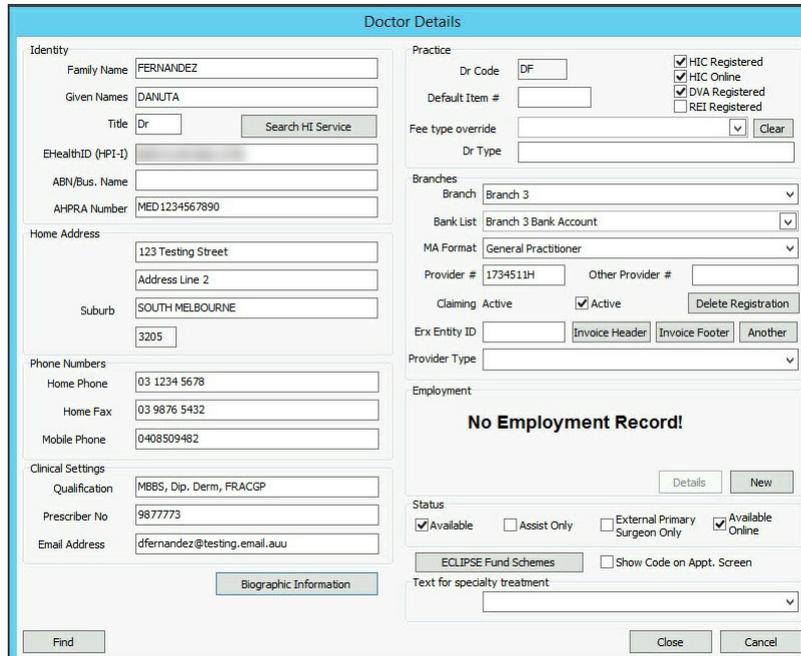


Doctor Details screen

Last Modified on 22/01/2025 8:58 am AEDT

This article provides an overview of the key settings in the **Doctor Details** screen.

To learn more, see the [Add a new doctor article](#).



The screenshot shows the 'Doctor Details' form with the following sections and data:

- Identity:** Family Name: FERNANDEZ, Given Names: DANUTA, Title: Dr, EHealthID (HPI-1): [Redacted], ABN/Bus. Name: [Redacted], AH-PRA Number: MED1234567890.
- Home Address:** 123 Testing Street, Address Line 2: [Redacted], Suburb: SOUTH MELBOURNE, 3205.
- Phone Numbers:** Home Phone: 03 1234 5678, Home Fax: 03 9876 5432, Mobile Phone: 0408509482.
- Clinical Settings:** Qualification: MBBS, Dip. Derm, FRACGP, Prescriber No: 9877773, Email Address: dfernandez@testng_email.aau.
- Practice:** Dr Code: DF, Default Item #: [Redacted], Fee type override: [Redacted], Dr Type: [Redacted]. Registration checkboxes: HIC Registered (checked), HIC Online (checked), DVA Registered (checked), REI Registered (unchecked).
- Branches:** Branch: Branch 3, Bank List: Branch 3 Bank Account, MA Format: General Practitioner, Provider #: 1734511H, Other Provider #: [Redacted]. Claiming: Active (checked), Delete Registration button.
- Employment:** No Employment Record! Details, New buttons.
- Status:** Available (checked), Assist Only (unchecked), External Primary Surgeon Only (unchecked), Available Online (checked).
- Other:** ECLIPSE Fund Schemes (checked), Show Code on Appt. Screen (unchecked), Text for speciality treatment: [Redacted].

Identity

Enter the doctor's name, title and ABN/Business name (if relevant).

Home Address

Enter the home address details.

Phone numbers

Enter doctor's home phone and fax numbers and their mobile.

Practice

Give the doctor a 2- digit code (usually their initials), an optional default item (the one they would bill most often), and confirm that they are Medicare Australia and DVA registered. Tick Medicare Australia Online if the practice will be using Medicare Australia Online for Private Patient Claims for this doctor?

Fee Type Override

If the doctor has their own Fee Level defined in Items Fee Codes, you may set it here. Otherwise, the doctor will default to P1 Private Fee One.

Branch

Link the doctor to those branches at which they will work and record their applicable provider number for that branch. Also, identify to which Bank List their receipts should be allocated. Select the correct MA format.

Invoice Header

If your Branch Options/Invoice Type is set to Customised for the Invoice Heading, you may use this function to create a special heading for the Doctor when we

Employment

Enter a Start Date for the Doctor. When they cease employment, they can be de-activated for further billing purposes by inserting an employment End Date and unticking the Currently Unavailable. If they are acting as a locum on behalf of another doctor, identify the employing doctor for MA purposes.