



Updating Rebate (85%) Price List

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1 Rebate (85%)

1.1 Rebate (85%) File Locations

For the convenience of our Australian customers we have placed files on our website which are available to download and use to update your **Rebate (85%) Price Scheme** in COMRAD. Please note this set of fees is not apart of the MBS XML import which is why it needs to be managed separately.

These can be found here <http://www.comrad.com.au/comrad-support/#Medicare>

1.2 Download the Latest Rebate File

We recommend you use the files on the **Comrad Website** as they are formatted specifically to be imported into Comrad without any modifications.

From the **COMRAD Web** site

Step 1 In your web browser navigate to <http://www.comrad.com.au/comrad-support/#Medicare>

Step 2 Download the **Rebate (85%)** file and save it onto your desktop



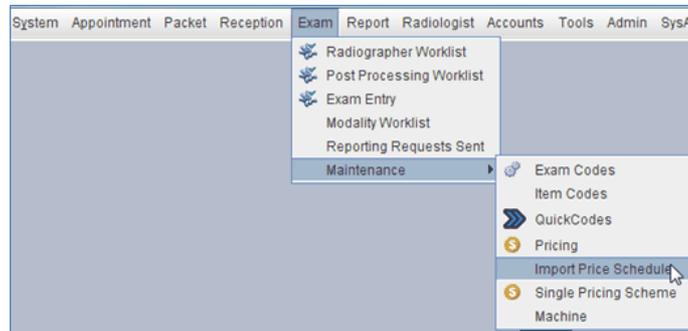
Step 3 Follow the User Guide to import the file into COMRAD

1.3 Import Latest Rebate (85%) Price List into COMRAD

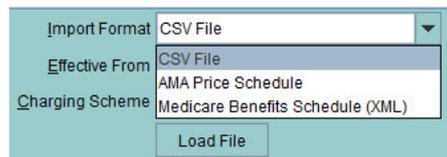
Standard MBS **Exam Codes** will update in COMRAD. **Exam Codes that are numeric-alpha (57509LF or 57509RF) will require updating manually.** Please refer to [Updating Numeric-Alpha Exam Codes for Rebate Pricing Scheme](#)

To Import the Rebate (85%) fees into Comrad:

Step 1 In COMRAD, navigate to your **Import Price Schedule** screen

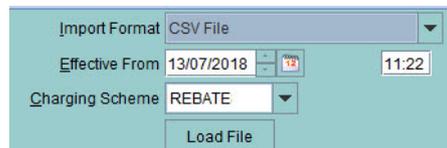


Step 2 Set **Import Format** to **CSV File**



Step 3 Set **Effective From** to a future date and time that the price list will be active from

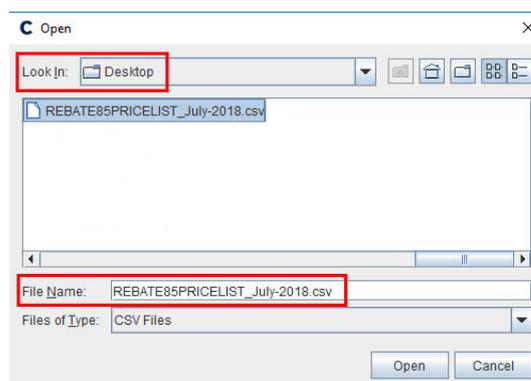
Step 4 Set **Charging Scheme** to **Rebate**



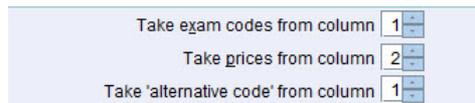
Step 5 Click on the **Load File** button

Step 6 Change the **Look In** folder to **Desktop**

Step 7 Click on the saved **Rebate** csv file and click **Open**



Step 8 Next you need to tell COMRAD which column holds the data it is looking for



