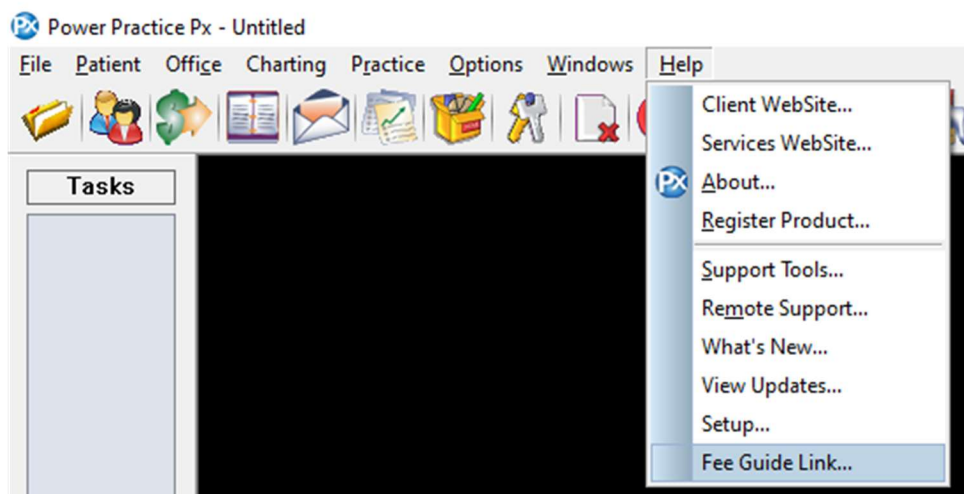


Load the 2025 Fee Guide for Power Practice

Note: The fee guide update should be performed after the End of Day on Dec 31st or before you perform any other actions on the morning on January 1st. If you are closed on the 31st, you can perform the update after End of Day on the last day of the year that you are working.

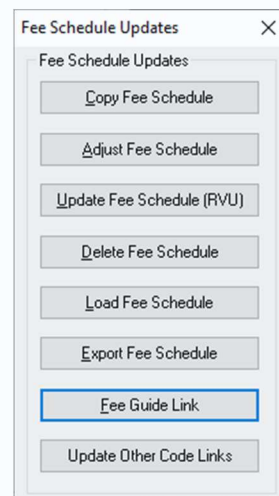
You may want to do this process 2 times to first load the Alberta Regular Fee Guide then the Alberta Blue Cross fee guide.

From the top Maintenance Manager, select **Utilities > Fee Schedule Updates**.



****If you are on an older version and do not have the Fee Guide Link option**
From the top menu bar, select the **Practice > Maintenance Manager** menu option.

- Select the **Utilities** tab and then select **Fee Schedule Updates** icon.
- Select **Fee Guide Link** button.



Highlight the **2025-AR.upd** fee guide for the Alberta Regular Fee Guide or the **2025-AB.upd** for the Alberta Blue Cross Fee Guide and click the **OK** button.

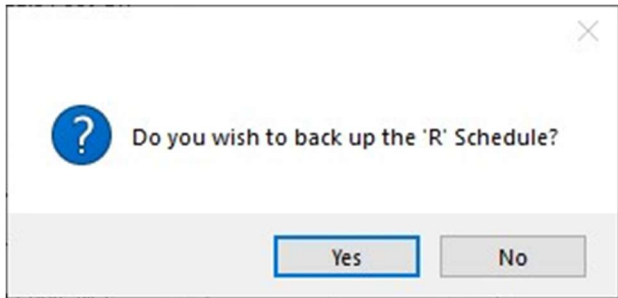
A screenshot of a Windows-style dialog box titled "Select Fee Guide File (AB)". The title bar has a close button (X) in the top right corner. Below the title bar, it says "Last updated on: Dec 19, 2024". The main area contains a list of file names: "File Name", "2014-SS(SocialServices).upd", "2024-AB.upd", "2024-CP.upd", "2024-FN.upd", "2025-AR.upd" (which is highlighted with a blue background), and "2025-SP.upd". To the right of the list are three buttons: "OK", "Cancel", and "Help". At the bottom left, there is text indicating agreement acceptance: "Agreement Accepted by: exan on Jan 16, 2024 02:21 PM". At the bottom right is an "Agreement" button.

Under the column labeled **To Sch:** type in the letters **AR** beside the corresponding **AR** in the **Load Sch:** column, then select the **OK** button.

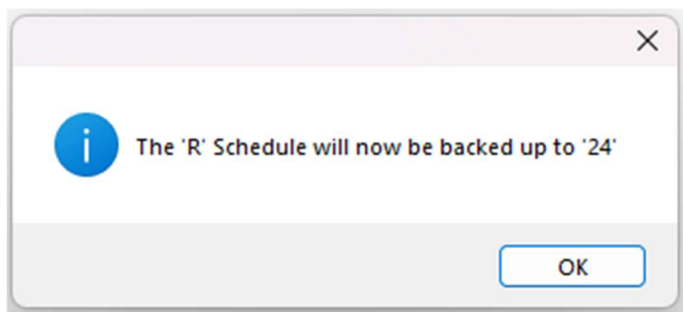
If loading the Alberta Blue Cross type in **AB** beside the corresponding **AB** in the **Load Sch:**

[illegible][illegible]

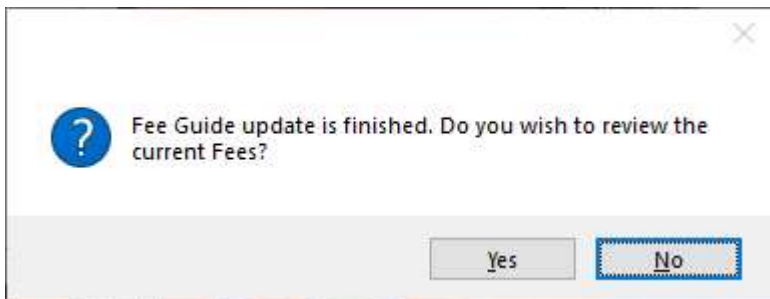
(4.8 clients) If a pop-up message appears asking **Do you wish to back up the “R” Schedule?** select the **Yes** button. Otherwise move onto the next steps.



Select the **OK** button.



Select the **No** button (unless you wish to check the new fees)



The Fee Guide has now been updated.

Please remember that updating to the current fee schedule does not update existing Planned or Proposed fees to the current fee guide. Detailed instructions for this are available at <https://powerpractice.ca/feeguide/>