

MEDILINK^{ESI} 2011+ (R2)
BUPA Fund Setup

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Introduction

This document was written by Patrick Sims as a guide for manually setting up BUPA as a fund in Medilink. This is necessary as at this stage we do not have a Medilink update with the BUPA fund logic easily accessible.

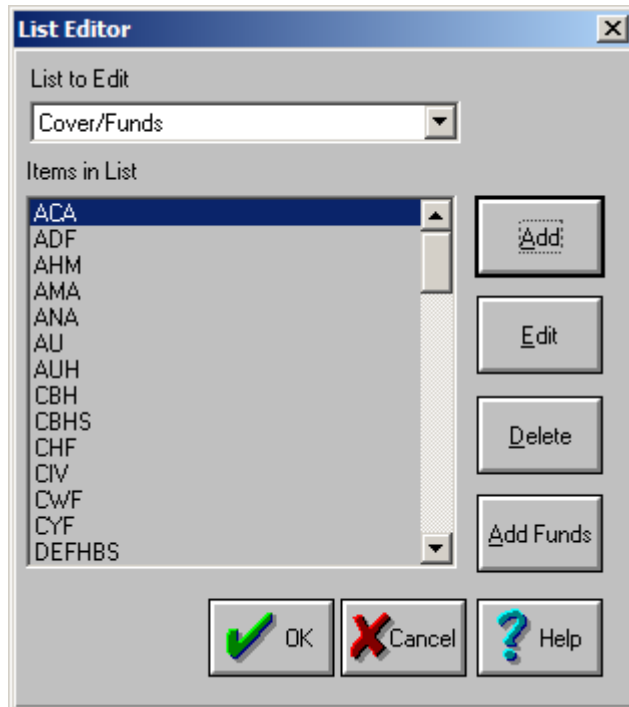
Until recently, BUPA was a major fund group in the Australian market, (controlling major fund brands such as MBF, HBA and MCL), but not a fund brand in its own right; however this has now changed.

They need to be added in to Medilink with the fund code 'BUP', to cater for PVF and ECLIPSE billing.

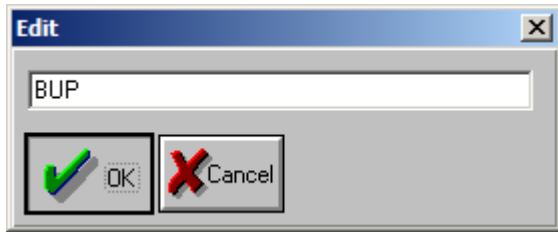
Setup

Code

Click on 'File'->'Change Details'->'Edit Lists', and select 'Fund/Cover' from the drop-down list:



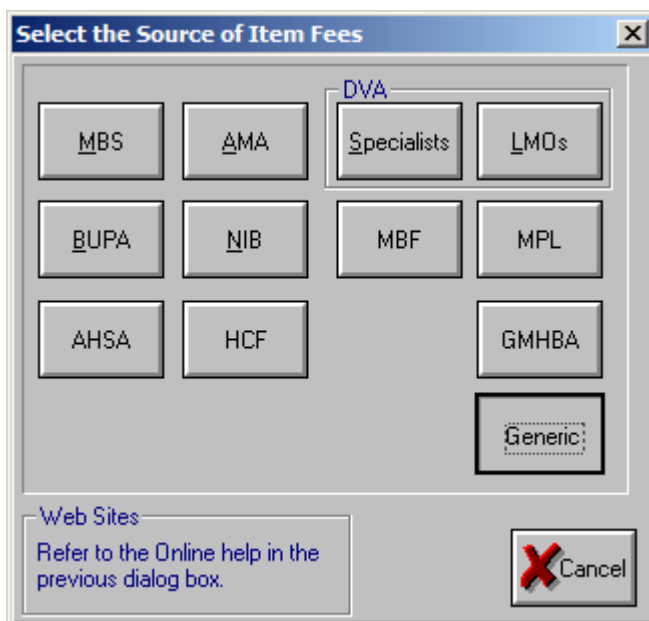
Observe whether or not 'BUP' is in the list. If not, click 'Add', and type in 'BUP' in the box provided, and click 'OK':