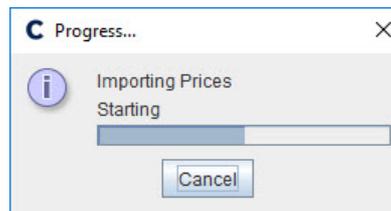
Take exam codes from column	1
Take prices from column	2
Take 'alternative code' from column	1

Step 9 The **exam codes** are from column **1**

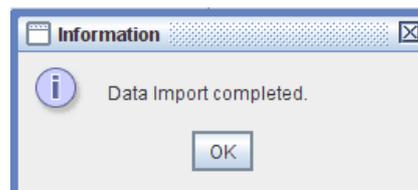
Step 10 The **prices** are from column **2**

Step 11 The **alternative codes** should also point to column **1** (as there are no **Alt Codes** in the csv file)

Step 12 Select **Save**. After a few seconds you will see the Progress panel on your screen



Step 13 When the import is complete the panel will say **Data Import completed**. Click the **OK** button

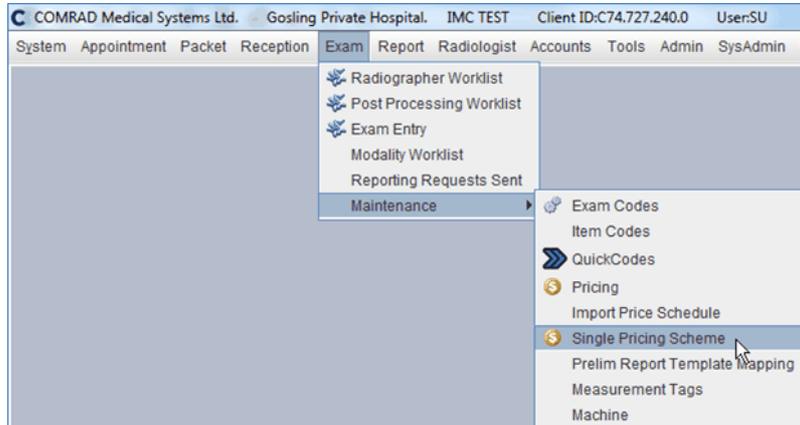


Step 14 Click the **Close** button on the **Exam Schedule Importer** screen

1.4 Check Rebate Price List In COMRAD

To confirm the latest **Rebate** pricing list has imported into Comrad:

Step 1 In COMRAD, navigate to your **Single Pricing Scheme** screen



Step 2 Select All **Exams**

Step 3 Set **Pricing Scheme** to **Rebate** pricing list

Step 4 Select **Search**

The screenshot shows the 'PRS - ACCOUNTS: Single Pricing Scheme' window. The 'SEARCH' section is set to 'Exams' and 'REBATE85%'. The 'Date' is 12/07/2018. The 'Active Date' is 19/07/2018. The table below shows the active price details for code 104.

Code	Description	Tax	Tax Rate	Price	Alt. Code	Alt. Description	Active Date	End Date
104	CONSULTATION	NOTAX	0.0 %	\$74.00	104		11/07/2015 13:00	13/07/2018 00:00
104	CONSULTATION	NOTAX	0.0 %	\$73.85	104		13/07/2018 00:01	

Note: If you have selected your new Rebate fees to have a start date in the future then you will have an **Active Date** and **End Date** for the current fee. A new **Active Date** for when the new price list is to be made available

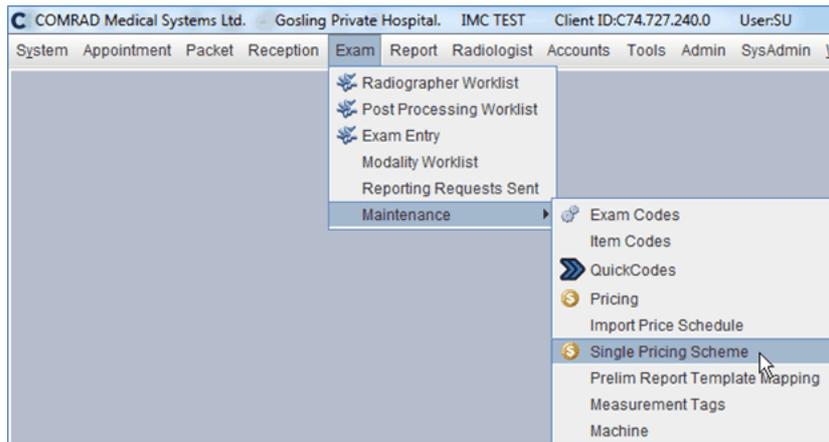
1.5 Updating Numeric-Alpha Exam Codes for Rebate Pricing Scheme

