POWER PRACTICE

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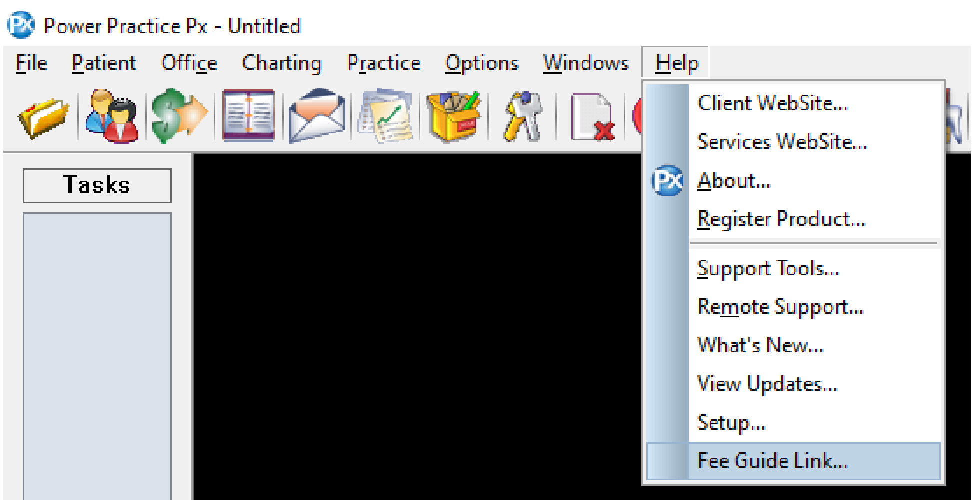
Load the 2022 Fee Guide for Power Practice

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 30th.

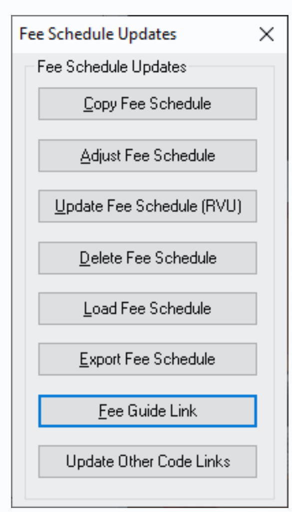
You may want to do this process 2 times to first load the Alberta Regular Fee Guide then the Alberta Blue Cross fee guide.

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

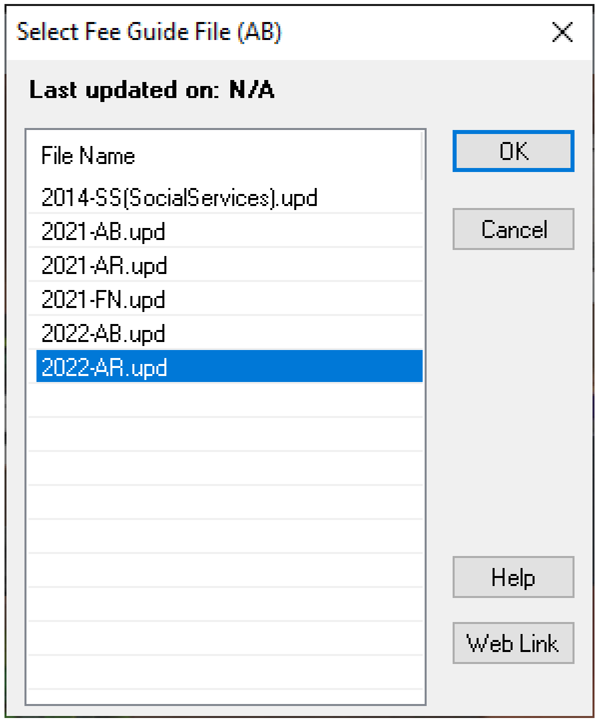


**If you are on an older version and do not have the Fee Guide Link option
From the top menu bar, select the **Practice > Maintenance Manager** menu option.

