that you want to mark up the base rate with.

Hospital Markup: enter an amount that you want to mark up the base rate with.

Day Clinic Markup: enter an anount that you want ot mark up the base rate with.

**Please note that the base rate is already 100%, so if you want to create a custom rate for 135%, then your markup you add must be 35%, not 135%.*

Once you have completed all the markup %, accept the changes. You have now successfully created a new charge rate.

TESTRATE	A TEST RATE AS AN EXAMPLE	WOOLTRU*	STD	35	50	45

What can you do with this new charge rate?

- Bill a specific scheme at a higher rate, because of an agreement arrangement with that medical aid scheme.
- Bill all Medical aid schemes on this new rate.

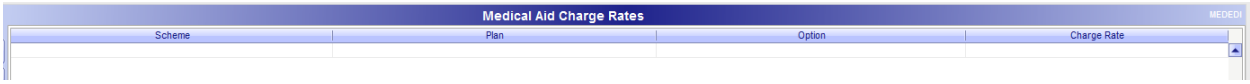
If you want Schemes to automatically pick up the new charge rate, please follow these steps to set it up in the Administrator:

Step 1:

Select the Medial Aid Charge Rates

Step 2:

Fill in the following fields



Scheme: Enter the scheme name of the new rate that you would like to apply the new charge rate to.

Plan: Enter the plan name for the scheme selected.

Option: Enter the option for the scheme and plan selected.

Charge Rate: Enter the charge rate that you have created.

**Please note if you would like all schemes to use the new custom rate created enter * into each field and in charge rate field enter the charge rate.*

***If you would like all schemes to use one charge rate (not necessarily the new custom rate but a MedEDI rate) then enter into the fields * and in the charge rate fields the scheme charge rate that you would like to use.*