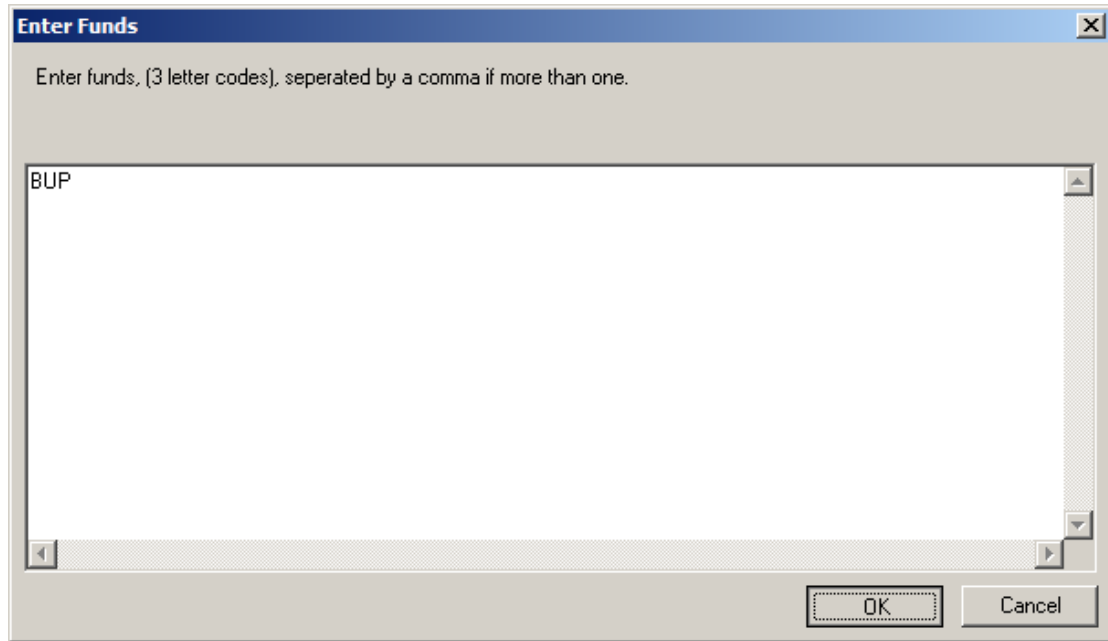
Click 'OK' again on the 'List Editor' box.

Fees

Click on 'Fees'-'>'Import'-'>'Generic':



Enter 'BUP' in the field provided and click 'OK':



