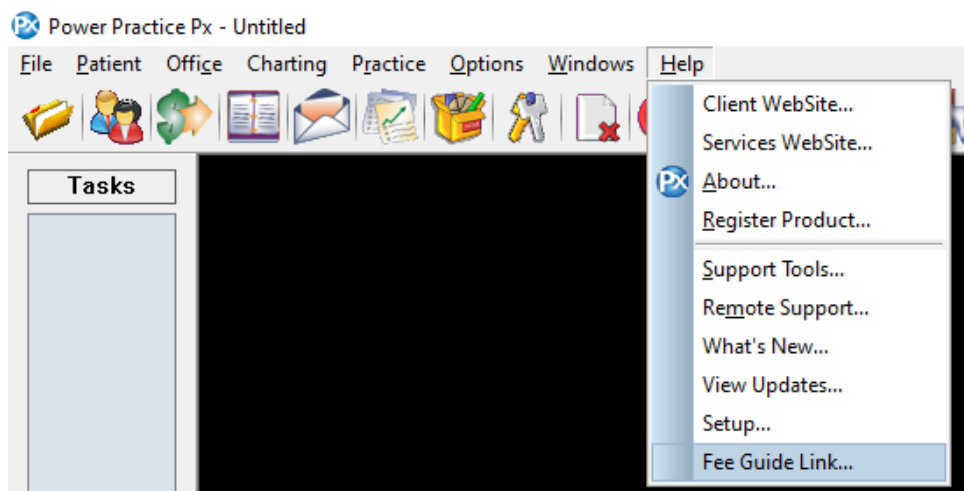


Load the 2022 Fee Guide for Power Practice

Note: The fee guide update should be performed after the End of Day on Jan 31st or before you perform any other actions on the morning on February 1st. If you are closed on the 31st, you can perform the update after End of Day on the 30th.

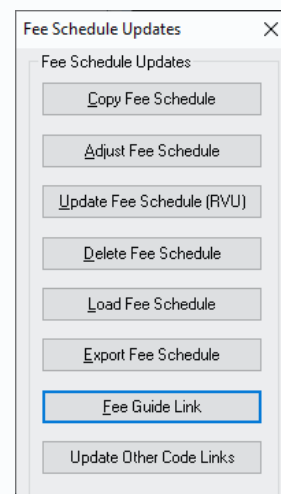
You must be on version 5.1 of Power Practice to load the BC Fee Guides

From the top menu bar, select the **Help > Fee Guide Link** menu option.

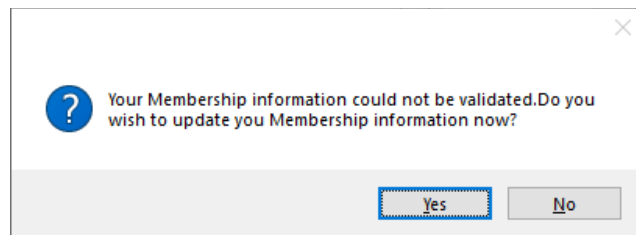


****If you are on an older version and do not have the Fee Guide Link option**
From the top menu bar, select the **Practice > Maintenance Manager** menu option.

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



If you have not already updated the Membership information you will be prompted to. Click **YES**



Enter your Membership Info then the **OK** button.

Note: the membership ID must be **7 digits in length** (with leading zeros) and the password **5 digits in length** (with leading zeros).

The membership information can also be entered in ahead of time using the 'Membership Button' in Practice Address, found in the Maintenance Manager

For BC you are now asked to Accept Terms for the Fee Guide License Agreement prior to loading the fee guides. Click **Accept Terms** at the bottom of the screen then click on **OK**.

Fee Guide License Agreement

ADDENDUM TO POWER PRACTICE END USER LICENSE AGREEMENT

This Addendum to the Power Practice End User License Agreement (this "Addendum") amends the End User License Agreement (the "Agreement") in effect by and between Axiom Solutions ULC ("Exan") and the Customer.

Third Party Required Terms

Subject to an agreement between Exan and the British Columbia Dental Association (the "BCDA"), which allows Exan to incorporate the BCDA Suggested Fee Guide for Treatment Services Provided by General Practitioners and to Patients Requiring Out of Office Care; the BCDA Suggested Fee Guide for Specialists in Periodontics; the BCDA Suggested Fee Guide for Specialists in Pediatrics (the "BCDA Works") into Power Practice, Exan is required to include certain minimum terms and conditions as specified in Exhibit A of this Addendum (the "BCDA Required Minimum Terms"). Exhibit A is hereby incorporated by reference into this Addendum and Customer hereby agrees to its terms.

In the event of a conflict between this Addendum and the Agreement, this Addendum shall control solely with respect to the subject matter of this Addendum. The terms and conditions of the Agreement shall otherwise remain in full force and effect.

