

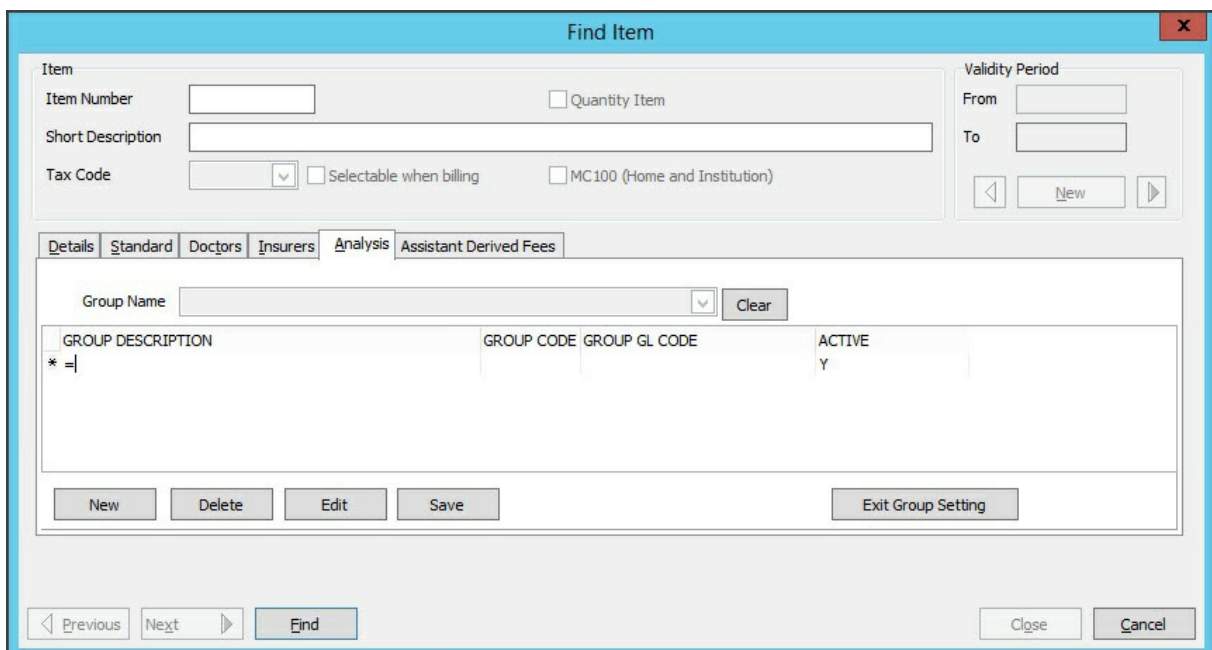
Service analysis groups

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Service Analysis Groups allow you to break down the information in your **Transaction Report** even further. This is beneficial when calculating doctor's pays if you pay a different percentage for certain items or times. For example, you may want to set up different Analysis Groups for after-hours consultations, immunisations, treatment room items, etc.

To setup up Service Analysis Groups:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Set Up** then **Items > Item Details**
3. Go to the **Analysis** tab
4. Select **Add/Change Groups**
5. Select **New**.
6. Enter the **Group Description** and **Group Code** (max 4 characters) and ensure it is indicated with a **Y** as **Active**
7. Select **Save**.
8. When you have entered all the Analysis Groups as above, select **Exit Group Setting**.



The screenshot shows the 'Find Item' window with the 'Analysis' tab selected. The 'GROUP DESCRIPTION' field contains '* =|', and the 'ACTIVE' column shows 'Y'. The 'Exit Group Setting' button is visible at the bottom right of the table area.

Applying Service Analysis Group for Permanent Reporting

Determine how you want to use your Service Analysis Groups. You can permanently flag selected items, for example, Vaccines, which will always be linked to the Analysis Group whenever they are billed. Alternately, you may want to flag certain items when they are being billed at different times, for example after hours or Weekends.

To flag an item with a specific Analysis Group:

1. Go to Zedmed's **Management** tab.

2. Select **Practice Setup** then **Items > Item Details**.
3. In the **Item Number** field, enter the number you want to flag.
4. Select **Find** then **Details**.
5. Go to the **Analysis** tab.
6. Use the **Group Name** field to find and select the appropriate **Analysis Group**.
7. Select **Close** from **Find Item Details** to save this **Analysis Group Name** against the Item.

If you want the item to be permanently flagged this is all you need to do.

Applying Service Analysis Groups for Particular Time Periods

To flag a certain item number, e.g. for the weekend, go to **Management > Practice Setup > Items > Item Details** and set up your **Analysis Group** as outlined above. After the time frame for reporting has passed, go back to **Item Details** and **Clear** the Analysis group against the selected **Item Number**. This needs to be done prior to the time period for which the reporting is applied to.

If you have forgotten to change your time-specific Analysis Groups, you can change these on each invoice to make sure that your reporting is accurate. To do this, go to **Patient Details > Account Enquiry**, select the relevant invoice and select **Adjustment**, select the Service line, and select **Change Analysis Group**. This will need to be done to each Item number within the Invoice.

Reporting on Service Analysis Groups

To report on Analysis Groups:

1. Go to Zedmed's **Reception** tab.
 2. Select **Daily reports > Transaction GST**.
 3. In the **Entry Date** fields, select the dates you want to report on.
 4. In the **Style** section, select **Summary**.
 5. In **Group By**, select **Treating Doctor**.
 6. In **Sub Group By**, select **Analysis Group**.
 7. Select **Screen** or **Print** to open the report.
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