

Add a new Medicare item

Last Modified on 03/10/2023 8:20 am AEDT

Add new MBS items that are not currently in Zedmed. These are items that Medicare has added to MBS and need to be loaded using the fees file. Performing a fees update will not add these items. You should not add new items manually.

New item numbers are published on the [Medicare website](#) by specialty and category, and practices will often be advised of new items by email.

Downloading the MBS fees file

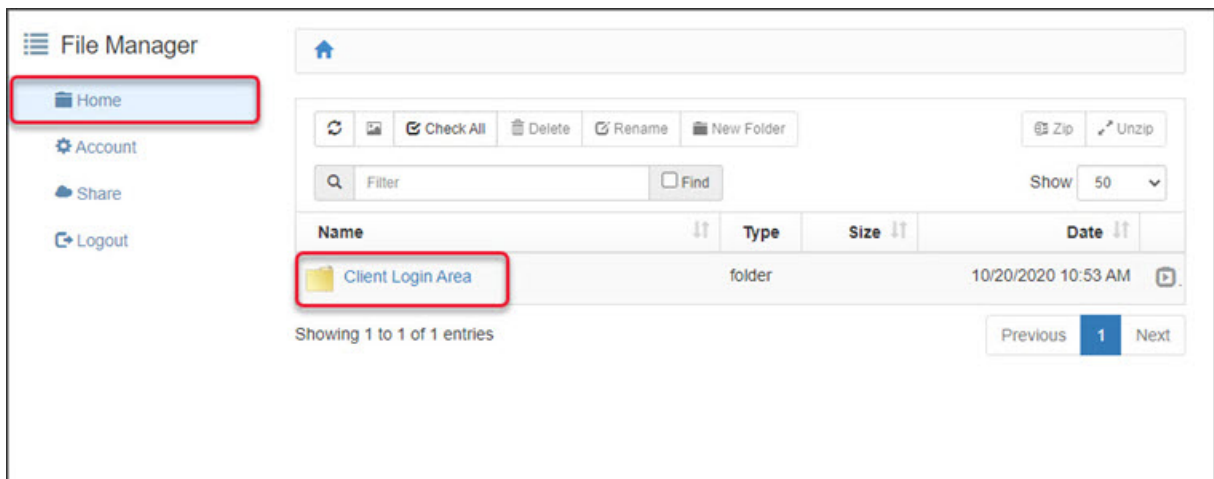
Download the Medicare Benefits Scheme (MBS) fees file from Zedmed.

To download the fees file:

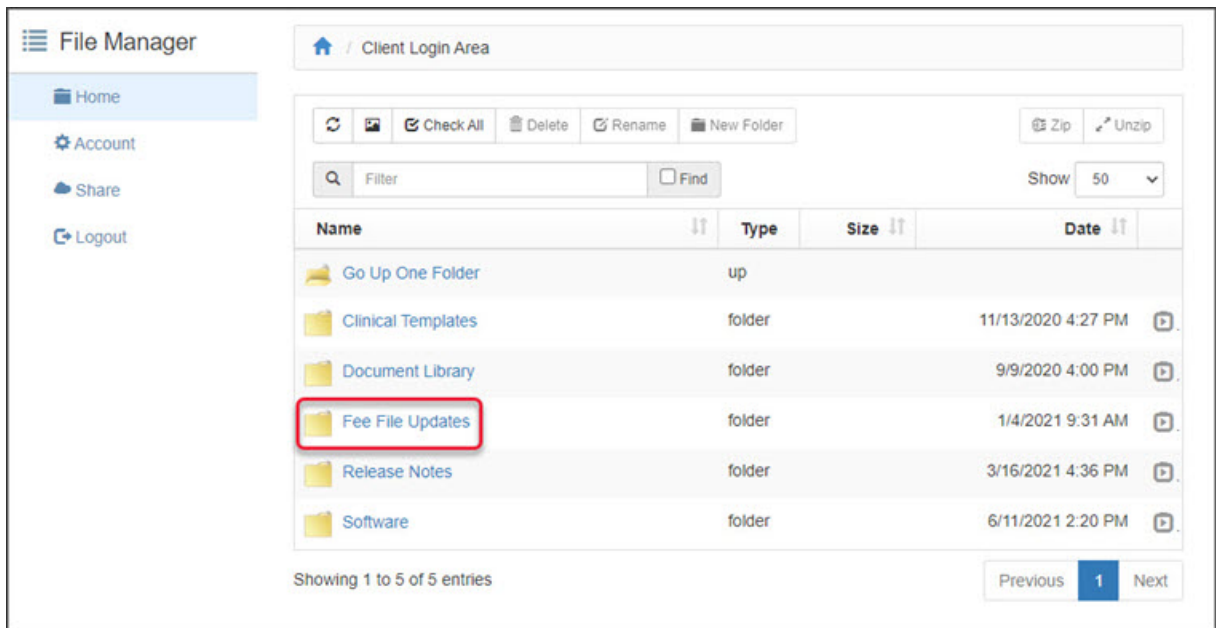
1. Go to www.zedmed.com.au.
2. Select **Login**.
3. Sign in to the **Client Login** portal with your Username and Password.