Exhibit A

BCDA Required Minimum Terms

1. Customer may use the BCDA Works solely in conjunction with the Power Practice.
2. Customer must use the BCDA Works in and not transfer to or export

☐ Accept Terms

Print

OK

Close

Highlight the **2022-ALL.upd** fee guide for the BC Regular Fee Guide (R) and the Pacific Blue Cross Fee guides (P and PE) and click the **OK** button,

Select Fee Guide File (BC)

Last updated on: Jan 31, 2022

File Name
2014-SS.upd
2017-SC.upd
2021-FN.upd
2022-ALL.upd
2022-HY.upd
2022-P.upd
2022-PE.upd
2022-R.upd
2022-SP(Perio).upd

OK

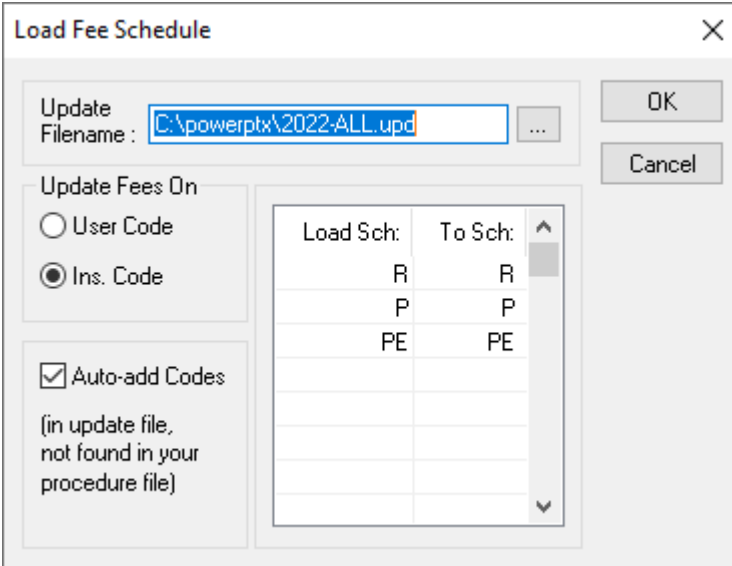
Cancel

Help

Agreement

Agreement Accepted by:
exan on Jan 31, 2022 08:34 AM

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



The 'Load Fee Schedule' dialog box contains the following elements:

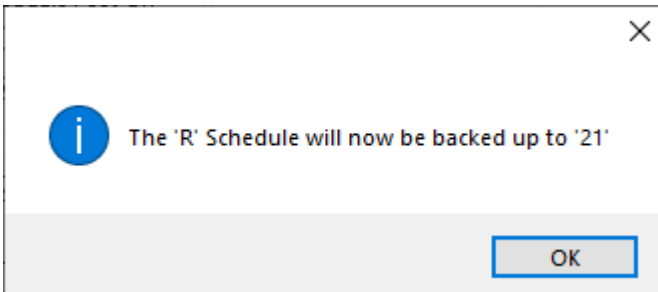
- Update Filename:** A text field with the path 'C:\powerptx\2022-ALL.upd' and a browse button (...).
- Update Fees On:** Two radio buttons: 'User Code' and 'Ins. Code' (which is selected).
- Auto-add Codes:** A checked checkbox with the text '(in update file, not found in your procedure file)' below it.
- Table:** A table with two columns, 'Load Sch:' and 'To Sch:'. The first three rows contain 'R', 'P', and 'PE' respectively in both columns. There are several empty rows below.
- Buttons:** 'OK' and 'Cancel' buttons on the right side.

(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.



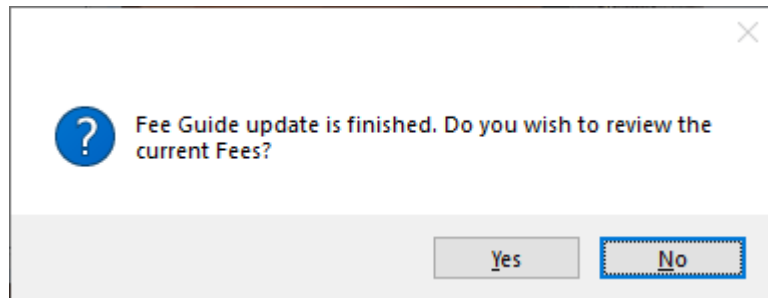
A question dialog box with a blue circle containing a white question mark. The text reads: 'Do you wish to back up the 'R' Schedule?'. At the bottom are 'Yes' and 'No' buttons.

Select the **OK** button.



An information dialog box with a blue circle containing a white 'i'. The text reads: 'The 'R' Schedule will now be backed up to '21''. At the bottom is an 'OK' button.

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



The Fee Guide has now been updated.