



MedTech Training Guide

GMS Adjustment Tool

INTRODUCTION:

The MedTech32 GMS Adjustment Tool has been designed to help Practice Managers setup the three main subsidised services within the MT32 Practice Management System. These services are as follows:

- | | | |
|-----------------------------------|---------------------|--------------|
| 1. Consultation: | Service Code = C | Funder = GMS |
| 2. ACC (Dr Only) Consultation: | Service Code = CACC | Funder = ACC |
| 3. ACC (Dr & Nurse) Consultation: | Service Code = AGPN | Funder = ACC |

When setup correctly, these services will automatically populate with the correct ‘cost to patient’ when selected in an invoice. The price is calculated based on the patient’s GMS Age Code and use of special funding cards. The breakdown is as follows:

GMS Age Codes:

1. A = Adult (16-18 yrs of age and up, varies by clinic)
2. J = Juvenile (5-18 yrs of age, varies by clinic)
3. Y = Youth/Baby (Birth – 6 yrs of age, varies by clinic)

Special Funding Card Codes:

1. 1 = CSC Card (Patient has a Community Services Card)
2. 3 = No Card (Patient does not have a special funding card)
3. Z = HU Card (Patient has a High User Card)

Depending upon age and situation, each patient is given a full GMS Code (GMS Age Code + Special Funding Card Code). The full GMS Code is what determines the cost a patient pays when coming into a clinic for medical assistance. The list of full codes is:

- | | | | |
|--------------|--------------------------|-------------------------|-------------------------|
| 1. Adult: | A1 = Adult - CSC Card | A3 = Adult - No Card | AZ = Adult - HU Card |
| 2. Juvenile: | J1 = Juvenile - CSC Card | J3 = Juvenile - No Card | JZ = Juvenile - HU Card |
| 3. Youth: | Y1 = Youth - CSC Card | Y3 = Youth - No Card | YZ = Youth - HU Card |

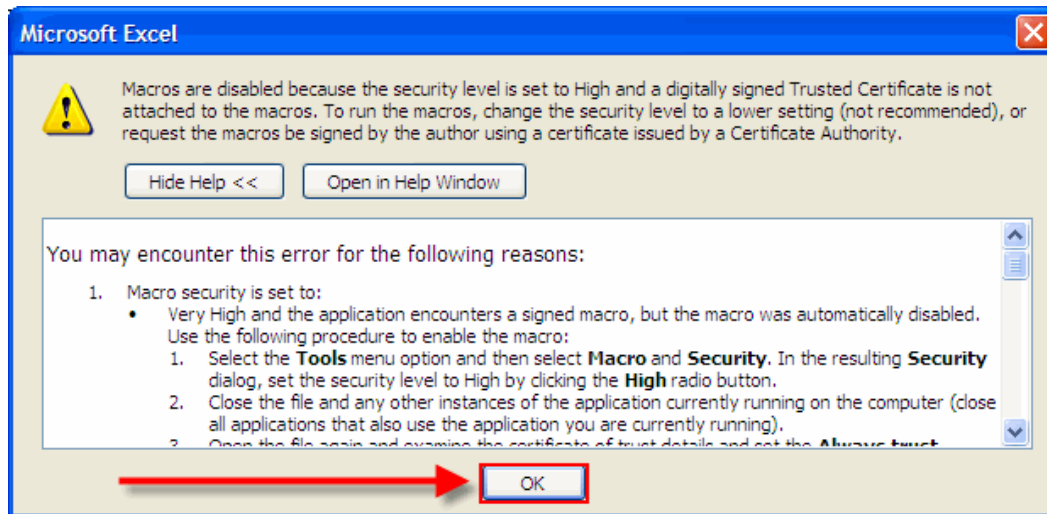
The MedTech32 GMS Adjustment Tool will take information entered, and will calculate the correct GMS adjustment amounts for entering into the MT32 application. By entering those details, the services will be accurately configured for use within the “F9” invoice screen.