If you don't have an account, you can select **Request an Account**.

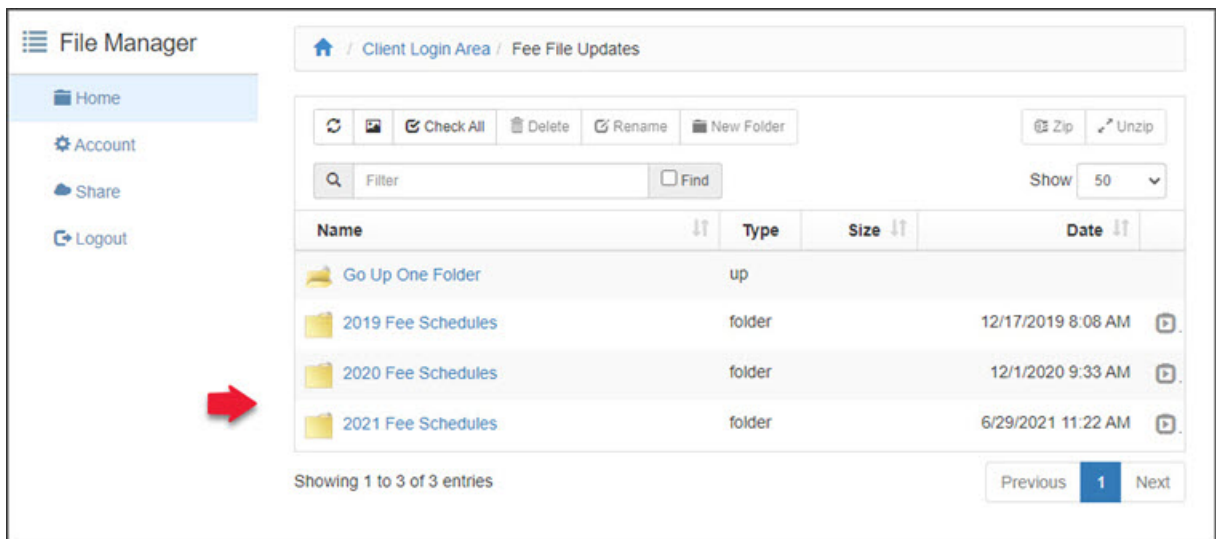
4. From the **Home** menu, select the **Client Login Area** folder.



