Practice details

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Enter a practice's details into Zedmed. This information includes settings that can govern other branches, practice-definable fields and doctors' banking reports.

Practice tab

This section explains the practice information used by Zedmed and how to enter it. For a new practice, additional screens must be reviewed and set up, as explained in the Practice setup and Staff setup categories.

To enter a practice's details:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup > Practice.**

   The **Practice Details** screen will open with the **Practice** tab selected.
3. Fill in the fields that apply to the practice**.**

   Information on key fields:

   - The **Name** and **ABN/ACN** number fields are mandatory.
   - The **Medclaims Minor ID** is provided by **Zedmed** and should never be changed.

     This is a software-specific ID that Zedmed provides to Medicare, linking it to the provider numbers of all the doctors in the practice. When Medicare receives billing from this ID, it knows which doctor it is linked to and who the money should go to. Without this ID, Medicare will not accept claims submitted from Zedmed.
   - **Organisation type** and **Organisation service** - These fields are preset by Zedmed and do not need to be updated.
   - **Integrated Eftpos/Easyclaim provider** - Use these fields to set up Tyro or other EFTPOS payments. To learn more, see Set up Tyro.
   - **API Gateway Key** - This key is provided by Zedmed and is required to use the Doctors App.
   - **Family Links** - Select this tick box if you intend to link patients into family groups in the Patient Details screen.
   - **Round to 5 cents** - This is selected by default because the MBS Schedule is based on item values being rounded to the nearest 5 cents. Untick the box if the practice has hospital contracts that require them to work to the nearest cent.
   - **Find Archived/Deceased** - This setting enables the "Include archived and deceased" option in the Patient Search screen.
   - **Using Zedmed Clinical** - This setting enables the clinical module.
   - **Types** - This field is used to select practice-defined values. To learn more, see the Practice definable fields section.
   - **Export to MD** - This button is only used when advised to by Zedmed staff. It puts an MD-compatible patient .ini file into the Patients-Transfer folder for import into Medical Director. This may take some time depending on the size of your database.
4. **HIP-0.**

   This important number is used for electronic prescribing and uploading My Health Records. The following steps verify the number by confirming it is searchable.

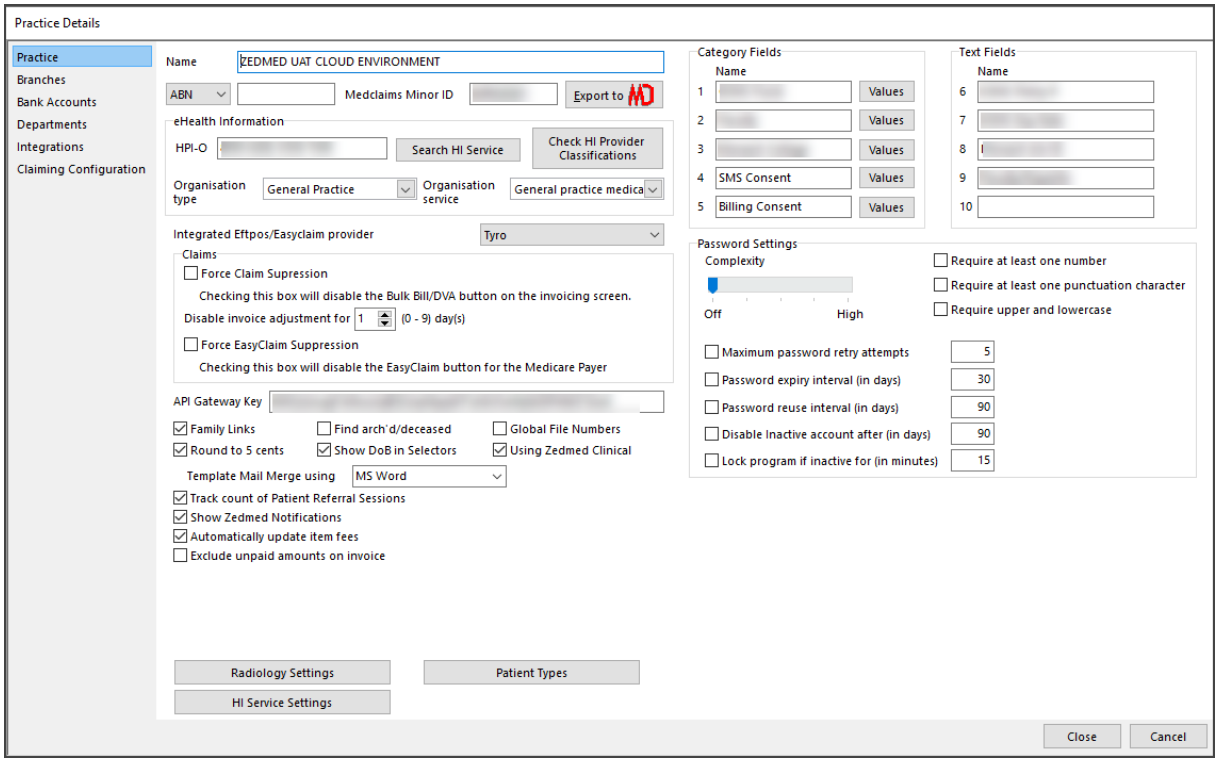
a. Select the **Search HI Service** button.
b. Enter the practice HIP-0 number into the field provided.
c. Select **Search**.
d. Select the search result. The result will include the Organisation name and ABN.
e. Select **Save selected HPI-O**.

