

## HCN Technical Support KBA:

### Information for Blue Chip Health Fund Fee Update

#### This article applies to Product(s):

- Blue Chip

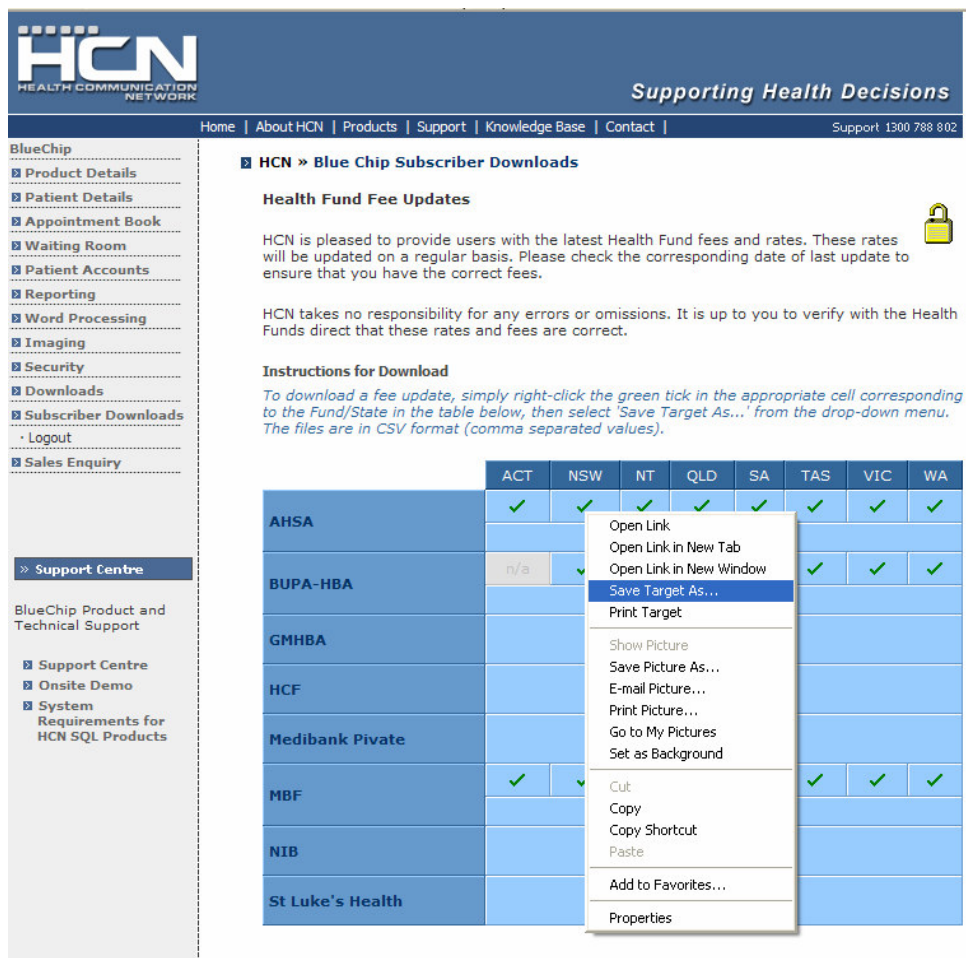
#### Summary:

This document provides the procedures for downloading and updating health fund fees.

#### Information:

Note: First time users will need to create a new folder on their C: drive where they would like to have their downloaded Health Fund fees stored. e.g. C:\Health Fund

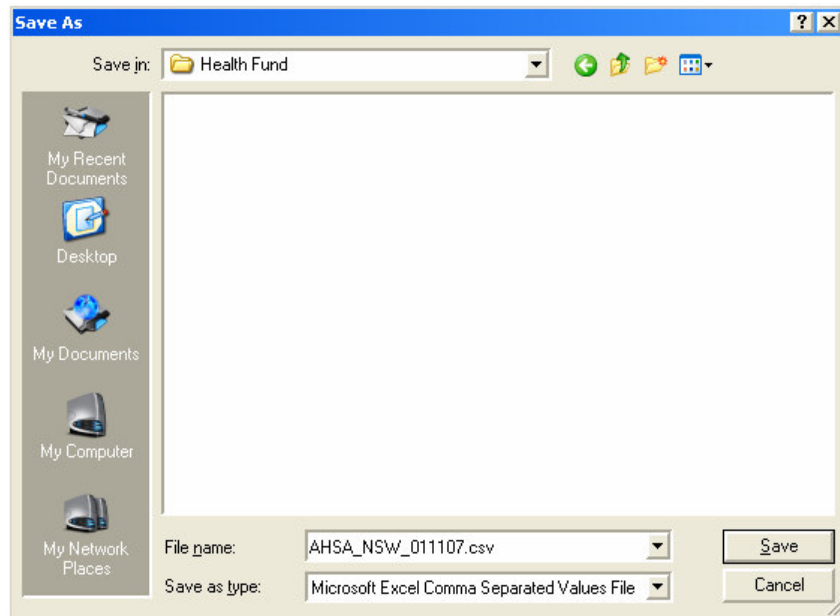
1. To download a fee update, simply right-click the green tick in the appropriate cell corresponding to the Fund/State in the table below
2. Then select 'Save Target As...' from the drop-down menu.