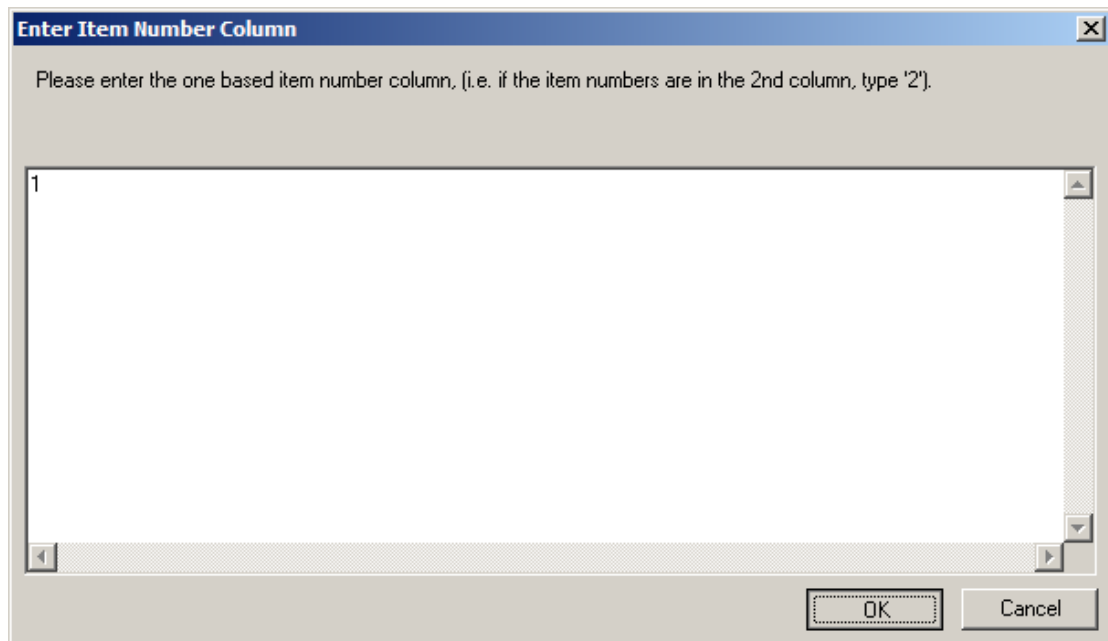
Enter Funds

Enter funds, (3 letter codes), seperated by a comma if more than one.

BUP

OK Cancel

Enter '1' in the field provided and click 'OK':



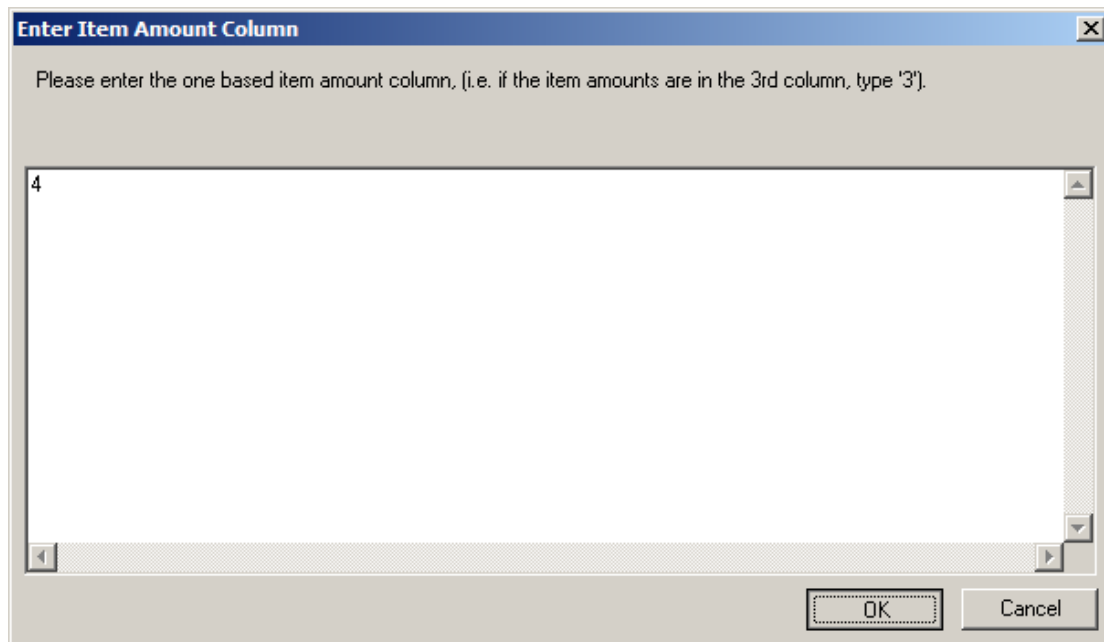
Enter Item Number Column

Please enter the one based item number column, (i.e. if the item numbers are in the 2nd column, type '2').