There are two options to update the numeric-alpha **Exam Codes**. First option is manually updating every single instance, alternatively you can export the **Rebate** Single Pricing Scheme to spreadsheet, update all the numeric-alpha **Exam Codes** then re-import the fees into COMRAD.

Option 1:

To update the numeric-alpha **Exam Codes**:

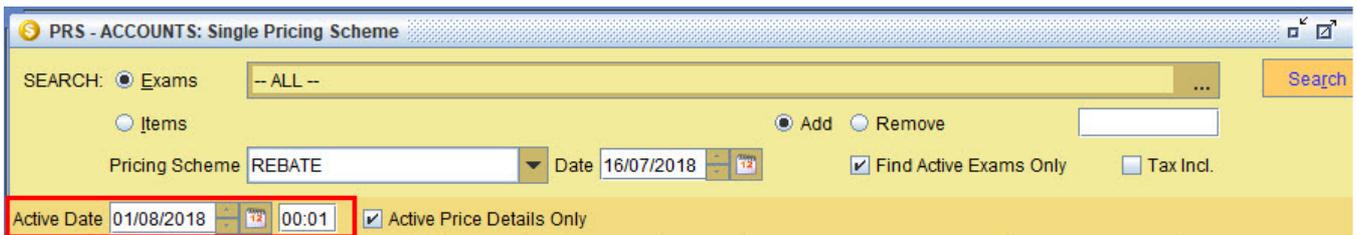
Step 1 In COMRAD, navigate to your **Single Pricing Scheme** screen



Step 2 Select All **Exams**

Step 3 Set **Pricing Scheme** to **Rebate (85%)**

Step 4 Change the **Active Date** to the same as your **Effective Date** and time when price list was imported



Step 5 Select **Search**

Step 6 Select **Price** column for the **Exam Code** to be updated

Step 7 Fill in the correct **Price**

Step 8 Select **Save**

PR\$ - ACCOUNTS: Single Pricing Scheme

SEARCH: Exams Items -- ALL --

Add Remove

Pricing Scheme: REBATE Date: 16/07/2018 Find Active Exams Only Tax Incl.

Active Date: 01/08/2018 00:01 Active Price Details Only

Code	Description	Tax	Tax Rate	Price	Alt. Code	Alt. Description	Active Date	End Date
104	CONSULTATION	NOTAX	0.0 %	\$118.10	104		14/07/2018 00:01	01/08/2018 00:00
104	CONSULTATION	NOTAX	0.0 %	\$115.50	104		01/08/2018 00:01	
104R	Initial referred consultation R...	NOTAX	0.0 %	\$118.10	00104		30/06/2015 20:01	01/08/2018 00:00
104R	Initial referred consultation R...	NOTAX	0.0 %	\$115.00	00104		01/08/2018 00:01	