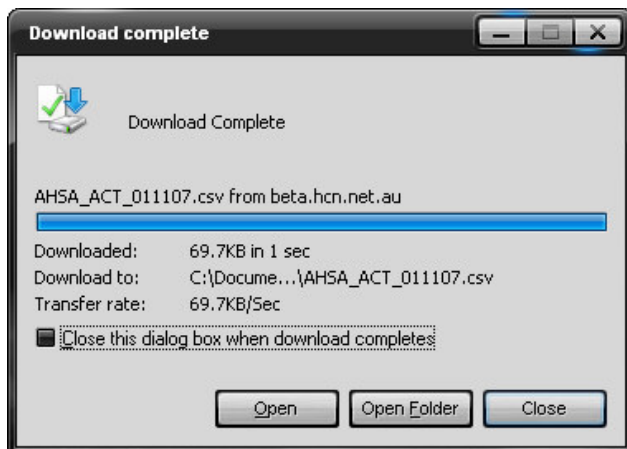
The screenshot shows the HCN website interface. The left sidebar contains a navigation menu with options like Product Details, Patient Details, Appointment Book, etc. The main content area is titled 'HCN » Blue Chip Subscriber Downloads' and 'Health Fund Fee Updates'. It includes a table with columns for states (ACT, NSW, NT, QLD, SA, TAS, VIC, WA) and rows for health funds (AHSA, BUPA-HBA, GMHBA, HCF, Medibank Private, MBF, NIB, St Luke's Health). A right-click context menu is open over the 'BUPA-HBA' row, showing options like 'Open Link', 'Open Link in New Tab', 'Save Target As...', and 'Print Target'.

	ACT	NSW	NT	QLD	SA	TAS	VIC	WA
AHSA	✓	✓	✓	✓	✓	✓	✓	✓
BUPA-HBA	n/a	✓				✓	✓	✓
GMHBA								
HCF								
Medibank Private								
MBF	✓	✓				✓	✓	✓
NIB								
St Luke's Health								

3. Navigate to the folder created on the C: drive where you wish to download the health fund files. I.E. C:\health fund, Click Save to download the file to your hard drive.

