Power Practice

www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

VERSION 4.7

ENHANCEMENTS

www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

TABLE OF CONTENTS

www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

TABLE OF CONTENTS

APPENDIX

POWER PRACTICE

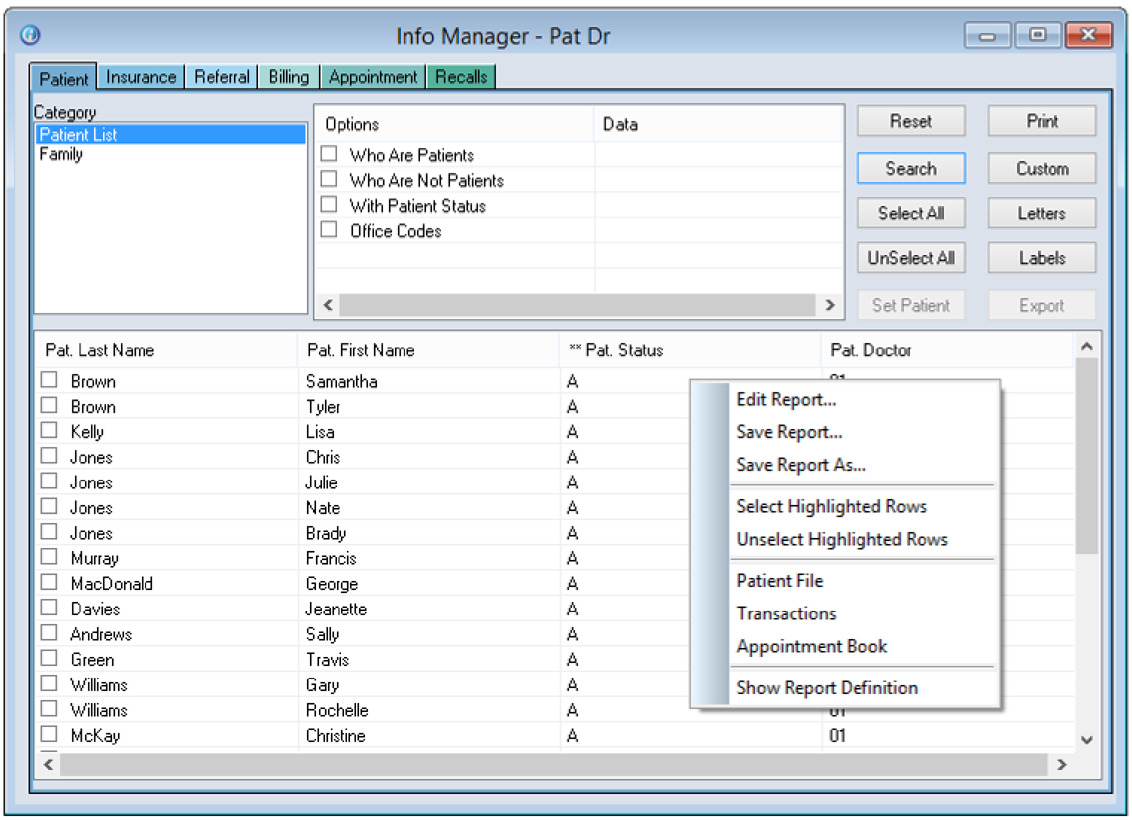
www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

INFO MANAGER

The **Info Manager** is a new module for Power Practice.

Info Manager is a module that takes reporting to a whole new level. You can create reports with more flexible search criteria and customize the data to display in the report. You can print or export the reports. With the report displayed on the screen, you can create custom mail merge documents and labels for your office.



