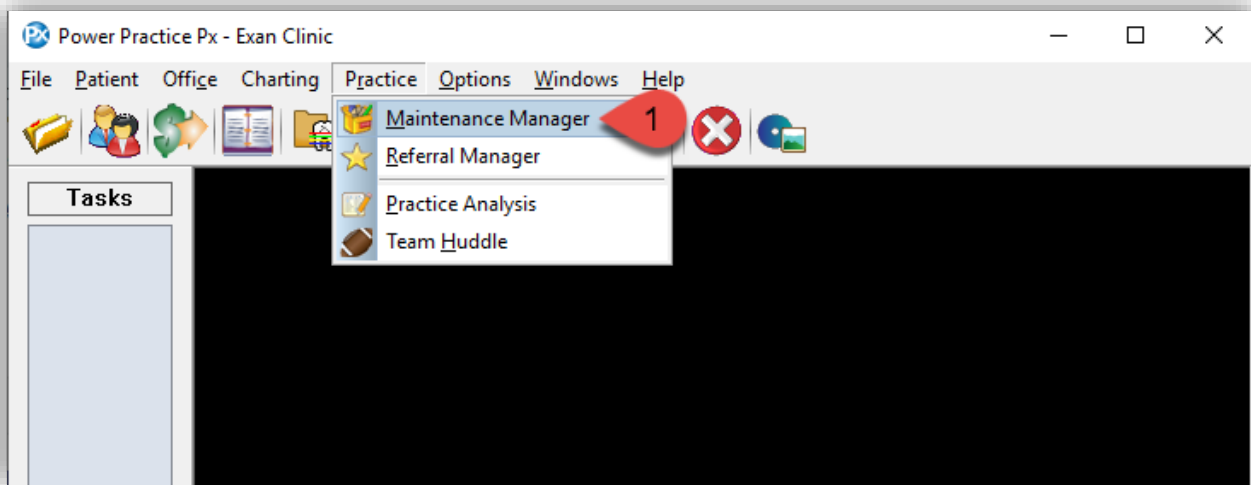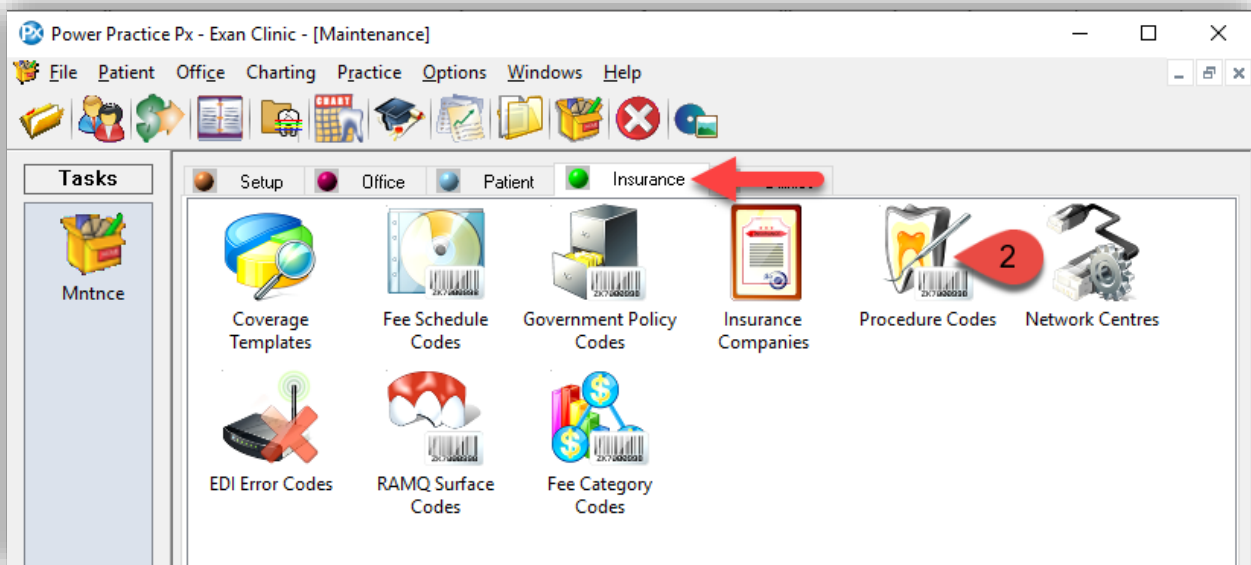# How to Add New Procedure Codes
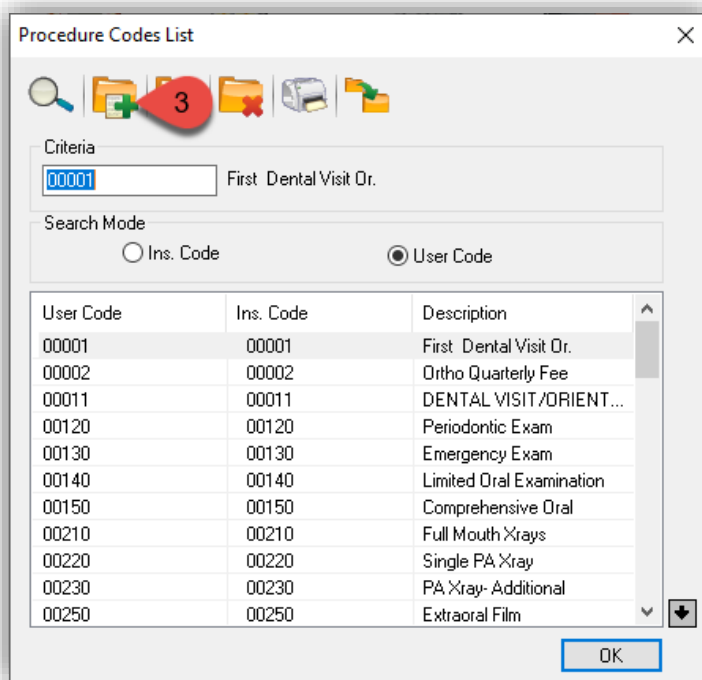
1. At the top of Power Practice, click on **Practice** then **Maintenance Manager.**

