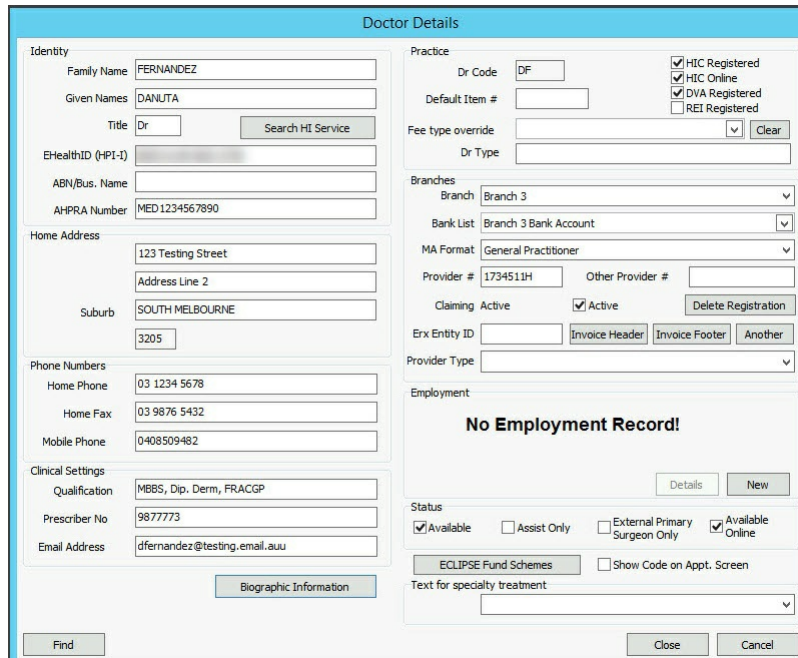# Doctor Details screen

Last Modified on 28/08/2023 11:06 am AEST

This article provides an overview of the key settings in the **Doctor Details** screen.

To learn more, see the Add a new doctor article.

Identity
Enter the doctor's name, title and ABN/Business name (if relevant).

Home Address
Enter the home address details.

Phone numbers
Enter doctor's home phone and fax numbers and their mobile.

Practice
Give the doctor a 2- digit code (usually their initials), an optional default item (the one they would bill most often), and confirm that they are Medicare Australia and DVA registered. Tick Medicare Australia Online if the practice will be using Medicare Australia Online for Private Patient Claims for this doctor?

Fee Type Override
If the doctor has their own Fee Level defined in Items Fee Codes, you may set it here. Otherwise, the doctor will default to P1 Private Fee One.

Branch
Link the doctor to those branches at which they will work and record their applicable provider number for that branch. Also, identify to which Bank List their receipts should be allocated. Select the correct MA format.

Invoice Header
If your Branch Options/Invoice Type is set to Customised for the Invoice Heading, you may use this function to create a special heading for the Doctor when wc

Employment
Enter a Start Date for the Doctor. When they cease employment, they can be de-activated for further billing purposes by inserting an employment End Date and unticking the Currently Unavailable. If they are acting as a locum on behalf of another doctor, identify the employing doctor for MA purposes.