5. Select the **Fee File Updates** folder.

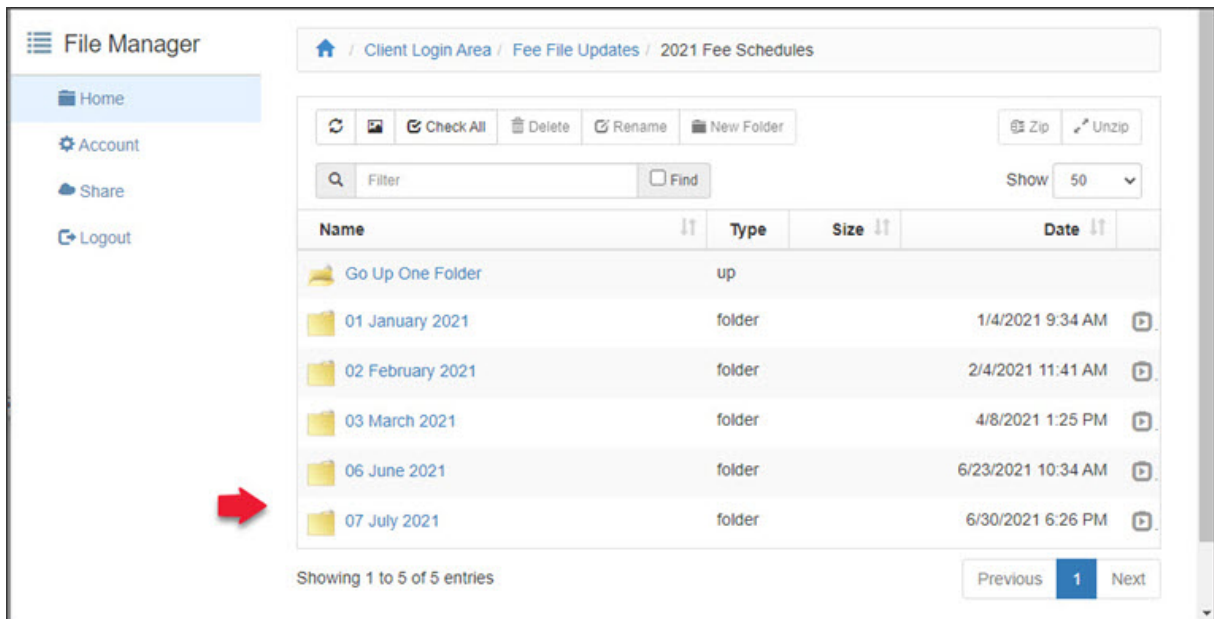


6. Select the **Fees Schedules** folder for the current year.



7. Select the folder for the month you're updating.

If this is a new financial year, it will be July.