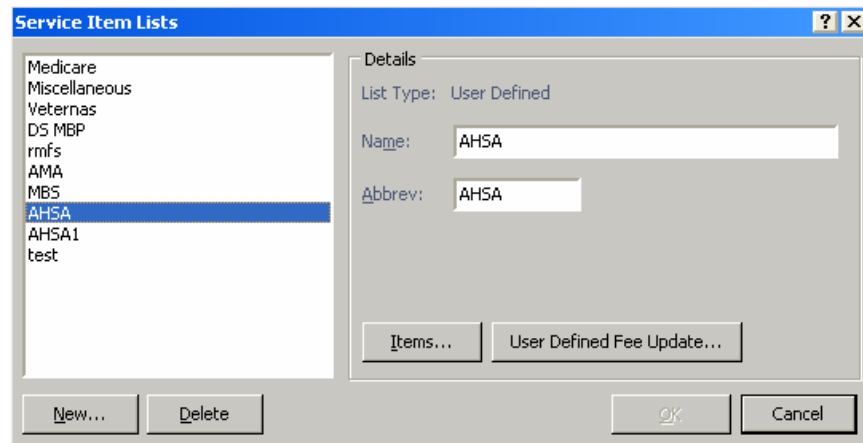


4. The close button will highlight once the fees have downloaded, select Close

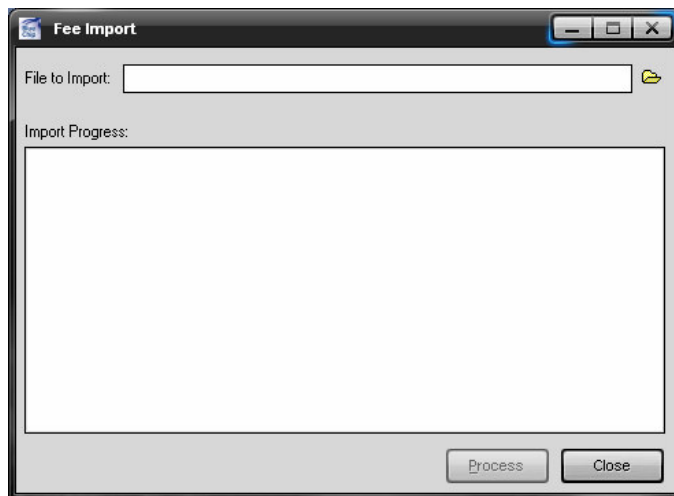


5. Repeat steps 1, 2 and 3 for each fee list you require
6. Open Blue Chip
7. Click on Setup → Lists → Service Items

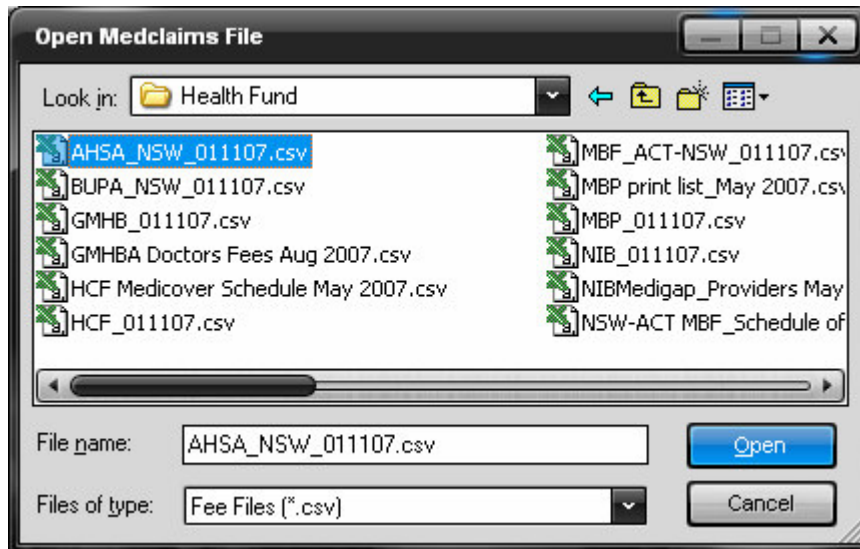
8. If the Health Fund Item Lists exists, select the health fund you wish to update and Click on "User Defined Fee Update" If the health Fund is not in the list, a new item list must be created. *To create a new item list please refer to the Blue Chip Manual under Help → Manual, click on the search tab and enter "Creating new service items"*



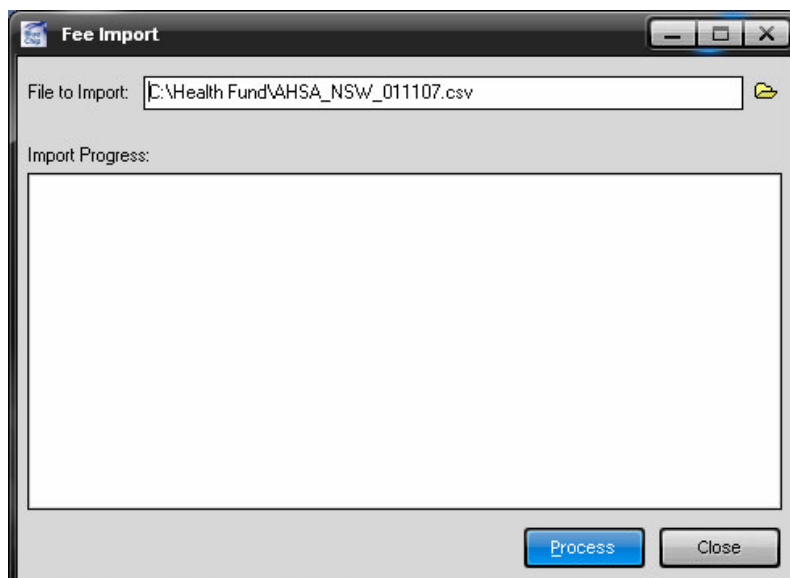
9. Click on Yellow Envelope → top right hand column



10. You will need to browse to the health fund location where you earlier downloaded the fees. Select the file corresponding to the fee list you have selected to update and click Open.



11. Click on Process to start the fee update



12. Click on Close
13. Repeat steps 7 - 12 for other Fees list that you need to update.