Power Practice

www.PowerPractice.ca
info@PowerPractice.ca

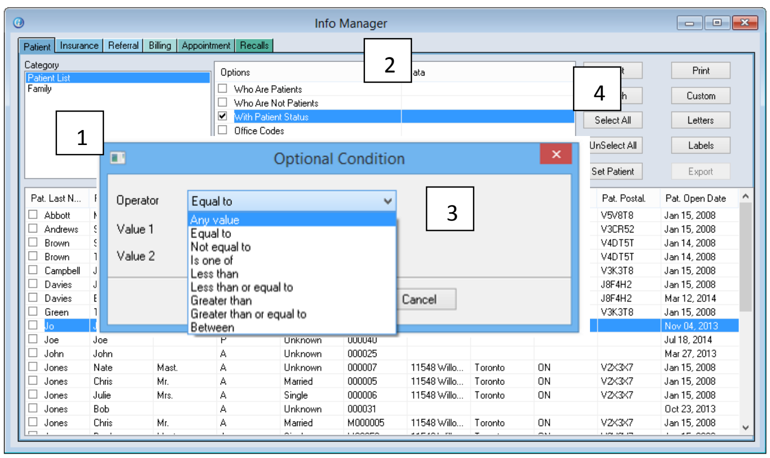
Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Info Manager Reports

The Info Manager comes with various pre-set reports under 6 different tabs. These reports can be printed or exported. Listed are 2 of the many reports you can generate.

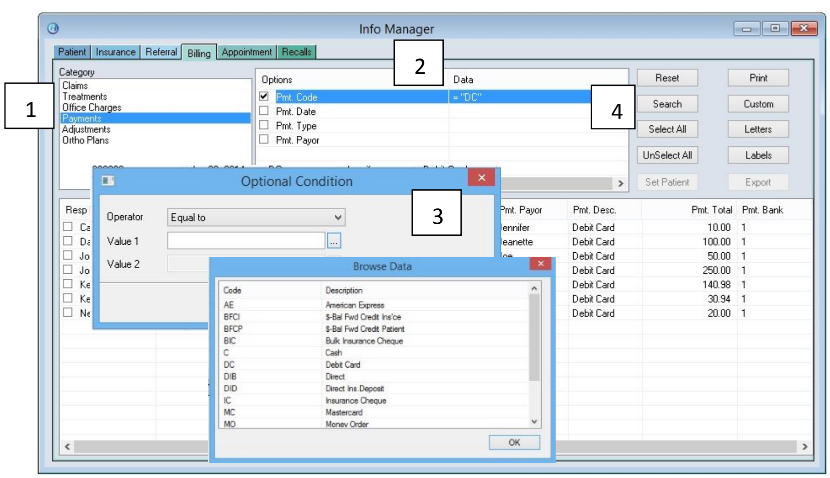
Patients with Active Status (Patient Tab)

1. Highlight the report under Category Patient
2. Choose the Option or Options that you want the report to look for.
3. If you choose an Option that requires a condition, a box will pop up for your **Optional Condition** choice.
4. Click **Search** and the bottom box will show you the report.



Specific Payment Types (Billing Tab)

1. Highlight the report under **Category Billing**
2. Choose the Option or Options that you want the report to look for.
3. If you choose an Option that requires a condition, a box will pop up for your **Optional Condition** choice.
4. Click **Search** and the bottom box will display the report.



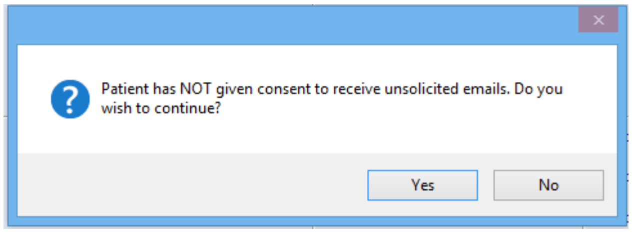
www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

PATIENT FILE

Anti-Spam Legislation

There is a drop down box on the Patient Personal tab for setting Email Consent with a simple Yes or No. If No is chosen, and you attempt to email that patient, you will get a pop-up to confirm this. If left blank, patients will show on reports, assuming a blank field is a Yes response.