USING THE GMS ADJUSTMENT TOOL:

In order to use the MedTech32 GMS Adjustment Tool, you must have the Microsoft Excel application installed on your machine. This is usually installed as part of the Microsoft Office Suite, which includes other Microsoft applications such as Word, PowerPoint, etc.. The GMS Adjustment Tool is available from Medtech, but comes pre-packaged on the User Guide CD that is supplied to each practice during the site's implementation of the Medtech32 PMS. The supplied disc includes the following:

1. Setup User Guide – This guide explains the steps of general Medtech32 setup and configuration such as Location Setup and Staff Member Setup.
2. Front Desk User Guide – This guide covers the steps and processes used on a daily basis by the Front Desk/Reception (Admin) staff.
3. Clinical User Guide – This guide covers the steps and processes used on a daily basis by the Clinical staff (Doctors, Nurses, Locums, etc...).
4. GMS Adjustment Tool – This is the tool used for assisting the Practice Managers with accurate setup of the respective service codes.

When you open the GMS Adjustment Tool you may see the following message:



Click the 'OK' button to close the message and access the main screen:

Subsidies			
	GMS	ACC	AGPN
A1	\$15.00	\$32.80	\$35.88
A3	\$0.00	\$32.80	\$35.88
AZ	\$15.00	\$32.80	\$35.88
J1	\$20.00	\$32.80	\$35.88
J3	\$15.00	\$32.80	\$35.88
JZ	\$20.00	\$32.80	\$35.88
Y1	\$35.00	\$35.88	\$38.95
Y3	\$35.00	\$35.88	\$38.95
YZ	\$35.00	\$35.88	\$38.95

The highlighted box in the top left-hand corner is the “Subsidy Table”. Along the bottom of the screen are different tabs (worksheets) that can be used. The first 3 tabs starting from the left are the services that can be setup (Consultation, ACC Consultation, and AGPN Consultation). The tab marked “Subsidies” is the main screen of the GMS Adjustment Tool, and the “Price FAX” tab is a blank copy of the service setup GMS Adjustment tab.

1	Consultation Tab
2	ACC Consultation Tab
3	AGPN Consultation Tab
4	Subsidies Tab
5	Price FAX Tab

In the Price FAX Tab, the site can manually enter what they want to charge for the different services in the respective tables, print the information, and fax to Medtech for completion (**NOTE: choosing that option will incur a fee**). The service code tabs (Consultation, ACC Consultation, and AGPN Consultation) are all setup and function exactly the same.

Consultation Service Tab:

Consultation (C)															
GMS	Registered					Casual					Funded				
	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65
A1	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$25.00	\$30.00	\$25.00	\$25.00
A3	\$25.00	\$50.00	\$50.00	\$50.00	\$50.00	\$25.00	\$50.00	\$50.00	\$50.00	\$50.00	\$25.00	\$25.00	\$50.00	\$25.00	\$25.00
AZ	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$25.00	\$30.00	\$25.00	\$25.00
J1	\$10.00					\$30.00					\$25.00				
J3	\$10.00					\$30.00					\$25.00				
JZ	\$10.00					\$30.00					\$25.00				
Y1	\$0.00					\$0.00					\$0.00				
Y3	\$0.00					\$0.00					\$0.00				
YZ	\$0.00					\$0.00					\$0.00				

GMS Adjustment															
GMS	Registered					Casual					Funded				
	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65
A1	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-10.00	-5.00	-10.00	-10.00
A3	-25.00	0.00	0.00	0.00	0.00	-25.00	0.00	0.00	0.00	0.00	-25.00	-25.00	0.00	-25.00	-25.00
AZ	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-10.00	-5.00	-10.00	-10.00
J1	-20.00					0.00					-5.00				
J3	-25.00					-5.00					-10.00				
JZ	-20.00					0.00					-5.00				
Y1	-15.00					-15.00					-15.00				
Y3	-15.00					-15.00					-15.00				
YZ	-15.00					-15.00					-15.00				

Service Fee
\$50.00

The top section (marked “A”), is where the site enters what they want to charge the patient for that respective service (in the picture above, we are setting up the Consultation service).

The section (marked “B”), is the Service Fee that will need to be entered into the Main Tab of the setup screen for that applicable service.