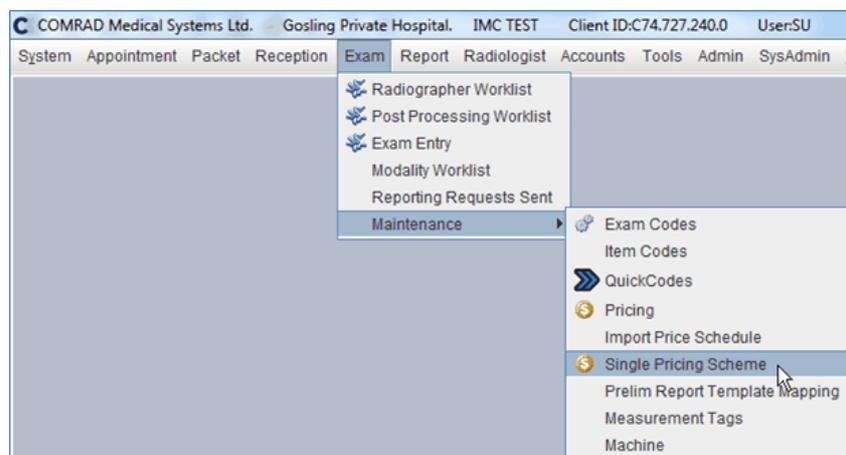
Note: Confirm the exam codes in your **Rebate** Single Pricing Schemes have a new price record the same as **Effective Date** nominated in Step 4.

Note: After each new price has been updated, immediately **Save** your changes before proceeding to the next **Exam Code**.

Option 2:

To export the **Rebate** Single Pricing Scheme to spreadsheet, update all the numeric-alpha **Exam Codes** then re-import the fees into COMRAD:

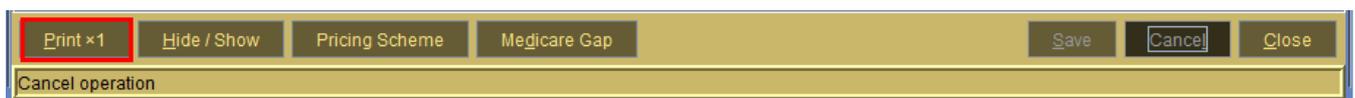
Step 1 In COMRAD, navigate to your **Single Pricing Scheme** screen



