

Set up Eclipse

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ECLIPSE is used to submit inpatient health fund claims.

There are several screens in Zedmed that need to be updated before you can use ECLIPSE and each is explained in this guide.

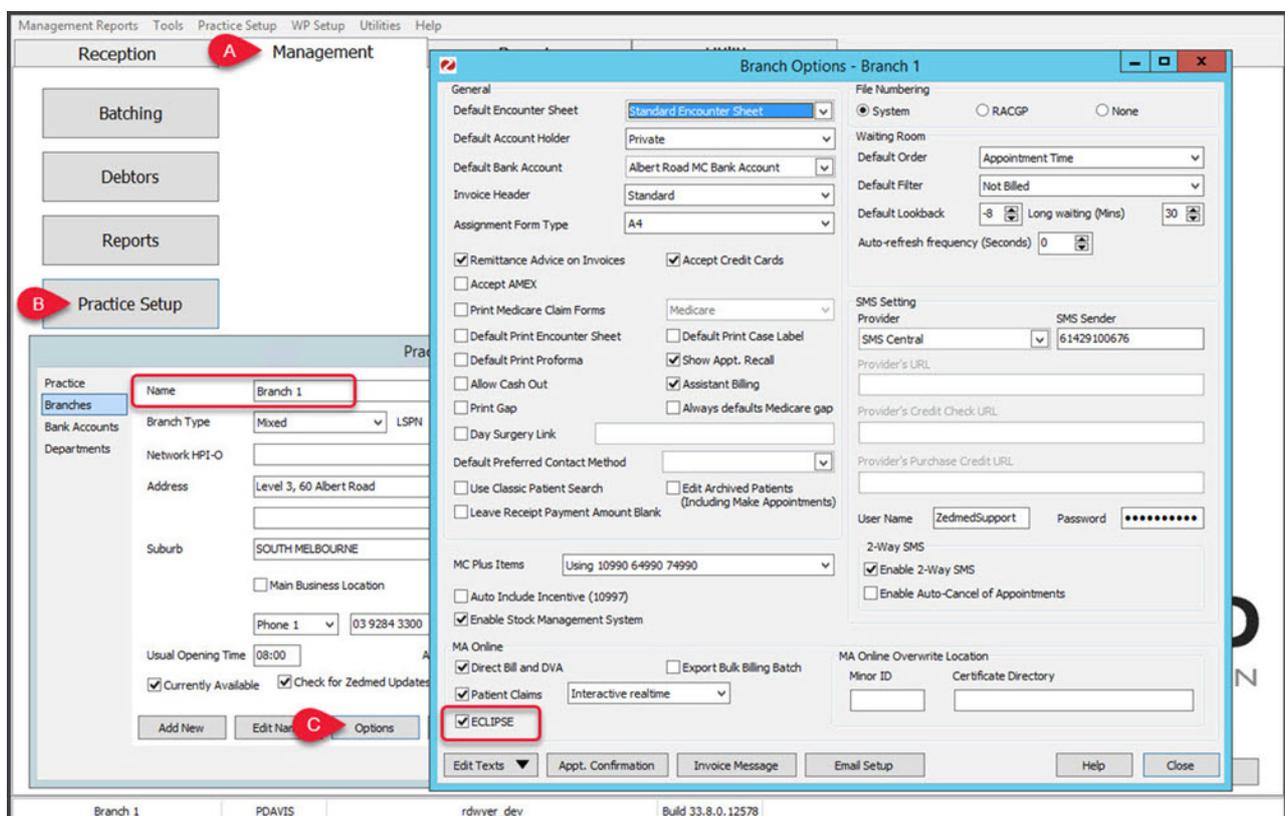
Branch setup

To enable ECLIPSE for each branch:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup**, then select **Branches** from the list. This will open the **Practice Details** screen.
3. Select the branch that is going to use ECLIPSE in the **Name** field.
4. Select the **Options** button to open the **Branch Options** screen.
5. Select **ECLIPSE** on the bottom left. If you have already been billing to Medicare, this will already be ticked.

Repeat Steps 3-5 for any other branches that will use ECLIPSE.

6. Select **Close** on the **Branch options** and **Practice Details** screens to save any changes.



Hospital setup

Each site where the specialist sees patients needs to be added to Zedmed. For hospitals, you will also need their Facility ID. A Facility ID (or Location ID), a unique, identifying number for that hospital. You can get this number by calling the hospital.

To add a hospital:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup**, then select **Visit Sites / Hospitals** from the list.

This will open the **Site Details** screen.

3. Select **New** to clear the fields.
4. Enter the **Site name**, then select **Yes** to the save pop-up.
5. Select a type.