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

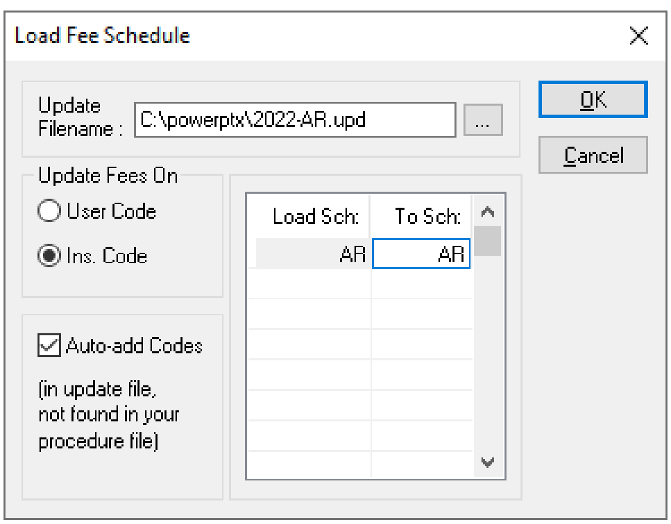


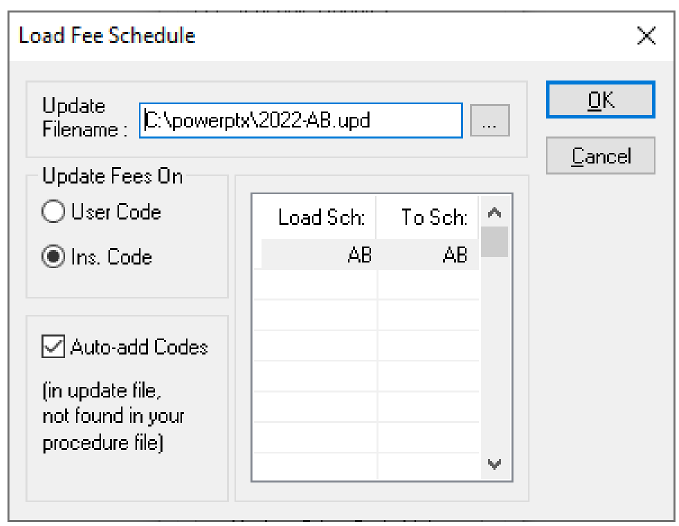
Highlight the **2022-AR.upd** fee guide for the Alberta Regular Fee Guide or the **2022-AB.upd** for the Alberta Blue Cross Fee Guide and click the **OK** button.



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.

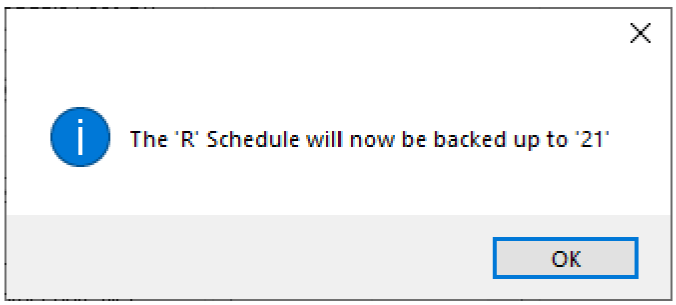
If loading the Alberta Blue Cross type in **AB** beside the corresponding **AB** in the **Load Sch:**



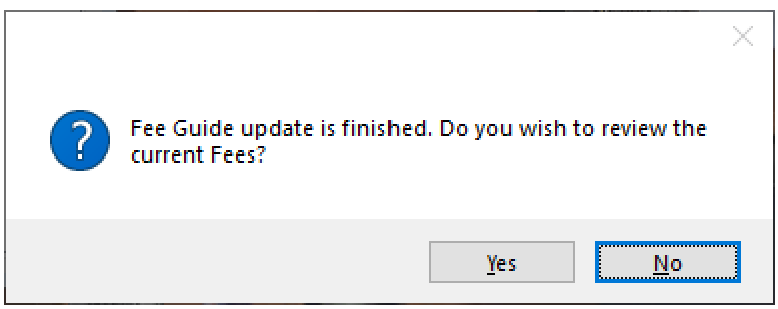


(4.8 clients) If a pop-up message appears asking **Do you wish to back up the “R” Schedule?** select the **Yes** button. Otherwise move onto the next steps.

Select the **OK** button.



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



The Fee Guide has now been updated.

HENRY SCHEIN ONE