

LOADING YOUR FEE GUIDE

To load the fee guide you must be on version 4.7.XX or higher.

If you have version 4.6.XX or lower please call Support at 604-468-6820 or 1-888-808-6223, option 2.

It is highly advisable that you not load the fee guide for your province before it becomes active. Your fees will be updated as soon as you load the new fee guide.

Fee Guide Definitions

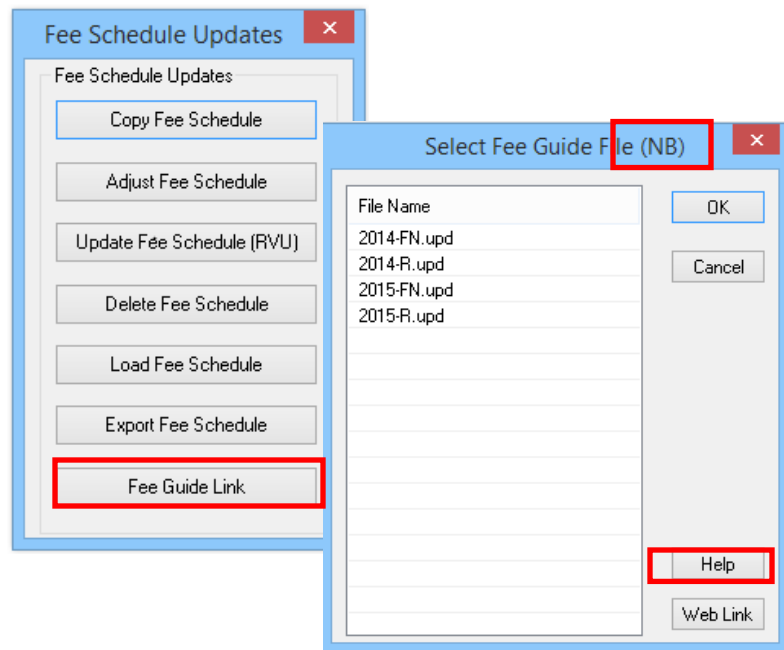
[year]-R.upd-Regular College Fee Guide

[year]-FN.upd- NIHB Fee Guide

- Go to **Maintenance**
- Go to **Utilities**
- Click on **Fee Schedule Updates**
- Click on **Fee Guide Link**
- A **Select Fee Guide File** will open

MAKE SURE THE ABBREVIATION IN BRACKETS IS YOUR PROVINCE

- Click on the **Help** button and a PDF with instructions for loading the guide will open. Follow these instructions To load your fees.



Using an Office Fee Guide

- Check and see what fee guide your Doctor uses by going to **Maintenance**, to the **Setup** tab and choose **Producer Codes**.
- Highlight the Doctor in the bottom and look in the Fee Schedule field.

If the Doctor bills on a different fee guide than R, when loading the R guide you will be asked to update your Doctor's fee guide.

Producer	Last Name	First Name	CDA License #	Active
D01	Smiles	John	36234501	Y
D03	Doctor-Two	John	1111	Y
D04	New	New	1111	Y
H01	Thompson	Sara		Y
H02	Hygiene	Billing	0101	Y

If you use an office guide (O) then:

In Power Practice

- From **Maintenance Manager**, click **Utilities**, then click **Fee Schedule Updates**
- Click **Copy Fee schedule**.
- From Copy Fee Schedule, under **Schedule from:** type **R**, then under **Schedule To:** type **O**.
- Click **OK**.
- Click **OK** when completed.

Adjust a Fee Guide

- In **Maintenance**, go to the **Utilities** tab and choose **Fee Schedule Updates**
- Choose **Adjust Fee Schedule**
- Choose the Sch to Adjust from the dropdown
- The Percentage should be 100 plus the amount you want to adjust by. *EX: a 5% increase would be entered as 105.00*

Adjusting Specific Fee Codes

After updating your fees you will still need to adjust those specific codes that your Doctor charges more for.

1. Go into **Maintenance**, to **Insurance**, to **Procedure Codes**
2. Type the code in the Criteria box that you want to adjust and choose the Magnifying Glass (Search for data)
3. Double click on the code to bring it to the Edit Procedure Code window.
4. Click on the Fee Schs... button
5. Click in the box under the Amount column that is beside the O guide (or the guide used by your Doctor)
6. Type in the fee you wish to charge. Do not type the dollar (\$) sign but you will need to type the decimal.
Click OK. Click OK again which should bring you back to the Procedure Code List.

Follow these steps for each procedure you need to adjust the fee on.

