



View Practice Fees %

The currently available functionality under this heading is displayed below:

View Practice Fees %



General Fee Percentages

Fee % Exceptions

Default On-Account Payment Amounts


NON - MBS Fee % Exceptions

General Fee Percentages

Clicking the above button will open the following form. Click the Edit icon and add the relevant fee percentage for each Practitioner.

As noted on the form, a 100% fee amount will cause ALL patient receipts to be paid to the Practice and a 0% fee amount will cause ALL patient receipts to be paid to the Practitioner.

The 'Has Exceptions' box will only be visible if the Practice has elected to pay Practitioners a different fee percentage for certain Patient Items. The tick in the two boxes in this example merely indicates that there are patient fee items with different fee percentages for the two Practitioners.

 Close E dit S ave Fee Percentages MUST include the GST %		
100% = All to the Practice, 0% = All to the Practitioner, 0% for Practice		
Practitioner	Fee %	Has Exceptions
ABC Medical Centre (1)	0.00	<input type="checkbox"/>
Dr Harry Jones (2)	44.00	<input checked="" type="checkbox"/>
Dr Isabelle Vasili (3)	33.00	<input checked="" type="checkbox"/>
Dr Jane Smith (4)	55.00	<input type="checkbox"/>
Dr Mohammed Arun (5)	27.50	<input type="checkbox"/>
Dr Sarah Lee (6)	44.00	<input type="checkbox"/>

Fee % Exceptions

If the Practice decides to have a fee percentage different to the General Fee percentage above for certain patient Items, firstly the flag must be set in the Medical Centre Details form (Setup in the PA main menu).

This is covered in the 'Medical Centre Details' help user guide.

Although, this can be set at any time, you would need to determine the point in time that you have paid the relevant Practitioner based on the proposed percentage change.

Clicking the 'Fee % Exceptions' button will open the following form. Select a Practitioner from the drop-down list, click the Add icon and enter the Item number, a description for the Item and the Fee % to apply for that Item number for that Practitioner.

Close		A dd	E dit	S ave	Practitioner >>	All Practitioners	Copy Records	In-Active Records
Note: Fee Percentages MUST include the GST %					100% = All to the Practice, 0% = All to the Practitioner			
Item No.	Item Description	Fee %	Status	Practitioner				
X	732	Review of GP Management Plan	22.00	A	Dr Isabelle Vasili (3)			
X	30071	Biopsy of Skin	22.00	A	Dr Harry Jones (2)			

In order to facilitate the entry of Item fee exception Items for other Practitioners, you can click the following button to copy the exceptions as illustrated below.

After copying, you could then delete any Items that will not apply to the 'copied' Practitioner by clicking the red 'X' delete icon.

Copy Records

Close		COPY FROM Practitioner >>	Dr Harry Jones (2)	Copy Records
		COPY TO Practitioner >>	Dr Jane Smith (4)	
WARNING - This Process will OVERWRITE any of the TO Practitioner's EXISTING Fee % Exceptions - and instead, ADD all of the Fee % Exceptions that currently exist for the FROM Practitioner - If you make any % changes (after the Copy) the % MUST include the GST %				

Important Message

CRITICAL - CRITICAL - CRITICAL

**ALL FEE % Exceptions for
Dr Harry Jones (2)
Will be COPIED to
Dr Jane Smith (4)**

**AND any Exception Fee percentages that currently exist for
Dr Jane Smith (4)
will be DELETED.**

**You will be able to make changes to the Fee Exception % records of
Dr Jane Smith (4)
manually (including deleting records)
AFTER the COPY Process has finished.**

Do you wish to Continue ?

YES - Continue the COPY Process **NO - Do Not COPY**

Default On-Account Payment Amounts

If your Practice decides to pay Practitioners progress payments during say a month and then calculate the amount payable to the Practitioner at the end of the month, less the progress payments, then you can make this option available by ticking the 'Enable ON-Account Payments for Practitioners' box in the 'Medical Centre Details' form (Setup menu item).

Click the above button to open the following form.

Entering amounts on this form does not mean that they will be automatically paid.

When making Payments to Practitioners, you have the option of not paying any amount or reducing the amount to be paid.

Please refer to the "Payments' PA user help guide for more detailed information

Practitioner	Default Pay Amt.
ABC Medical Centre	\$0.00
Dr Harry Jones	\$1,000.00
Dr Isabelle Vasili	\$1,000.00
Dr Jane Smith	\$0.00
Dr Mohammed Arun	\$0.00
Dr Sarah Lee	\$0.00

NON - MBS Fee % Exceptions

Item numbers for Non-Medicare items are not displayed in the BP Excel spreadsheet and as a result, when imported into PA, they are assigned a zero Item No.

By clicking the above button, you will see the following form that will display all, if any, zero numbered Items. The 'Item No' drop-down box will display the available Fee percentage exceptions for each Practitioner (for this example, 900001 and 900003 have been selected)

Those numbers need to be pre-created in the 'Fee % Exceptions' (see above).

Date	Fee Amt	Invoice No	Practitioner	Fee Description	0 Item No = Practitioner General % Applies	Item No
08/08/2019	449.30	158583	Dr Jane Smith	CVC Quarterly Payment -LMO/GP with Practice Nurse Coordinator		900001
07/08/2019	3.00	158589	Dr Mohammed Arun	Accounting - AIR payment		0
27/08/2019	50.00	159613	Dr Sarah Lee	Assessment of VSMA		900003

Item No.	Item Description	Fee %	Status	Practitioner
X 900003	Assessments	77.00	A	Dr Sarah Lee (6)

As you will see from the above screenshot, for the Assessment of VSMA, Dr Sarah Lee will incur a 77% service fee and for Dr Arun, the general fee percentage of 27.5% will be applied.