(NOTE: This box will be automatically populated by the details entered into Section “A”)

The bottom section (marked “C”), is where the GMS Adjustment settings are displayed. This is the information that will need to be entered into the GMS Adjustment Tab of the setup screen for the respective service. As previously mentioned, each of the Service Code tabs are setup, and work exactly the same:

ACC Consultation Tab:

ACC Consultation (CACC)															
Registered					Casual					Funded					
GMS	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65
A1	\$0.00	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00
A3	\$0.00	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00
AZ	\$0.00	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00	\$15.00	\$15.00	\$15.00	\$15.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00
J1	\$0.00					\$0.00					\$0.00				
J3	\$0.00					\$0.00					\$0.00				
JZ	\$0.00					\$0.00					\$0.00				
Y1	\$0.00					\$0.00					\$0.00				
Y3	\$0.00					\$0.00					\$0.00				
YZ	\$0.00					\$0.00					\$0.00				

GMS Adjustment															
Registered					Casual					Funded					
GMS	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65
A1	-15.00	0.00	0.00	0.00	0.00	-15.00	0.00	0.00	0.00	0.00	-15.00	-10.00	-10.00	-10.00	-10.00
A3	-15.00	0.00	0.00	0.00	0.00	-15.00	0.00	0.00	0.00	0.00	-15.00	-10.00	-10.00	-10.00	-10.00
AZ	-15.00	0.00	0.00	0.00	0.00	-15.00	0.00	0.00	0.00	0.00	-15.00	-10.00	-10.00	-10.00	-10.00
J1	-15.00					-15.00					-15.00				
J3	-15.00					-15.00					-15.00				
JZ	-15.00					-15.00					-15.00				
Y1	-11.92					-11.92					-11.92				
Y3	-11.92					-11.92					-11.92				
YZ	-11.92					-11.92					-11.92				

Service Fee	
\$47.80	

AGPN Consultation Tab:

AGPN Consultation (AGPN)															
Registered					Casual					Funded					
GMS	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65
A1	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00
A3	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00
AZ	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00
J1	\$0.00					\$0.00					\$0.00				
J3	\$0.00					\$0.00					\$0.00				
JZ	\$0.00					\$0.00					\$0.00				
Y1	\$0.00					\$0.00					\$0.00				
Y3	\$0.00					\$0.00					\$0.00				
YZ	\$0.00					\$0.00					\$0.00				

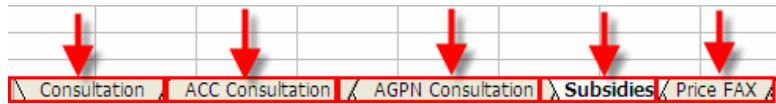
GMS Adjustment															
Registered					Casual					Funded					
GMS	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65
A1	-5.00	0.00	0.00	0.00	0.00	-5.00	0.00	0.00	0.00	0.00	-5.00	0.00	0.00	0.00	0.00
A3	-5.00	0.00	0.00	0.00	0.00	-5.00	0.00	0.00	0.00	0.00	-5.00	0.00	0.00	0.00	0.00
AZ	-5.00	0.00	0.00	0.00	0.00	-5.00	0.00	0.00	0.00	0.00	-5.00	0.00	0.00	0.00	0.00
J1	-5.00					-5.00					-5.00				
J3	-5.00					-5.00					-5.00				
JZ	-5.00					-5.00					-5.00				
Y1	-1.93					-1.93					-1.93				
Y3	-1.93					-1.93					-1.93				
YZ	-1.93					-1.93					-1.93				

Service Fee	
\$40.88	

SETTING UP A SERVICE:

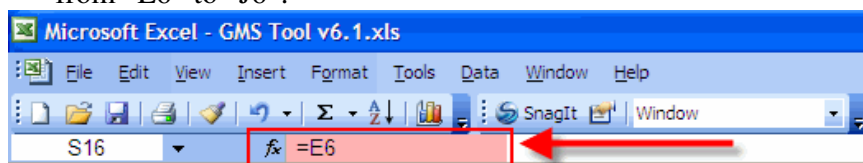
Please use the following steps to setup a service using the Medtech32 GMS Adjustment Tool:

1. Open the GMS Adjustment Tool
2. Click on the tab of the Service Code you want to setup (Consultation, ACC Consultation, or AGPN Consultation Consultation):



3. Enter the prices you wish to charge the patients, into the top section (marked “Section A”)

4. Click into the highlighted section of the ‘Service Fee’ box (marked “Section B”). Look in the box marked “Cell Reference”, this will default to “E6” (which is where the price is entered for 25-44yr old A3 patients), the amount entered here will also be populating in the box marked “Section B”. If the price in the box marked “E6” is the same as the price in the box marked “J6” you can leave the cell reference as “E6”. If the prices are different and the amount in box “J6” is greater, then change the cell reference from “E6” to “J6”.