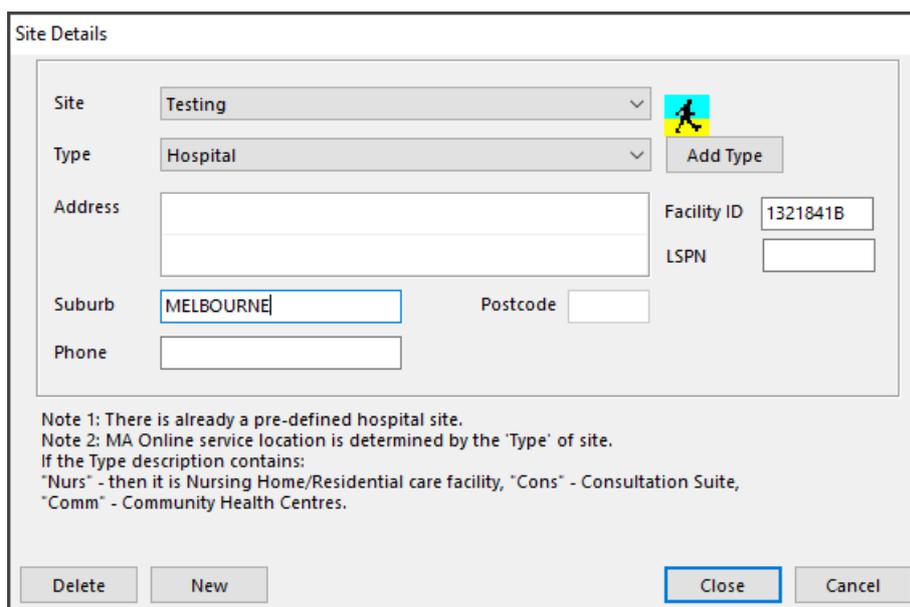
If the type you need is not there, select **Add Type** and enter the type name.

6. Enter an address and phone number.
7. Enter the **Facility ID**.

This is the hospital's Medicare provider number.

8. If you will be billing for imaging items, enter the hospital's **LSPN** number.

Once the site name has been saved, it cannot be changed.



Site Details

Site: Testing

Type: Hospital

Address: [Empty]

Suburb: MELBOURNE

Postcode: [Empty]

Phone: [Empty]

Facility ID: 1321841B

LSPN: [Empty]

Note 1: There is already a pre-defined hospital site.
Note 2: MA Online service location is determined by the 'Type' of site.
If the Type description contains:
"Nurs" - then it is Nursing Home/Residential care facility, "Cons" - Consultation Suite,
"Comm" - Community Health Centres.

Delete New Close Cancel

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

Treating specialist setup

Specialists need to be linked to each Health Fund set up in Zedmed, or the claims will be sent to the patients.

To set up a specialist for ECLIPSE funds:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup**, then select **Doctors > Find Treating Doctors**.
3. Enter the specialist's code into the **Dr. code** to display the Doctor's Details.
4. Select **ECLIPSE Fund Schemes**.

The screen will display the funds set up in Zedmed.

5. Tick a fund to make it active for the doctor.
6. Use the **Claim Type** arrow to choose IMC Agreements or IMC Schemes.

Active	Brand Name	Brand Id	Fund Payee Id	Claim Type
<input checked="" type="checkbox"/>	AHSA	AHS	2408261F	IMC Schemes
<input type="checkbox"/>	AIA Health	MYO		
<input checked="" type="checkbox"/>	Bupa	BUP	12345678	IMC Agreements
<input checked="" type="checkbox"/>	Hbf	HBF	2121331W	IMC Agreements
<input checked="" type="checkbox"/>	Springs	STS	2121331W	IMC Agreements

7. Select **OK** to save and exit
8. Repeat for the doctor as required.

The other settings are optional and explained in further detail on the [Doctor details page](#).

If the doctor is a locum

In the **Employment** section of the **Doctor Details** screen, select **New**, then select the doctor they are locum for. This will allow the locum to use ECLIPSE using the details of the doctor for whom they are a locum. The payment will be made to that doctor. To learn more, see [Setting up a locum doctor](#).

Note: The **Fund Payee ID** is a unique number provided by a health fund to identify a doctor, group of doctors or practice to that fund. Not all funds have their own Payee ID and some use the Provider Number instead. The Fund Payee ID controls the Bank details for the deposit.

Health fund setup

There may be times when you need to add a new health fund to ECLIPSE.

Before adding the payer, make sure you have set up their **Item Fee Codes**. To learn more, see the [fees articles](#).

To add a health fund:

1. Go to Zedmed's **Management** tab.
2. Select **Debtors > ECLIPSE Fund Participants**.

This will query Medicare Australia and produce an up-to-date report of the currently accredited health funds and their Brand IDs, which are required when you add health funds through **Debtors/Account Payers**.

