Medical Aid

PRICING UPDATE

with

CGM MEDEDI

Billing and Practice Management

## Custom Charge Rate - User Manual

Intro:

Every year CGM MEDEDI is updated with the latest medical aid tariffs for consultations, medicine, and consumables. We want to make sure that we give you everything you need to know about updating pricing tariffs and updates.

## What is a custom charge rate, and how do you create your own?

A custom charge rate is a charge rate that you at the practice can create when you need to bill at a special rate that is a higher percentage rate than the standard base rate used in CGM MEDEDI.

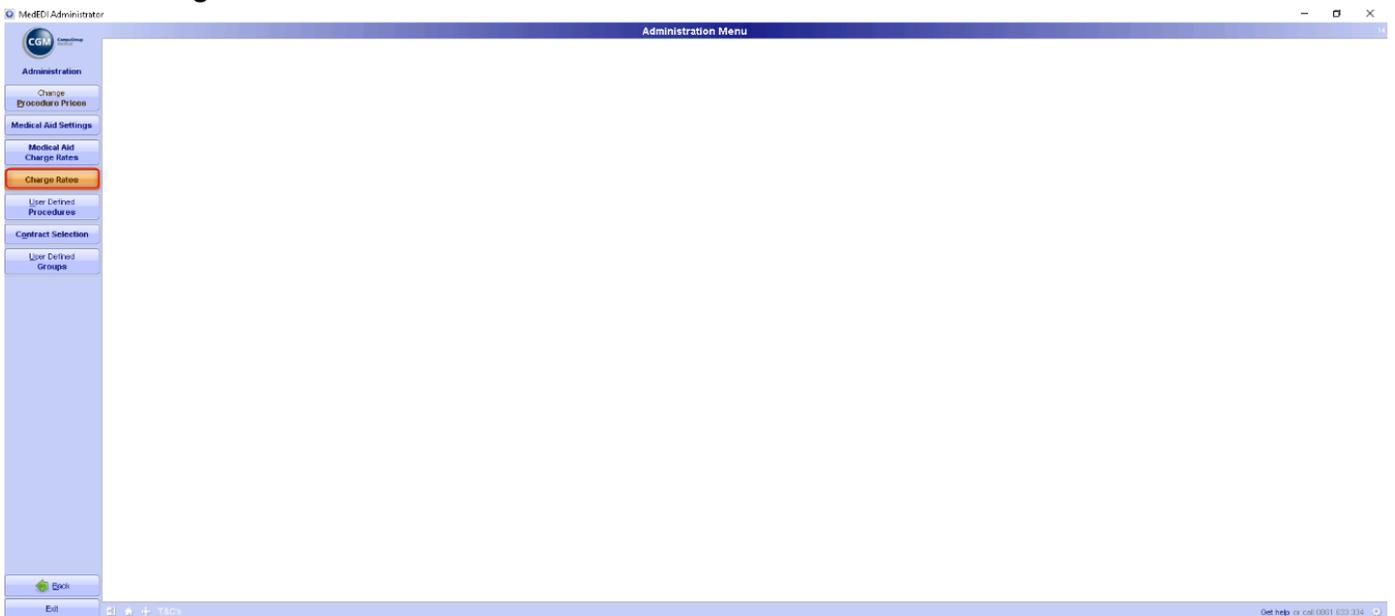## Step-by-step approach to creating a Charge Rate.

