

# Add a non-Medicare item

Last Modified on 27/02/2023 11:35 am AEDT

Add an item number for a service that's not included in the list of items provided by Medicare. This would include items for non-clinical costs that need to be charged to a patient. For example, you may need to invoice for the costs of onboarding a patient whose clinical records are with another practice.

To add a private item:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then **Items > Item Details**.

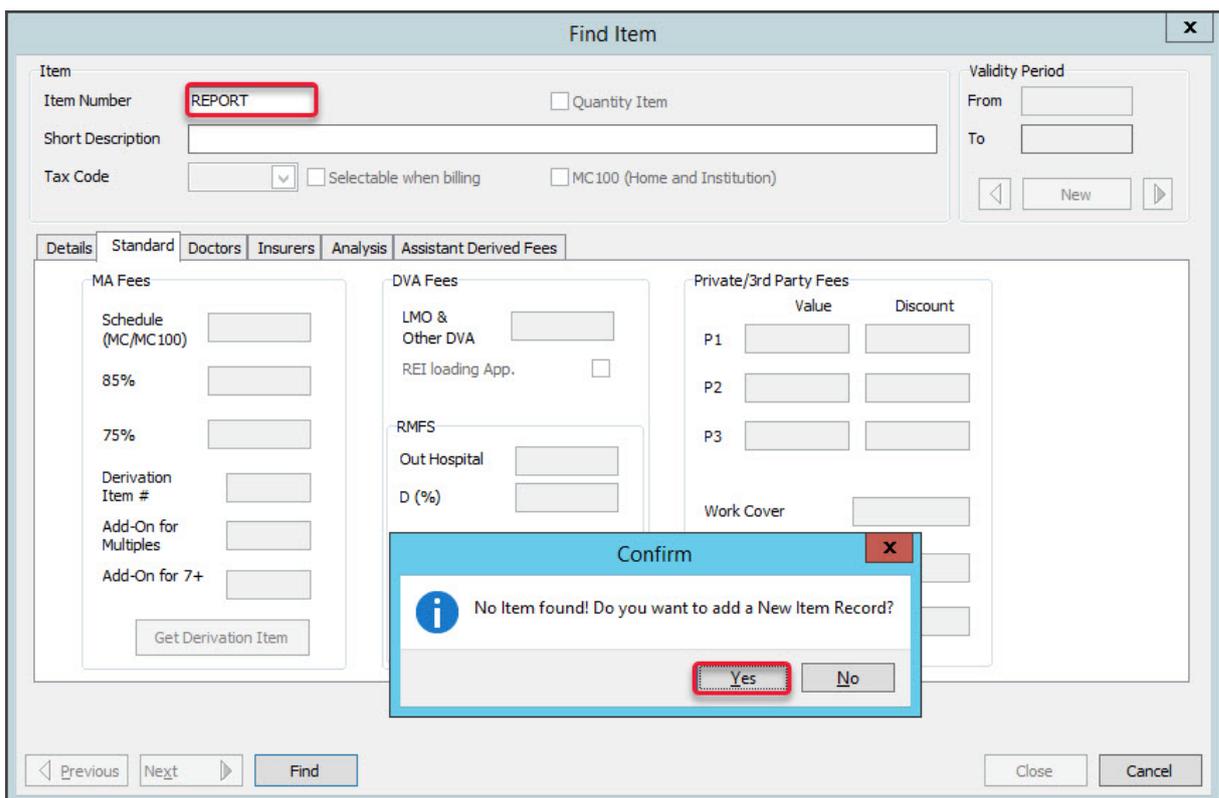
The **Find Item** screen will open.

3. In the **Item Number** field, enter the item.

You can use a number or word and there is a limit of 8 characters.

4. Select **Find**.

A dialog will open to advise no item was found and ask if you want to add a new one.



The screenshot shows the 'Find Item' dialog box with the 'Item Number' field containing 'REPORT'. A 'Confirm' dialog box is overlaid on top, asking 'No Item found! Do you want to add a New Item Record?' with 'Yes' and 'No' buttons. The 'Find Item' dialog has tabs for 'Details', 'Standard', 'Doctors', 'Insurers', 'Analysis', and 'Assistant Derived Fees'. The 'Standard' tab is active, showing sections for 'MA Fees', 'DVA Fees', and 'Private/3rd Party Fees'. The 'Private/3rd Party Fees' section has a table with columns 'Value' and 'Discount' and rows 'P1', 'P2', and 'P3'. The 'Yes' button in the 'Confirm' dialog is highlighted with a red box.

5. Select **Yes** to the dialog.

This will open the **New Item Details** screen.

You will now use the **Private/3rd Party Fees** section of the **Standard** tab.

6. In the **P1** field, enter the cost and press **Tab**.

You can change the **Value** of the item when creating an invoice.

7. Select **Close** to save and exit.

**New Item Details**

Item  
Item Number: REPORT |  Quantity Item  
Short Description:   
Tax Code: FRE |  Selectable when billing |  MC100 (Home and Institution)

Validity Period  
From: 01/01/1990  
To:   
New

Details | Standard | Doctors | Insurers | Analysis | Assistant Derived Fees

MA Fees		DVA Fees		Private/3rd Party Fees	
Schedule (MC/MC100)	<input type="text"/>	LMO & Other DVA	<input type="text"/>	P1	<input type="text"/>
85%	<input type="text"/>	REI loading App.	<input type="checkbox"/>	P2	<input type="text"/>
75%	<input type="text"/>	RMFS		P3	<input type="text"/>
Derivation Item #	<input type="text"/>	Out Hospital	<input type="text"/>	Work Cover	<input type="text"/>
Add-On for Multiples	<input type="text"/>	D (%)	<input type="text"/>	Motor Vehicle	<input type="text"/>
Add-On for 7+	<input type="text"/>	In Hospital	<input type="text"/>	Legal/Hospital	<input type="text"/>
<input type="button" value="Get Derivation Item"/>		D (%)	<input type="text"/>		

Previous | Next | Find | Close | Cancel

## Fees Lunch & Learn video

The documentation referred to in this video is now located in the Zedmed Knowledge Base under **Payer Fees**.