The table is setup in a map-like fashion – Full GMS Codes (A1, A3, etc...) down the left-hand side, and the Age Range brackets (0-17, 18-24, 25-44, etc...) across the top. The table is divided into three sections:

- Registered – Patients are ‘registered’ for recalls with the clinic, and the practice is the patient’s primary GP care facility (**NOTE: Registered does not mean Funded!!!**).
- Casual – Patients are NOT registered for recalls at the clinic, and the patient usually goes to another clinic for GP care.
- Funded – The patient is registered with the practice, and the practice receives government funding for that patient.

Consultation (C)															
Registered Casual Funded															
GMS	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65
A1	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$25.00	\$30.00	\$25.00	\$25.00
A3	\$25.00	\$50.00	\$50.00	\$50.00	\$50.00	\$25.00	\$50.00	\$50.00	\$50.00	\$50.00	\$25.00	\$25.00	\$50.00	\$25.00	\$25.00
AZ	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$25.00	\$30.00	\$25.00	\$25.00
J1	\$10.00					\$30.00					\$25.00				
J3	\$10.00					\$30.00					\$25.00				
JZ	\$10.00					\$30.00					\$25.00				
Y1	\$0.00					\$0.00					\$0.00				
Y3	\$0.00					\$0.00					\$0.00				
YZ	\$0.00					\$0.00					\$0.00				

GMS Adjustment															
Registered Casual Funded															
GMS	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65
A1	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-10.00	-5.00	-10.00	-10.00
A3	-25.00	0.00	0.00	0.00	0.00	-25.00	0.00	0.00	0.00	0.00	-25.00	-25.00	0.00	-25.00	-25.00
AZ	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-10.00	-5.00	-10.00	-10.00
J1	-20.00					0.00					-5.00				
J3	-25.00					-5.00					-10.00				
JZ	-20.00					0.00					-5.00				
Y1	-15.00					-15.00					-15.00				
Y3	-15.00					-15.00					-15.00				
YZ	-15.00					-15.00					-15.00				

GMS		Service Fee													
		\$50.00													

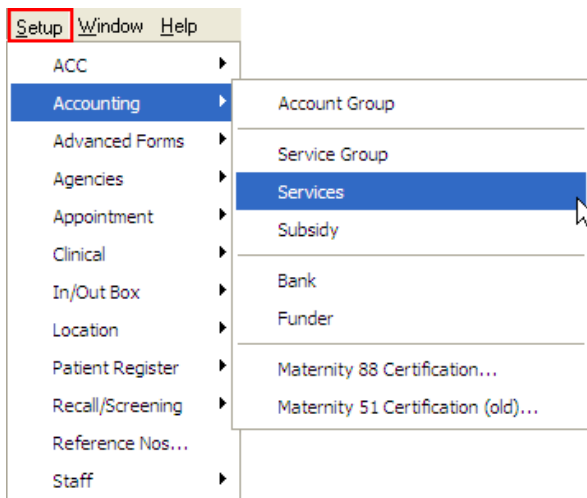
In this example, we have chosen to charge A1 patients that fall in the 18-24 yr Age Bracket \$30 for that service. We have chosen to charge A3 patients in the same Age Bracket \$50 for that service, and so on.

Consultation (C)															
Registered Casual Funded															
GMS	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65
A1	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$25.00	\$30.00	\$25.00	\$25.00
A3	\$25.00	\$50.00	\$50.00	\$50.00	\$50.00	\$25.00	\$50.00	\$50.00	\$50.00	\$50.00	\$25.00	\$25.00	\$50.00	\$25.00	\$25.00
AZ	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$25.00	\$30.00	\$25.00	\$25.00
J1	\$10.00					\$30.00					\$25.00				
J3	\$10.00					\$30.00					\$25.00				
JZ	\$10.00					\$30.00					\$25.00				
Y1	\$0.00					\$0.00					\$0.00				
Y3	\$0.00					\$0.00					\$0.00				
YZ	\$0.00					\$0.00					\$0.00				

- Enter the prices in all the Section “A” boxes accordingly. As you enter the details into each box, you will notice that the respective box in the Section “C” area will also change. These are the details you will be entering into the GMS Adjustment tab in the service setup screen