Open and log into your MEDEDI Administrator.
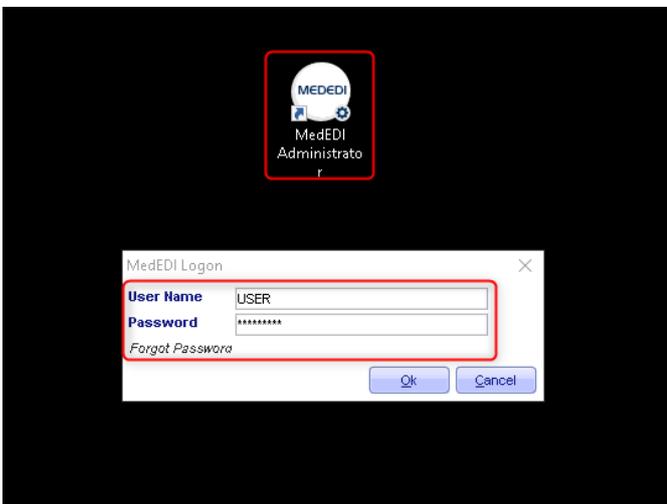
On the main screen, select '**Change Rates Prices & Med Aid**' button.
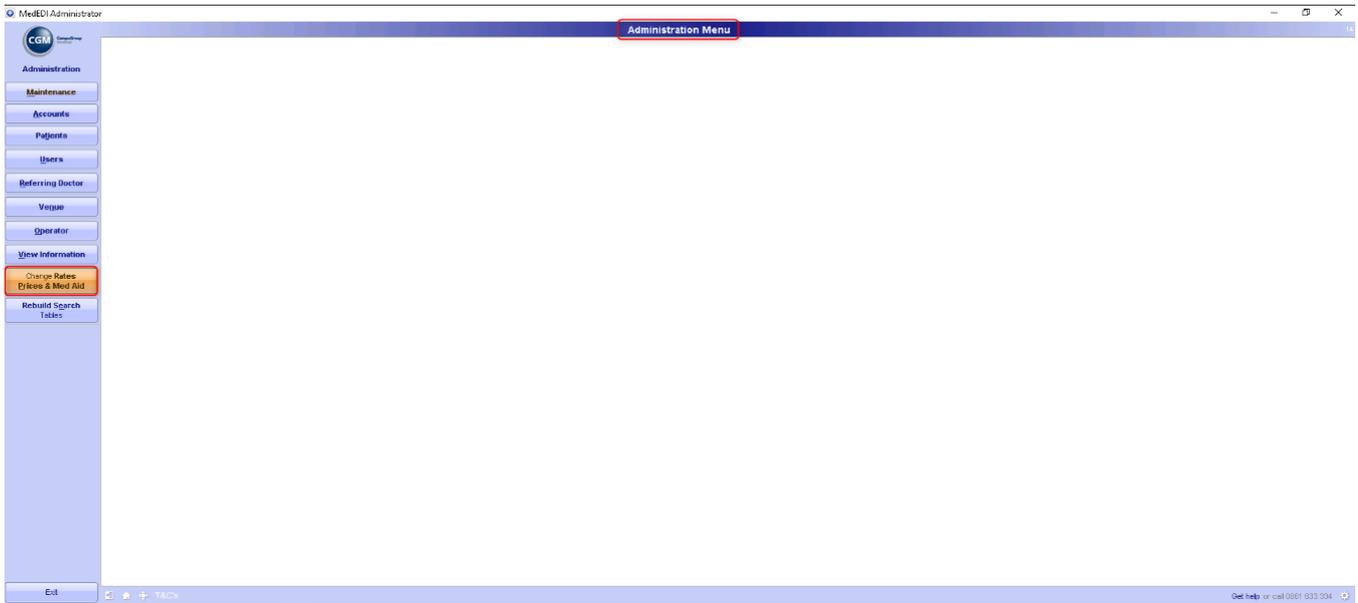
Select the **'Charge Rates'** button.

The '**Charge Rates**' screen opens up and here is where you will see a list of all the charge rates in the system which are used when billing. You can also create, compare, import and export your charge rates but in this case, we will be creating a new custom charge rate - Select the '**New Charge Rate**' button.

**Note: Charge rates with * are MEDEDI rates and those without are custom rates.
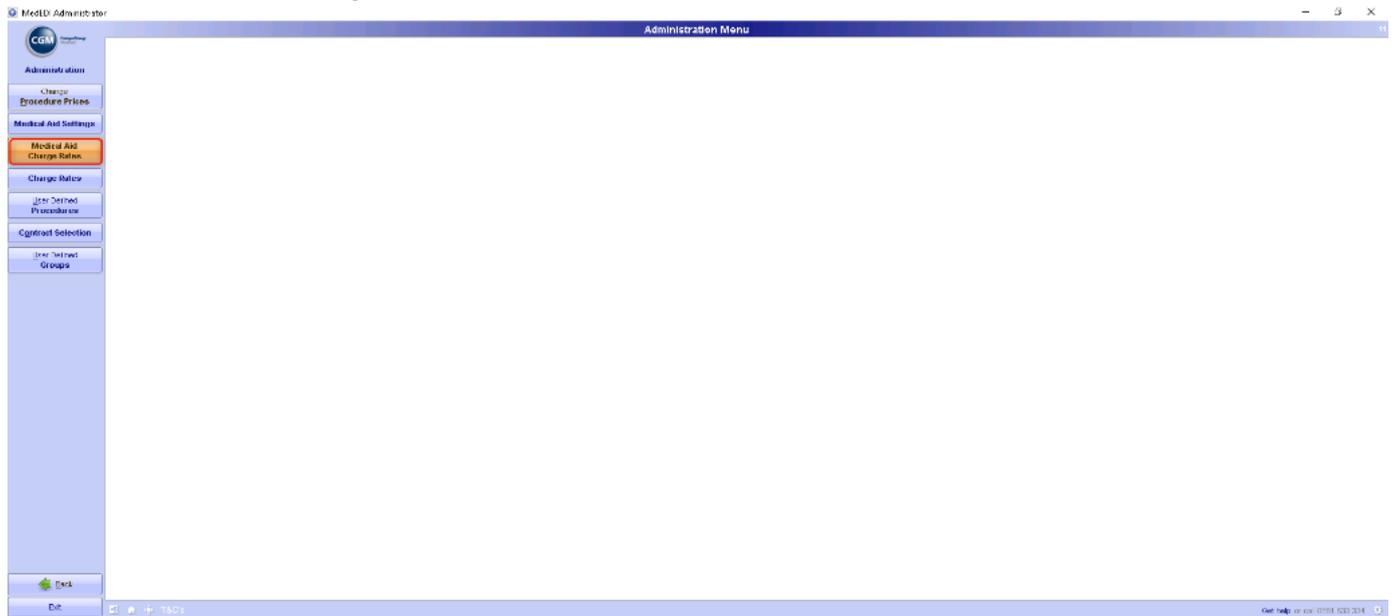
The View / Edit charge rate screen opens and here you will create the charge rate. Below the screen shot are descriptions of what each block requires.