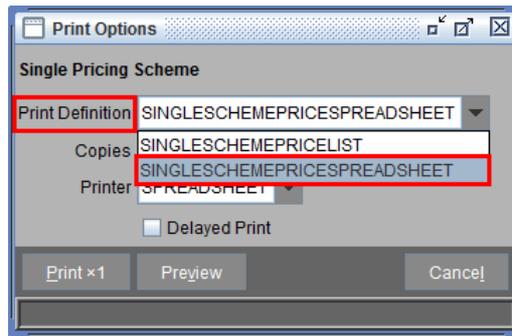
Step 2 Select All **Exams**

Step 3 Set **Pricing Scheme** to **Rebate**

Step 4 Right click on **Print**

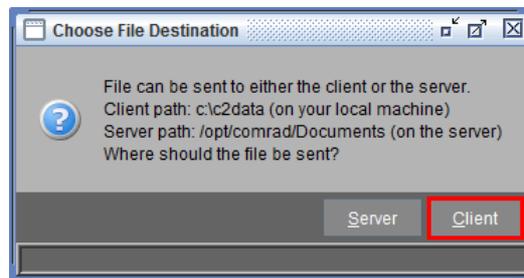


Step 5 Select **SINGLESchemePRICESpreadsheet** as the **Print Definition**

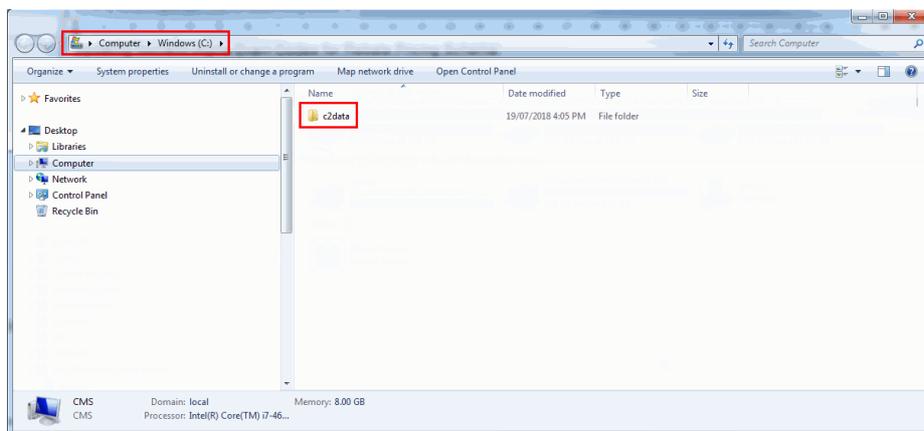


Step 6 Select **Print**

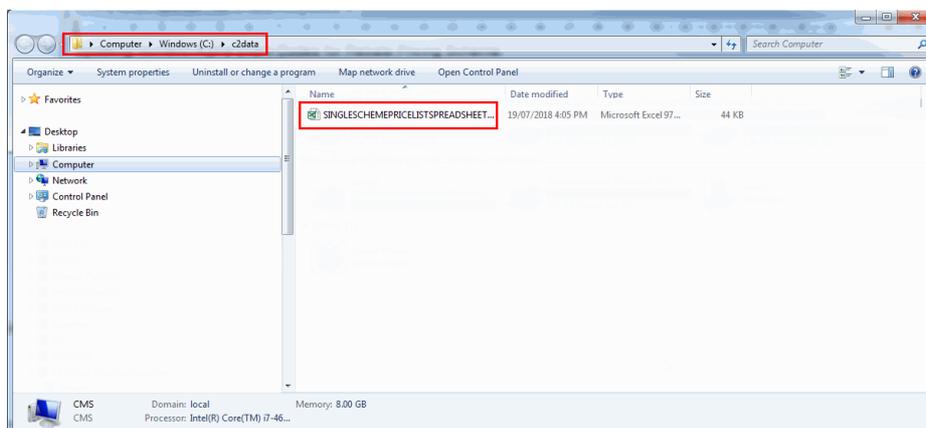
Step 7 Select **Client**



Step 8 From your C Drive, locate the **c2data** folder



Step 9 Open the c2data folder



Step 10 Open **SINGLESCHEMEPRICESPREADSHEET** file

Step 11 Fill in the correct **Price** for all numeric-alpha **Exam Codes** missing a price entry

Step 12 Delete **Description**, **Alt. Description** and **Active Date** columns (columns remaining are **Code**, **Alt.Code** and **Price**)

	A	B	C	D	E	F
1	Medicare	Rebate 85% 02/08/2018 Pricelist from: 02/08/2018				
2	Pricing Scheme: Medicare Rebate 85%					
3	Code	Description	Alt. Code	Alt. Descri	Active Date	Price
4	104	CONSULTATION	104		13/07/2018	\$73.85
5	104R	Initial referred consultation Report	104		13/07/2018	\$74.00
6	105	Subsequent Referred Consultation	105		13/07/2018	\$37.15
7	110	INITIAL CONSULTATION BY A PHYSICIAN	110		13/07/2018	\$130.20
8	110NOREI	INITIAL CONSULTATION BY A PHYSICIAN	110		11/07/2015	\$128.30
9	11509	Measurement of respiratory function	11509		13/07/2018	\$30.35

Step 13 Delete all headers

	A	B	C	D	E	F
1	Medicare Rebate 85% 02/08/2018 Pricelist from: 02/08/2018					
2	Pricing Scheme: Medicare Rebate 85%					
3	Code	Alt. Code	Price			
4	104	104	\$73.85			
5	104R	104	\$74.00			
6	105	105	\$37.15			
7	110	110	\$130.20			
8	110NOREI	110	\$128.30			
9	11509	11509	\$30.35			

Note: The first column represents the **Exam Code** while the second column is the **Alt. Code** and third column is the **Rebate (85%)** fee for the exam

Step 14 Save the **Rebate (85%)** onto your desktop as a .csv file

Step 15 Import the **Rebate (85%)** price list using the steps from [Import Latest Rebate \(85%\) Price List into COMRAD](#)