2. Under **Insurance Tab**, click on **Procedure Codes**.

3. Click on **Create a New Record** icon.

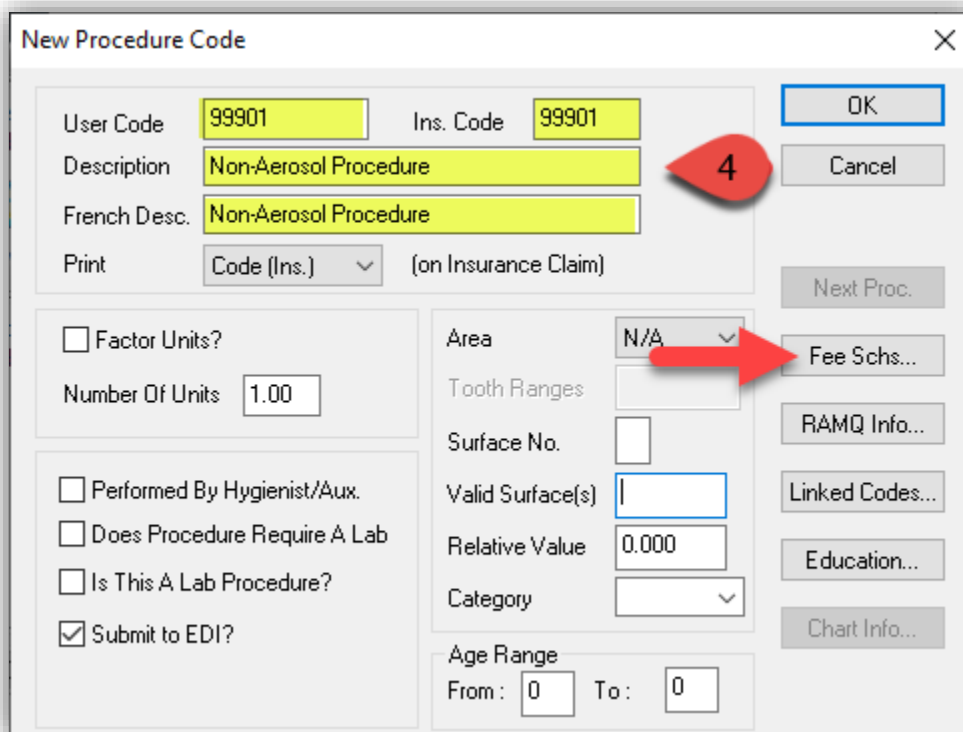4. Please Fill in **New Procedure Code information** (User Code, Ins. Code, Description & French Desc.) and then click on **Fee Schs**....

5. Within Fee Schedules and Amounts, under Sch column please add a **R** (this may differ base on the fee schedule your office use, for example: O) and **enter corresponding Amount.**

Click OK to save and exit.

Please repeat steps to add next procedure code you wish to add.