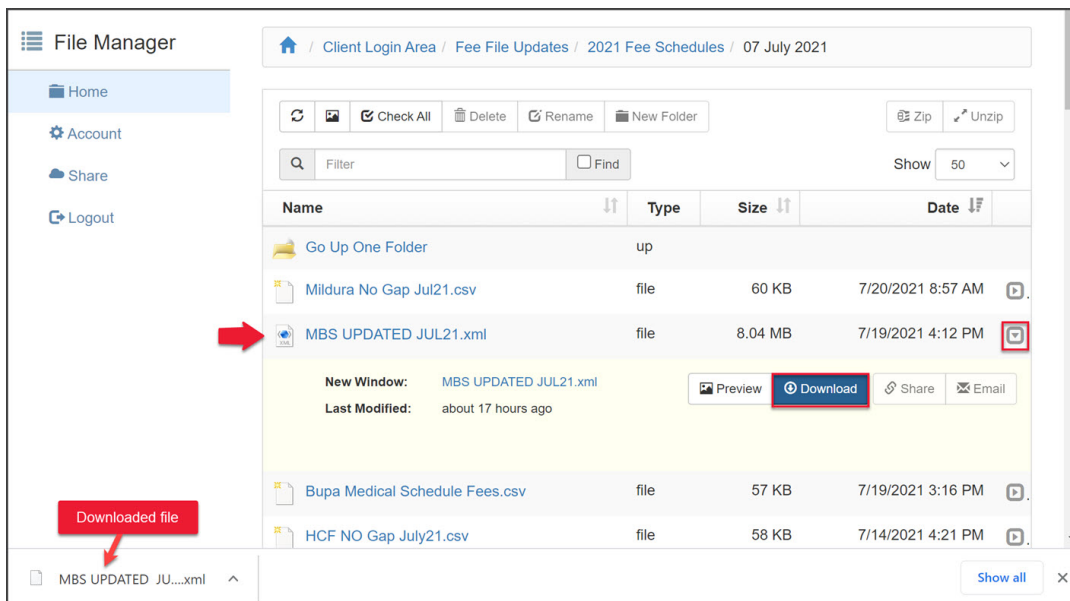


8. Navigate to locate the MBS file.

The file name will start with 'MBS updated', include the month and end with the extension .xml.

9. Select the down-arrow icon beside the date.

This will expand the file entry and show a **Download** button.



10. Select **Download** and the file will download.

How the file downloads and where it saves to will depend on your web browser.

The file's location should be easy to find and accessible to the Zedmed workstation that will use this file. If it is not, copy the file to a more accessible location.

Add new Medicare items (all or single)

This section explains how to add new MBS items in the fees file. With this process, you can automatically add all new items or add a specific item. The next section explains how to **add a category of items**, for example, if there are

new items for the Attendances category (GPs).

To add individual items in Zedmed:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then **Items > Update/Load MBS Fees**.

The **Load MBS/AMA Item** screen will open.

3. Check that **Load MBS/AMA Item by Criteria** is selected.

If you want to add all new items

Continue to step 4.

If you want to add a specific item

Enter the item number you want to load in the **Item Number** field. The **Full Description** of that item will be displayed. Copy the first line and paste it into the **Short Description**.

4. Select **Load Item**.

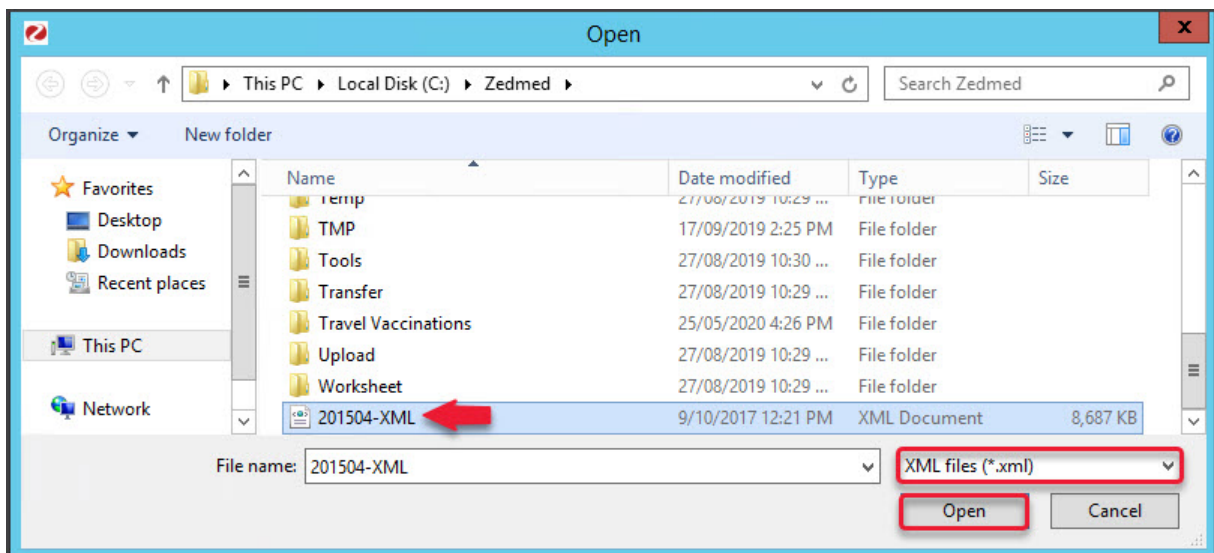
The screenshot shows a dialog box titled "Load MBS/AMA Item". It has a close button (X) in the top right corner. The dialog is divided into several sections:

- Mode:** Two radio buttons are present. The first, "Load MBS/AMA Item By Criteria", is selected and highlighted with a red box. The second is "Update Existing MBS/AMA Items".
- Loading Criteria:** A section containing four fields: "Item Number" (text input with "10981" and a red box), "Category" (dropdown), "Group" (dropdown), and "Sub Group" (dropdown).
- Loaded Items:** A table with two columns: "Item Number" and "Commence Date". Below the columns are two rows: "Short Description" (text input) and "Full Description" (text area with a scrollbar).
- Number of Items Loaded :** A label followed by a checkbox "Continue Without Short Description".
- Buttons:** At the bottom, there is a "Load Item" button (highlighted with a red box), a "Load from AMA file" checkbox, a "Close" button, and a "Cancel" button.

File Explorer will open.

5. Select **XML files (*.xml)** from the drop-down next to File name.

This step is important as it helps you avoid uploading the incorrect file type.



6. Navigate to locate the MBS file.
7. Select the MBS file and select **Open**.

The Medicare item will be added to Zedmed.

8. Select **OK** to the dialog when it's finished.
9. Select **Close** to exit.

To confirm the update, see [check an item number](#).

Add Medicare items by category

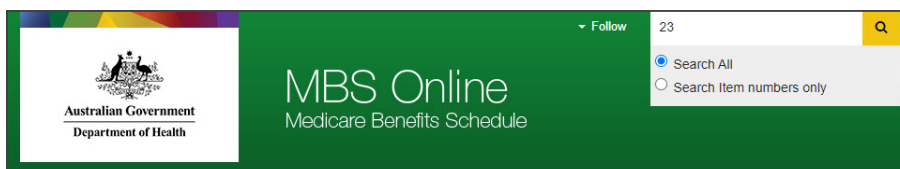
To add a category of items to Zedmed:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then select **Items > Update/Load MBS Fees**.

The **Load MBS/AMA Item** screen will open.

3. Check that **Load MBS/AMA Item by Criteria** is selected.
4. In the **Category** field, select the category you want to add.

You can confirm the category by going to the [MBS Online website](#) and entering an item number to see its category.



5. In the **Group** field, select a group (optional).
6. Select **Load Item**.

File Explorer will open.

7. Select XML files (*.xml) from the drop-down next to File name.
8. Navigate to locate the MBS file.
9. Select the MBS file and select **Open**.

After a short pause, Zedmed will begin searching the file for items in the category you selected.

When it has finished, it will show the number of items loaded.

The screenshot shows a 'Loading' dialog box with the following details:

- Mode:** Load MBS/AMA Item By Criteria, Update Existing MBS/AMA Items
- Loading Criteria:**
 - Item Number: []
 - Category: 3 - Therapeutic Procedures
 - Group: []
 - Sub Group: []
- Loaded Items:**
 - Item Number: 13105
 - Commence Date: 01/07/2021
 - Short Description: []
 - Full Description: Haemodialysis for a patient with end-stage renal disease if: (a) the service is provided by a registered nurse, an Aboriginal health worker or an Aboriginal and Torres Strait Islander health practitioner on behalf of a medical practitioner; and (b) the service is supervised by the medical practitioner (either in person or remotely); and (c) the patient's care is managed by a nephrologist; and (d) the patient is treated or reviewed by the nephrologist every 3 to 6 months (either in
- Summary:** Number of Items Loaded : 383, Continue Without Short Description
- Buttons:** Continue, Load from AMA file, Close, Cancel

10. Review the outcome:

- **Number of Items Loaded** - shows the total number.
- **Item Number** - shows the item number described.
- **Full Description** - describes the currently selected item.
- **Continue** - displays the next item.
- **Short description** - an optional field you can fill in.

11. Select **Close** to exit.

Fees Lunch & Learn video

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