5. **Password Settings.**

   This section is used to set password rules for all users. Selecting a box enables the rule, and you can update the fields with default intervals.
6. **Radiology Settings.**

   Selecting this opens the **Radiology Settings** screen, which is used to integrate with a PACS Radiology Server.
7. **Category Fields, Text Fields** and the **Patient Types** button.

   To learn how to use these sections, see the practice definable fields guide.



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

Branches tab

The Branches tab is documented in the Add a new branch guide.

Bank accounts tab

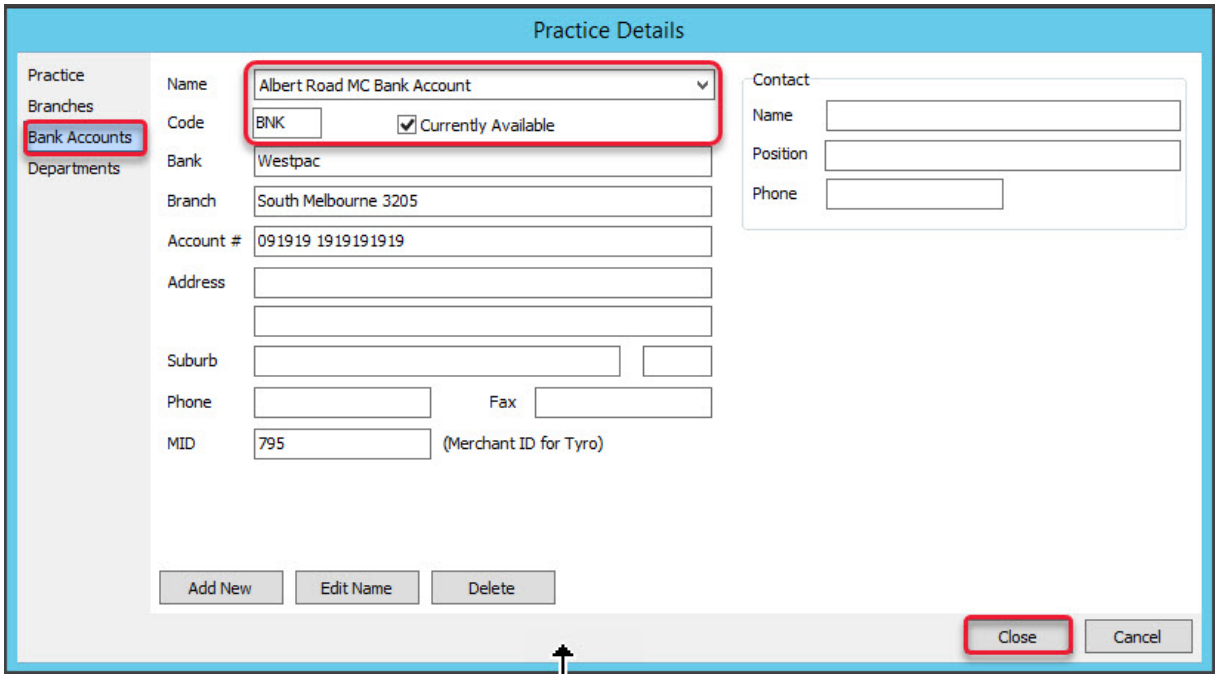
This optional tab is used to create bank accounts for doctors or surgeons who want their banking reports to be separate from the practice reports. When the practice pulls its reports, there will be a separate one for the doctor, and their banking information is only contained in that report.

