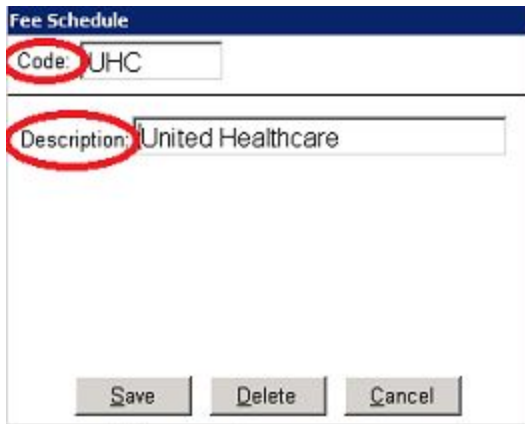


Fee Schedules

Instructions for creating a new fee schedule or updating an existing one.

Creating a Fee Schedule

Go to Tables, Other Tables, Fee Schedules.

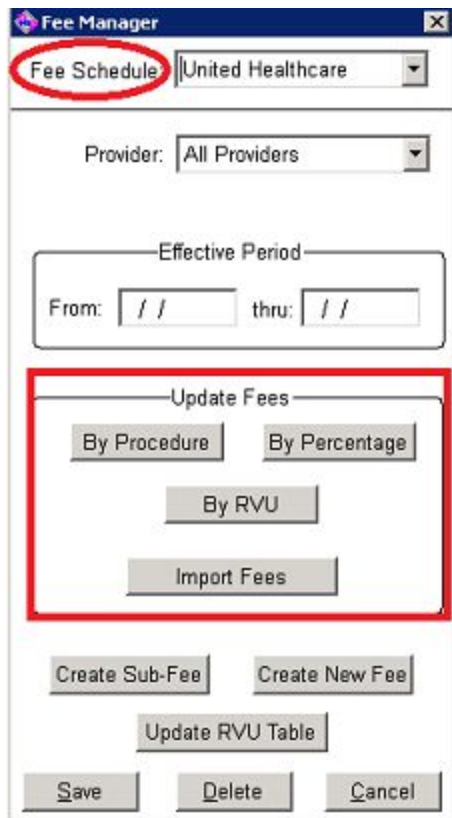


The screenshot shows a window titled "Fee Schedule". It has two input fields: "Code" with the value "UHC" and "Description" with the value "United Healthcare". Both fields are circled in red. At the bottom of the window are three buttons: "Save", "Delete", and "Cancel".

From the **Fee Schedule** window, create a **Code**. A pop up window will notify you the new code is not found and ask if you want to add it. Click yes and name the new fee schedule code in the **Description** field. **Save**.

Updating a Fee Schedule

Go to Tools, Billing Utilities, Fee Manager.



The screenshot shows a window titled "Fee Manager". At the top, there is a dropdown menu labeled "Fee Schedule" with "United Healthcare" selected, circled in red. Below it is a "Provider" dropdown set to "All Providers". Underneath is an "Effective Period" section with "From:" and "thru:" fields, each containing two slashes. A red box highlights the "Update Fees" section, which contains four buttons: "By Procedure", "By Percentage", "By RVU", and "Import Fees". Below this section are buttons for "Create Sub-Fee", "Create New Fee", and "Update RVU Table". At the bottom are "Save", "Delete", and "Cancel" buttons.

Choose the correct fee schedule for the drop down box.

Fee schedules may be updated in one of four ways.

1. Manually update fees **By Procedure**
2. Update fees **By Percentage**
3. Update fees **By RVU**
4. **Import Fees**

1. By Procedure brings up the **Edit Regular Fees** window where you can locate the procedure in the table and change the amount charged.

Proc	Description	Amount	Allowed	Units	Ins Code	Mod
00	Finance Charge	0.00	0.00	1.00	00	
10000	Copy fee	0.00	0.00	1.00	10000	
10060	Incision & Drainage Abscess	116.47	116.47	1.00	10060	
10080	Incision&drainage Pilonidal Cyst	173.53	173.53	1.00	10080	
10120	Incis&remvl Foreign Bdy Sq Tissu	142.37	142.37	1.00	10120	
10141	Drainage Of Hematoma	0.00	0.00	1.00	10141	
10160	Puncture And Aspir Abscess, Cys	132.83	132.83	1.00	10160	
11000	Debride Infected Skin	56.05	56.05	1.00	11000	
11042	Wound Debridment	76.85	76.85	1.00	11042	
11200	Skin tag removal	88.25	88.25	1.00	11200	
11305	Shaving of epidermis feet	72.75	72.75	1.00	11305	
11307	Shaving of epidermal lesion 1.1-2	119.42	119.42	1.00	11307	
11400	Excision Benign Lesion <0.5 Cm	122.57	122.57	1.00	11400	
11401	Excision Be Les W/ Closure .6-1c	150.43	150.43	1.00	11401	
12001	Simple Repair < 2.5 Cm Wound	157.70	157.70	1.00	12001	
12002	Simple repair laceration	167.46	167.46	1.00	12002	
15852	Dressing Change,Not For Burn	51.78	51.78	1.00	15852	
1585X	Suture removal	0.00	0.00	1.00	1585X	

2. By Percentage

Update Fees By Percentage

Increase Fee
 Decrease Fee

Percentage:

3. By RVU

Update Fees By RVU

Standard
 PA/NP

Conversion Factor:

4. Choosing Import Fees will bring up available fee schedule tables such as Medicare. Click on the one you need. (Choosing Medicare will further allow you to choose Par or Non Par schedule.

The screenshot shows a window titled "Fee Manager" with several sections:

- Fee Schedule:** A dropdown menu.
- Provider:** A dropdown menu set to "All Providers".
- Effective Period:** Two date input fields labeled "From:" and "thru:".
- Update Fees:** A section containing several buttons: "By Procedure", "By Percentage", "By RVU", "Import Fees", "Medicare", and "Excelus". The "Import Fees" button is highlighted with a red circle, and the "Medicare" option is selected in the dropdown menu below it.
- Other Buttons:** "Create Sub-Fee", "Create New Fee", "Update RVU Table", "Save", "Delete", and "Cancel".

We recommend updating both the charge and allowed amount.

The screenshot shows a dialog box titled "Import Medicare Fees" with the following content:

Do you want to update this fee's charge amount, allowed amount, or both?

At the bottom, there are four buttons: "Charge Amount", "Allowed Amount", "Both", and "Cancel". The "Both" button is highlighted with a dashed border.