

Change a practice's private fees

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Update the private fee charged for practice-created items and MBS schedule items using a new validity period.

To update the private fees of many items, [contact Zedmed Support](#) to arrange a spreadsheet import.

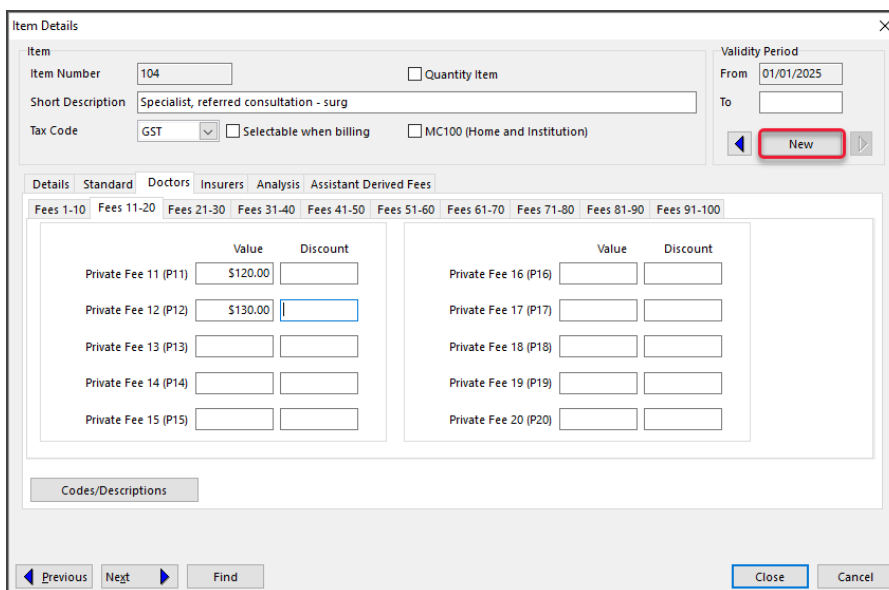
For more information, see the [Managing item fees guide](#).

To update private fees, follow these steps:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup**, then select **Items > Item Details**.
3. In the **Item number** field, enter the item number you want to view.
4. Select **Find** to open the **Item Selector**.
5. Select **Details**.

The **Item Details** screens will load the item's fee information.

6. Select the **New** button below the validity period.



The screenshot shows the 'Item Details' window for item 104, 'Specialist, referred consultation - surg'. The 'Validity Period' section is visible, with 'From' set to 01/01/2025 and 'To' empty. A 'New' button is highlighted in red. Below this, there are tabs for 'Details', 'Standard', 'Doctors', 'Insurers', 'Analysis', and 'Assistant Derived Fees'. The 'Details' tab is active, showing a table of private fees (P11 to P20) with 'Value' and 'Discount' columns. The 'Value' column for P11 is \$120.00 and for P12 is \$130.00. At the bottom, there are 'Previous', 'Next', 'Find', 'Close', and 'Cancel' buttons.

A new **Validity Period** will display, starting from the next day.

- You can set a future date.
- We recommend not using the current day (avoids different fees on the same day).

Item Details - New Fees

Item
Item Number: 104 ☐ Quantity Item

Short Description: Specialist, referred consultation - surg

Tax Code: GST ☐ Selectable when billing ☐ MC100 (Home and Institution)

Validity Period
From: 17/06/2025
To:

Details Standard Doctors Insurers Analysis Assistant Derived Fees

Fees 1-10 Fees 11-20 Fees 21-30 Fees 31-40 Fees 41-50 Fees 51-60 Fees 61-70 Fees 71-80 Fees 81-90 Fees 91-100

	Value	Discount		Value	Discount
Private Fee 11 (P11)	\$125.00	<input type="text"/>	Private Fee 16 (P16)	<input type="text"/>	<input type="text"/>
Private Fee 12 (P12)	\$135.00	<input type="text"/>	Private Fee 17 (P17)	<input type="text"/>	<input type="text"/>
Private Fee 13 (P13)	<input type="text"/>	<input type="text"/>	Private Fee 18 (P18)	<input type="text"/>	<input type="text"/>
Private Fee 14 (P14)	<input type="text"/>	<input type="text"/>	Private Fee 19 (P19)	<input type="text"/>	<input type="text"/>
Private Fee 15 (P15)	<input type="text"/>	<input type="text"/>	Private Fee 20 (P20)	<input type="text"/>	<input type="text"/>

Codes/Descriptions

Previous Next Find Close Cancel

7. Update the **Value** of the **Private Fee/s**.

- Private fees include (P1-P3 and P10-P30).
- If you press the left blue arrow, that item will show different rates for each **Validity Period**.

8. Select **Close** to save.

Important: If you manually type an end date in the current **To** field, it will disable the entire item number. The item will have to be uploaded again or added manually.