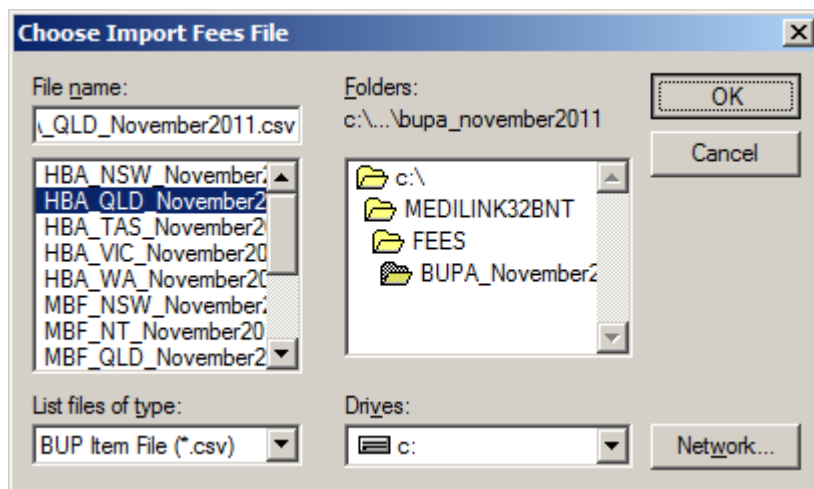
1

OK Cancel

Enter '4' in the field provided and click 'OK':



Navigate to the folder containing the appropriate BUPA fees. Please note, you should choose the 'HBA' or 'MCL' fee file for your state, (the 'MBF' file is of a slightly different format; i.e., the item number and amount are not in column 1 & 4), and click 'OK':



You should now see 'BUP' fees in your fund fee list:

Item Numbers [X]

*104 In-Hospital test
 *104 In-Hospital test2
 *105 In-Hospital Professional attendance by a specialist in the practice of his or her spe
 *106 In-Hospital - initial specialist ophthalmologist attendance, referred consultation in a
 *107 In-Hospital Professional attendance by a specialist in the practice of his or her spe
 *108 In-Hospital Professional attendance by a specialist in the practice of his or her spe

Search For Item Number: 1 of 11493 Deactivate

FUND Fee - SELECT

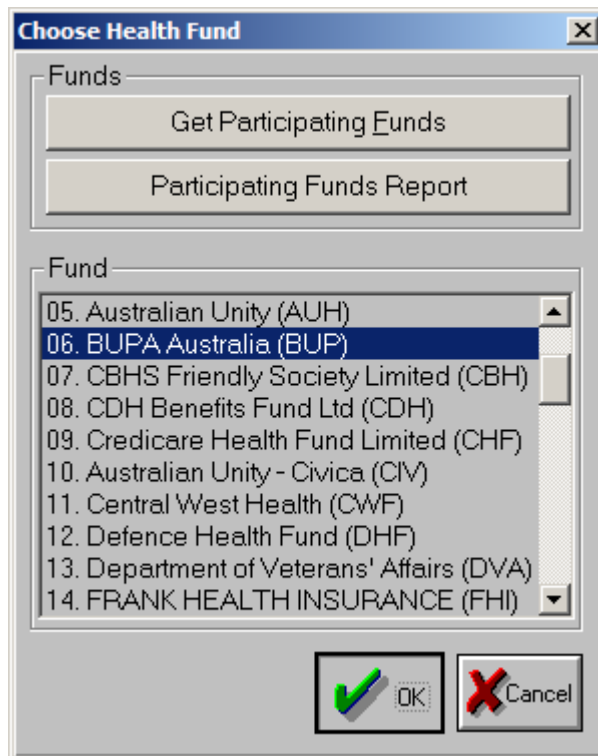
AHM	110.40	Australian Health Management Group Ltd	<input type="button" value="Add Fund Fee"/> <input type="button" value="Edit Fund Fee"/> <input type="button" value="OK"/>
AMA	110.40	The Doctor's Health Fund	
AUF	110.40		
BUP	100.15	BUPA Australia	
CBH	110.40	CBHS Friendly Society Limited	
CPS	110.40		

