Add a new fee type

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Medicare has a comprehensive set of service items with fees that can be claimed for those items. Funds and 3rd parties use those same items but have their own fees, which are applied using a Fee Type. There are generic P (private) Fee Types available in Zedmed (see Item Details), and a Fee Type can also be specifically created for a payer using that payer's name.

When you create an invoice, the payer and the payer's Fee Type will determine the unit value of a service item.

To add a new fee type:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then select **Items** > **Item Fee Codes**.

   The **Item Fee Codes** screen will open with **Doctors** selected as the default **Category**.
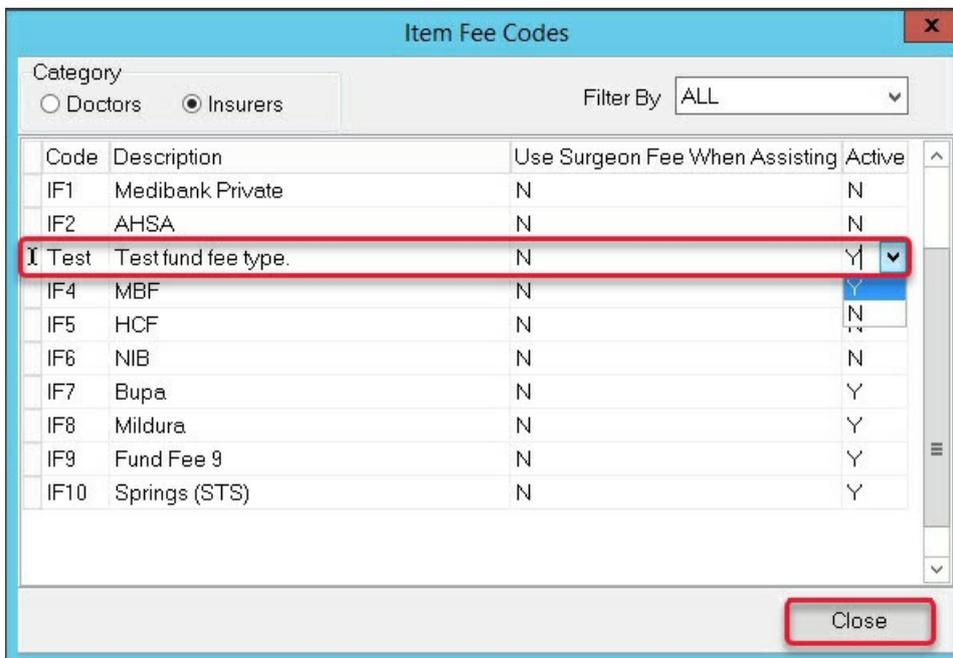3. Select the **Category**.

   If you're setting up a fee code for insurers, select **Insurers**.
4. Select a row with **N** in the **Active** column.
5. In the **Code** field, enter a code for the new item.
6. Add a **Description**.

   This description identifies the payer that this fee code is for.
7. In the **Active** field, select **Y**.
8. Select **Close** to save and exit.

Now that you have created the new Fee Type, you need to link it to the payer.

To add a new payer, see the Create a new payer guide.

9. Go to Zedmed's **Management** tab.
10. Select **Debtors > Account Payer.**

   The **Find Account Payer** screen will open.
11. Enter the name of the new payer into the **Name** field, and select **Find.**
12. Use the **Default Fee Type** field to select the description you assigned to the new Fee Type.
13. Select **Close** to save and exit.