A – Give a name for your custom charge rate you would like to create.

B – Add a description for yourself so that you will know what the charge rate was created for.

C – Select a charge rate for which scheme you would like to use as a base rate for your custom charge rate. Your percentage markup will be added on to those base rates

D – Nothing needs to be added here as when you select your charge rate, this will automatically change to what is linked to that charge rate.

E – Here you will add your percentage markup. Please note the base rate is already at 100% so only the total percentage that is left after you take the 100% away needs to be added in each block that it is applicable for.

Example: If you are allowed to charge at 150%, only 50% needs to be added in the block and not the full 150% as the base rate is already 100%

Once you are done, click on **Accept Changes** to save your new charge rate.

You are now able to open CGM MEDEDI and bill patients using the new charge rate.

**Additional steps if you would like to set this new charge rate as a default charge rate when billing a patient on the scheme for which you have special billing rates.

Continuing from the Charge Rates screen where you left off:
Select the '**Back**' button.

Select the **'Medical Aid Charge Rates'** button.

On the **Medical Aid Charge Rates** screen, add in the scheme name, plan and option (if specific, otherwise you could add '*' which selects all plans and options for that scheme) and then under the charge rate column, select your new charge rate.
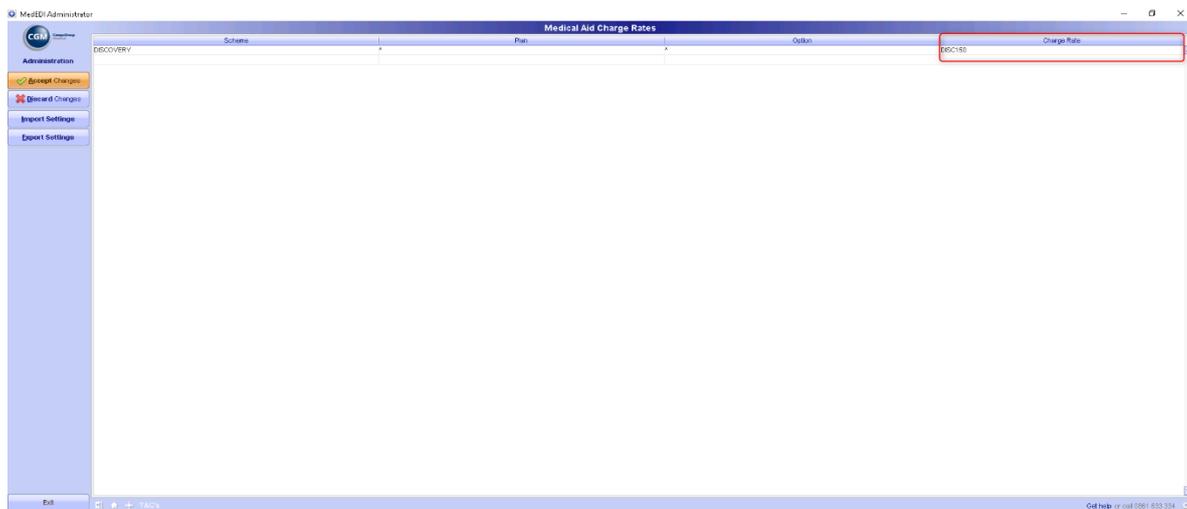
Once you are done, click on **Accept Changes** to save your settings.

Re-open MEDEDI and bill a patient on the scheme which you have setup that custom charge rate with. Confirm that the default charge rate pulling through is now your new charge rate.