Item Number	Description						
*104	In-Hospital test						
	h ospital	m edicare	s chedule	t hird Party	u ser	d iscount	
	63.00	71.40	83.95	0.00	2.00	0.00	
	a	b	c	e	f	g	i
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	j	k	l mo	n	o	p	q
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	r ei	v et	w	x	y	z	
	0.00	0.00	0.00	0.00	0.00	0.00	

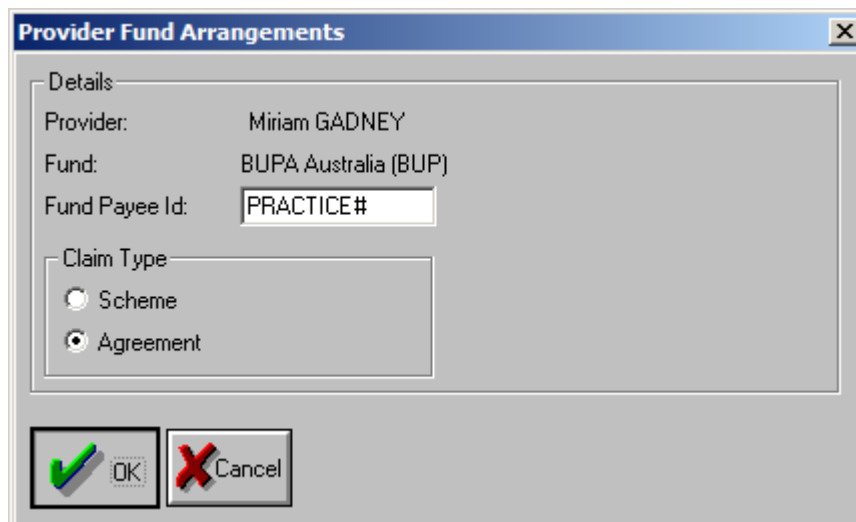
Fund Payee Provider

Bring up a patient and click on 'ECLIPSE'. Click on '4. Setup Provider Fund' and then 'Get Participating Funds', (this may take a minute to obtain all of the relevant funds from Medicare).

You should now see 'BUPA Australia (BUP)' in the list:



Click 'OK'. You must now fill in the details as per your arrangements with BUPA. Please note, BUPA funds tend to be 'Agreement' rather than 'Scheme', and they will have a special 'Fund Payee Id', (also known as a 'Practice Number'):



Usage

When a patient informs you that they are a 'BUP' member, simply select the 'BUP' fund code from the drop-down list in the 'Edit Patient' dialog:

The screenshot shows the 'Edit Patient - Personal' dialog box. The 'Fund' dropdown menu is highlighted with a red box, showing 'BUP' selected. The dialog box contains the following information:

Account	
Name	Mr Maurice ALWIN
Type	Private Billing
Private Billing Rate	U
Connect patient to another account	Attach To
Edit Lists	

Patient	
Surname	ALWIN
Firstname	Maurice
Title	Mr
Known As	
Sex	M
DOB	20/09/1933
New	08/11/2010
Address	60 Gustaf Dr
Town	GLENTHOMPSON 3293
Home Ph	
Work Ph	
Mobile	0488579500
Email	
Comments	
Notes	

Medicare #		Expires	
3950 09826 1	1		

Dept. Veteran Affairs #		Expires	
NX901024A	G		

Benefit/Pensioner #		Expires	

File#	MRN#
FILE	MRN

Fund Membership #	Fund
12345678	00 BUP

Hold
<Patient Not Held>

Buttons: OK, Cancel, Help

The remainder of usage is identical to standard PVF/ECLIPSE billing process; please refer to those documents for more information.