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Eclipse Funds Participants						
Participant Name	Brand Id	Capability Id	Capability Role Cde	Secondary Capability Id	Contact No	Date Updated
ACA Health Benefits Fund	ACA	ERA	Submit		0288730332	10/10/2016
ACA Health Benefits Fund	ACA	IHC	Accept		0288730332	10/10/2016
ACA Health Benefits Fund	ACA	IMC	Accept	AG	0288730332	10/10/2016
ACA Health Benefits Fund	ACA	IMC	Accept	PC	0288730332	10/10/2016
ACA Health Benefits Fund	ACA	IMC	Accept	MB	0288730332	10/10/2016
ACA Health Benefits Fund	ACA	IMC	Accept	SC	0288730332	10/10/2016
ACA Health Benefits Fund	ACA	OEC	Accept	ECF	0288730332	10/10/2016
ACA Health Benefits Fund	ACA	OEC	Accept	OEC	0288730332	10/10/2016
ACA Health Benefits Fund	ACA	OPV	Accept		0288730332	10/10/2016
ACA Health Benefits Fund	ACA	OVS	Accept	AG	0288730332	10/10/2016
ACA Health Benefits Fund	ACA	OVS	Accept	PC	0288730332	10/10/2016
ACA Health Benefits Fund	ACA	OVS	Accept	MB	0288730332	10/10/2016
ACA Health Benefits Fund	ACA	OVS	Accept	SC	0288730332	10/10/2016
Lasaght People Care Limited	AGA	ERA	Submit		02 4244 4308	04/08/2016
Lasaght People Care Limited	AGA	IHC	Accept		02 4244 4308	04/08/2016
Lasaght People Care Limited	AGA	IMC	Accept	AG	02 4244 4308	04/08/2016
Lasaght People Care Limited	AGA	IMC	Accept	PC	02 4244 4308	04/08/2016
Lasaght People Care Limited	AGA	IMC	Accept	MB	02 4244 4308	04/08/2016

Important: You will need to contact the funds that are most relevant to your practice to establish agreements or schemes with them. If you already have this in place, you may still need to advise the funds of your intention to use ECLIPSE.

3. Locate the health fund you want to add and note its **Brand ID**.

Not all Health Funds use ECLIPSE.

If the health fund is not in the report, you will need to submit claims for that fund manually.

4. Return to Zedmed's **Management** tab.
5. Select **Debtors > Account Payers**.

This will open the **Find Account Payer** screen.

6. Check if the payer already exists by entering the health fund's name into the **Name (Brand)** field and selecting **Find**.

- If no payer is found, a dialog will ask if you want to create a new one by selecting **Yes**.
- If a payer with a similar name is found, select **New** to create a new payer.
- If the payer is found, select **Select**. Then confirm the details and select **Close** to save and exit.

Selecting **Yes** to **New** will open the **New Account Payer** screen.

7. Fill in the following fields for a new account payer:

Account Payer Details

Account Payer Name (Brand) <input type="text" value="Springs"/>		Brand ID <input type="text" value="STS"/>	Current <input type="text" value="75.20"/>
Category <input type="text" value="Insurance Company"/>		Hold Account <input type="checkbox"/>	Deferred <input type="text" value="0.00"/>
Default Fee Type <input type="text" value="Medicare - 75%"/>		Available <input checked="" type="checkbox"/>	Suppress Sensitive Details in Account Reminder <input type="checkbox"/>
Postal Address <input type="text"/> <input type="text"/> Suburb/Town <input type="text"/>		Tax code override <input checked="" type="radio"/> Item setting <input type="radio"/> Include GST <input type="radio"/> Exclude GST	Bank Account Bank <input type="text"/> Branch <input type="text"/>
Contact Information Name <input type="text"/> Position <input type="text"/> Contact Phone <input type="text"/>		Notes <input type="text"/>	
<input type="button" value="Payment Allocation"/> <input type="button" value="Label"/> <input type="button" value="Find"/>		<input type="button" value="Close"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>	

- In the **Name (Brand)** field, enter the health fund's name.
- In the **Brand ID** field, enter the health fund's brand ID. This is the ID from the report.
- From the **Category** field, select the **fund's category**.
- From the **Default Fee Type** field, select the **fee schedule**.

If the fee is not listed, see the [Create a fund fee article](#).

- Fill in any other fields at your discretion.
8. Select **Close** to save and exit.

Patient's payer setup

Add a health fund to a patient's record using one of these two methods:

- Adding a health fund with **the patient as the payer**.
- Adding a health fund with **the fund as the payer**.