GMS Adjustment																
	Registered					Casual					Funded					
GMS	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	0-17	18-24	25-44	45-65	>65	
A1	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-10.00	-5.00	-10.00	-10.00	
A3	-25.00	0.00	0.00	0.00	0.00	-25.00	0.00	0.00	0.00	0.00	-25.00	-25.00	0.00	-25.00	-25.00	
AZ	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-5.00	-5.00	-5.00	-5.00	-10.00	-10.00	-5.00	-10.00	-10.00	
J1	-20.00					0.00					-5.00					
J3	-25.00					-5.00					-10.00					
JZ	-20.00					0.00					-5.00					
Y1	-15.00					-15.00					-15.00					
Y3	-15.00					-15.00					-15.00					
YZ	-15.00					-15.00					-15.00					

- Once you have entered all the prices accordingly, access the Medtech32 application as per normal process and open the Service Code list by selecting the ‘Setup’ menu> Highlight Accounting> Select Services:



- In the Service Code list window, double-left-click on the same service that you have setup in the GMS Adjustment Tool (Consultation, ACC Consultation, or AGPN Consultation).

Code	Description	Fee	Funder
ADT65	Td, adult 65y		
ADTM	Dip-Tet Adult Wound		Imm (I)
AF	Administration Fee	5.00	
AGPN	GP/Nurse ACC Consult		Acc (A)
AHC	After Hours Charge	10.00	
AN	Antenatal		Maternity (M)
AN1	Antenatal First		Maternity (M)
BATT	Battery	8.00	
BCG	BCG		
BD	Debt written off		
BS	Bed Stay	120.00	
C	Consultation	50.00	Gms (G)
CACC	ACC Consultation	10.00	Acc (A)
CB	Crepe Bandage	5.50	

- In the Main Tab of the 'View Service' window, enter the details from the Service Fee box (Section "B" from the GMS Adjustment Tool – Service Code Tab), into the box labeled 'Service Fee'. Also ensure that the box labeled 'Service Group' displays "Services (S)".

View Service
Consultation (C)
 Main | Annotation | Subsidy | GMS Adjustment | Stock
 Code: C
 Description: Consultation
 Service Fee: 50.00
 Service Group: Services (S)

- Then click on the 'Subsidy' tab, and ensure the subsidy details have been entered accordingly:

Consultation:

View Service
Consultation (C)
 Main | Annotation | Subsidy | GMS Adjustment | Stock
 Service Subsidy:
 Funder: Gms (G)
 Subsidy Service: A1..YZ as applicable (*)

ACC Consultation:

View Service
ACC Consultation (CACC)
 Main | Annotation | Subsidy | GMS Adjustment | Stock
 Service Subsidy:
 Funder: Acc (A)
 Subsidy Service: CACC as applicable (CACC*)

AGPN Consultation:

View Service
GP/Nurse ACC Consult (AGPN)
 Main | Annotation | Subsidy | GMS Adjustment | Stock
 Service Subsidy:
 Funder: Acc (A)
 Subsidy Service: GPN as applicable (AGPN*)

10. Click on the ‘GMS Adjustment’ tab, and enter the details from the GMS Adjustment box (Section “C” from the GMS Adjustment Tool – Service Code Tab), into the respective boxes:

GMS	Registered					Casual					Funded				
	0-17	18-24	25-44	45-64	>65	0-17	18-24	25-44	45-64	>65	0-17	18-24	25-44	45-64	>65
A1	0.00	-5.00	0.00	0.00	-40.00	0.00	-40.00	0.00	0.00	-40.00	0.00	-40.00	0.00	0.00	-40.00
A3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
J1	0.00					0.00					0.00				
J3	0.00					0.00					0.00				
JZ	0.00					0.00					0.00				
Y1	0.00					0.00					0.00				
Y3	0.00					0.00					0.00				
YZ	0.00					0.00					0.00				

11. Click the ‘OK’ button to save the changes, and repeat the process for each of the three subsidised services that you wish to setup.

After all the services are setup accordingly, you can test the setup by putting your test patient onto the palette, adjusting their date of birth (to change their GMS Status), saving the changes, and then create a new invoice by pressing the “F9” key on your keyboard, select the respective service, and press the “Tab” key on your keyboard to display the ‘charge to patient’ (make sure you CANCEL the invoice).

The price should display exactly as you entered in Section “A” of the GMS Adjustment Tool. If it doesn’t match, check the Service Fee box, and the GMS Adjustment tab of the service setup to make sure the information entered matches the information in the GMS Adjustment Tool Service Code Tab.

If all the information has been entered correctly and the ‘cost to patient’ is still not correct – please contact the Medtech Customer Service Desk on 0800 263 3832 – option 1, for further support.