To enter a bank account:

1. Go to Zedmed's **Management** tab.

2. Select **Practice Setup > Bank accounts > Banklists.**

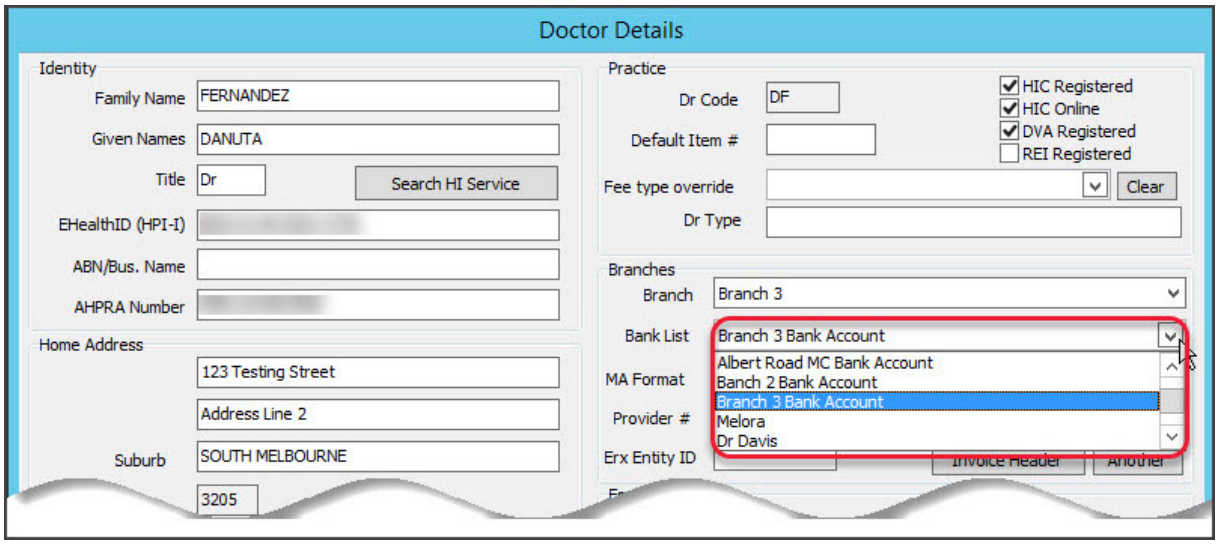
   The **Practice Details** screen will open with the **Bank Accounts** tab selected.
3. Enter the bank's name in the provided field.
4. In the **Code** field, enter a code for the bank.
5. Select **Close** to save and exit.



Now we will add the bank to the doctor.

6. Select **Practice Setup > Doctors > Find Treating Doctors.**

   The **Find Doctor Details** screen will open.
7. Locate the doctor and open the **Doctor Details** screen.
8. Select the bank account from the **Bank List** drop-down in the **Branches** section.
9. Select **Close,** then Save and Exit.

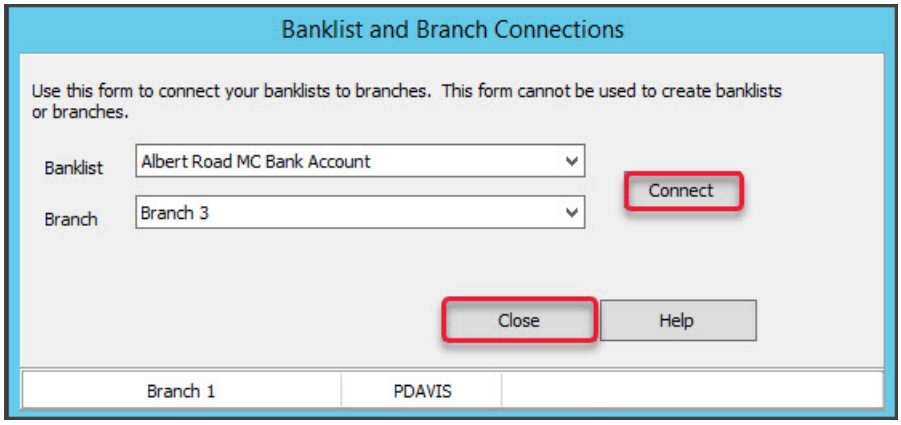


The next steps are for doctors who want to use the bank account in additional branches.

10. Select **Practice Setup > Bank Accounts > Branch Connections.**

    The **Banklist and Branch Connection Accounts** screen will open.

11. Select the **Banklist** and **Branch** that the bank account will be used at.
12. Select **Connect**.
13. Repeat for each branch.
14. Select **Close** to save and exit.



PRODA registration for B2B devices

Some clinical software solutions need the practice to register and activate their Business to Business (B2B) devices in PRODA, before the software can be authorised to interact with Medicare Web Services.

You do NOT need to register B2B devices with PRODA for Zedmed. Authorised access to Medicare Web Services is managed by the Zedmed software. If you need to register your B2B device for other clinical software solutions, the process is documented on the Services Australia website. You can remove your B2B device's PRODA registration without impacting Zedmed.