

Add a hospital

Last Modified on 20/06/2023 10:06 am AEST

Set up a hospital in Zedmed. This will allow the practice and any of its branches to book hospital appointments and bill health funds or Medicare.

To set up 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**.

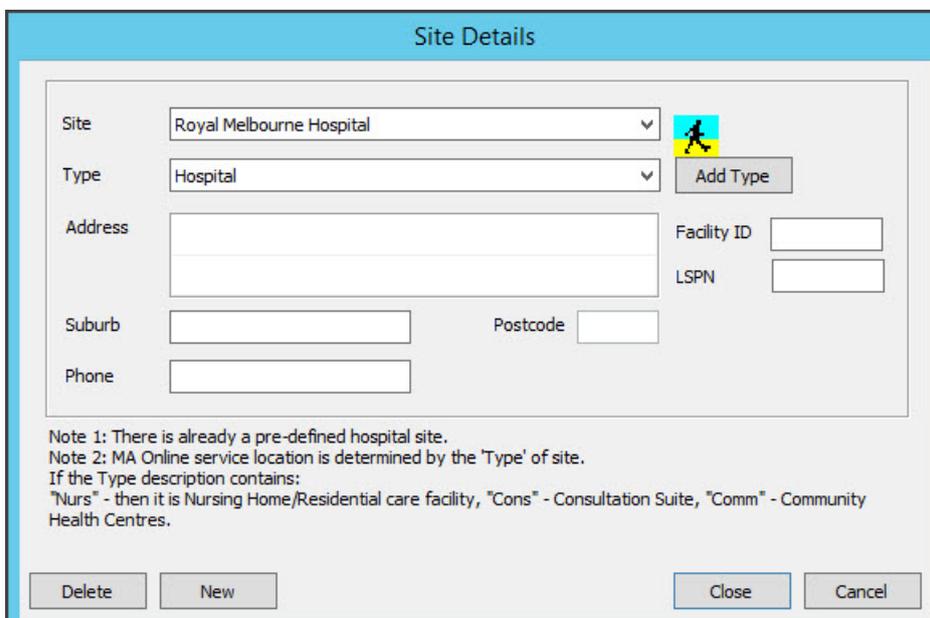
This is the hospital's Medicare provider number.

8. If you are going to be billing imaging items, enter the hospital's **LSPN** number.

To learn more, see the [Location Specific Practice Number \(LSPN\) article](#).

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

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



Site Details

Site: 

Type:

Address:

Facility ID:

LSPN:

Suburb: Postcode:

Phone:

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.