

## Load the 2024 Fee Guide for Power Practice

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

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:	Fee Schedule Updates X
From the top menu bar, select the <b>Practice &gt; Maintenance Manager</b> menu option.	Fee Schedule Updates
······································	Copy Fee Schedule
- Select the <b>Utilities</b> tab and then select <b>Fee Schedule Updates</b> icon.	<u>A</u> djust Fee Schedule
- Select Fee Guide Link button	Update Fee Schedule (RVU)
	Delete Fee Schedule
	Load Fee Schedule
	Export Fee Schedule
	Eee Guide Link
	Update Other Code Links

Select Fee Guide File (NT)	×
Last updated on: Dec 18, 2023	
File Name	<u><u> </u></u>
2023-FN.upd	
2024-R.upd	Cancel
	-
	_
	Help
areement Accepted by:	
an on Jul 06 2023 10:22 AM	Agreement

Highlight the **2024-R.upd** fee guide and click the **OK** button.

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

Update Filename :C:\powerpt	x\2024R.upd		)	
Update Fees On				
O User Code	Load Sch:	To Sch:		
🔾 Ins. Code	R	R		
Auto-add Codes (in update file, not found in your procedure file)				

(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.



If you want the current fees to load into your Office Fee Schedule, Select the **Yes** button If some or all the fees are higher than the R, update the Office Fee Schedule accordingly.



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/

