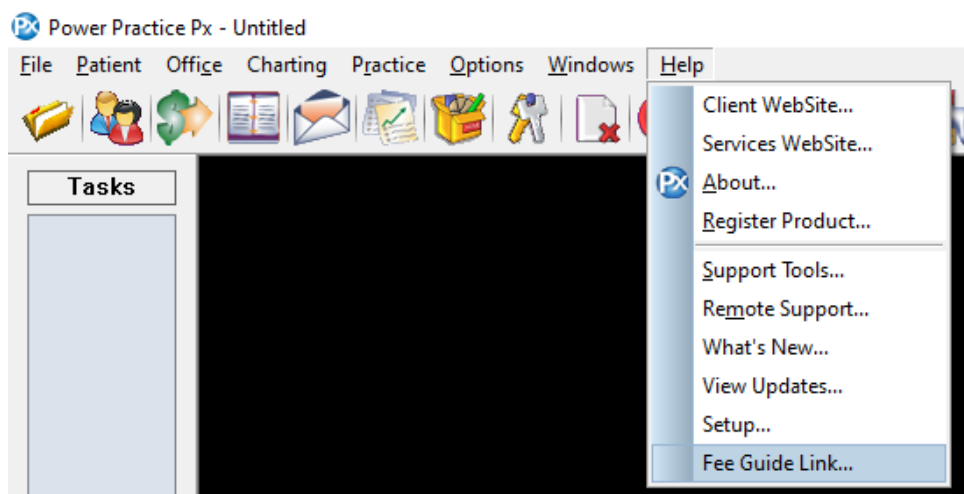


## Load the 2022 Fee Guide for Power Practice

**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 30<sup>th</sup>.

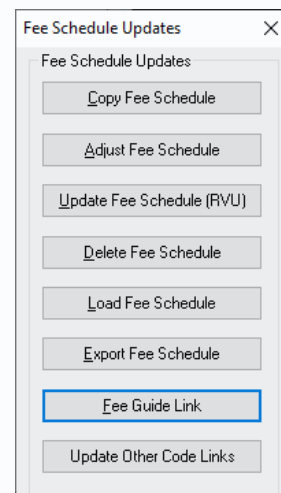
You may want to do this process 2 times to first load the Alberta Regular Fee Guide then the Alberta Blue Cross fee guide.

From the top 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.



Highlight the **2022-AR.upd** fee guide for the Alberta Regular Fee Guide or the **2022-AB.upd** for the Alberta Blue Cross Fee Guide and click the **OK** button.

The screenshot shows a Windows-style dialog box titled "Select Fee Guide File (AB)". At the top right is a close button (X). Below the title bar, it says "Last updated on: N/A". The main area contains a list box with the header "File Name". The list includes:

- 2014-SS(SocialServices).upd
- 2021-AB.upd
- 2021-AR.upd
- 2021-FN.upd
- 2022-AB.upd
- 2022-AR.upd (highlighted)

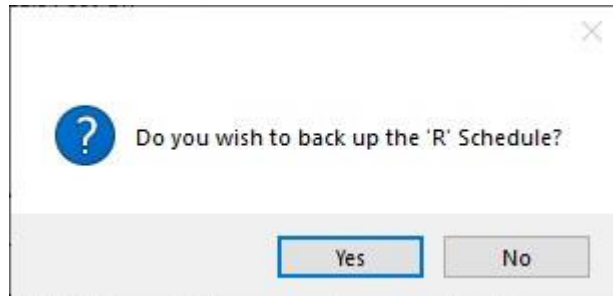
To the right of the list are three buttons: "OK", "Cancel", and "Help". At the bottom right is a "Web Link" label.

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.

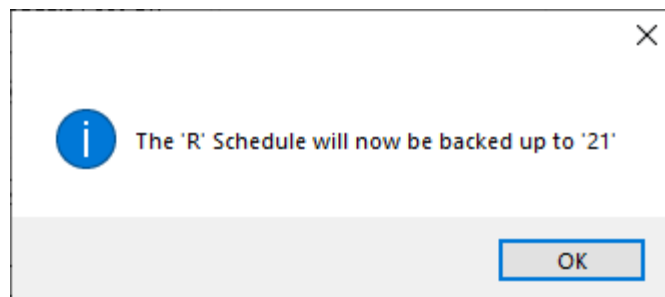
If loading the Alberta Blue Cross type in **AB** beside the corresponding **AB** in the **Load Sch:**

[illegible]The screenshot shows a "Load Fee Schedule" dialog box. At the top right is a close button (X). Below it, there's a section for "Update Filename:" with a text input field containing "C:\powerptx\2022-AB.upd" and a browse button (...). To the right are "OK" and "Cancel" buttons. Below the filename section, there's a group box titled "Update Fees On" containing two radio buttons: "User Code" and "Ins. Code", with "Ins. Code" being selected. Further down is a checked checkbox labeled "Auto-add Codes" followed by the text "(in update file, not found in your procedure file)". The main part of the dialog is a table with two columns: "Load Sch:" and "To Sch:". The first row has "AB" in both columns. There are several empty rows below. A vertical scrollbar is on the right side of the table.

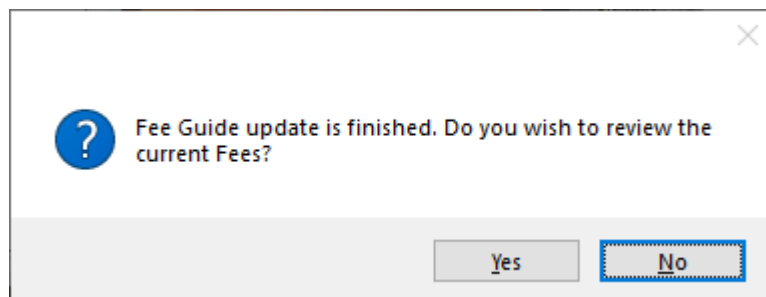
(4.8 clients) If a pop-up message appears asking **Do you wish to back up the “R” Schedule?** select the **Yes** button. Otherwise move onto the next steps.



Select the **OK** button.



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



**The Fee Guide has now been updated.**