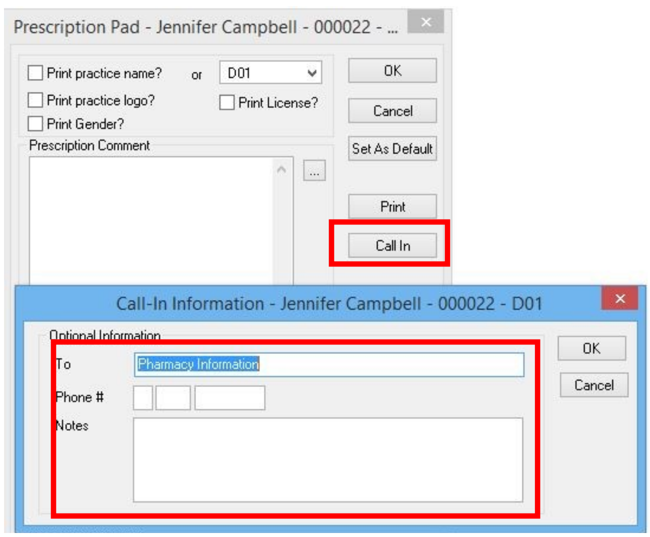


Pharmacy Info

The patient's Pharmacy preference for prescriptions can be saved.

1. In the Prescription Pad box is a Call In button
2. Fill in the Pharmacy name and phone number. This will be stored in the Patient Additional tab as Pharmacy Info.

The Notes area will only save for the prescription it is added to. It will be blank for the next prescription.



Best Contact

Choose the patient's email address as the Best Contact. This will show as an "E" in the Contact fields in different areas of Power Practice as well as on reports.

Contact Sticky Note

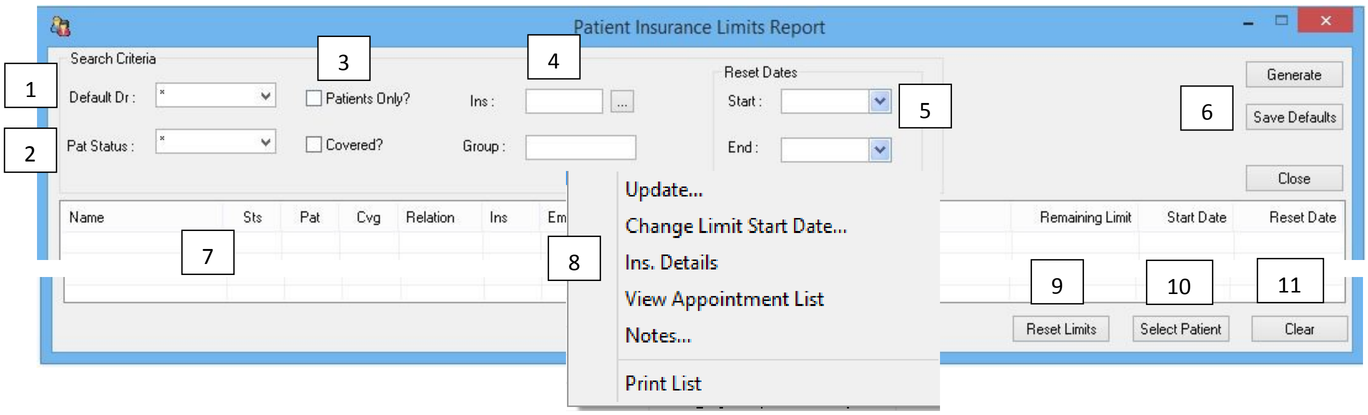
On the Patient Personal tab is a new Contact Sticky Note. This will change to yellow when a note has been added. This can be seen in the Appointment Book in the Patient Profile screen.

Medical Last Update

When a Medical Form is updated from the Forms module, the Last Update: field in the Patient Medical tab will reflect that.

Patient Insurance Limit Report

The **Patient Insurance Limit Report** is in the **Patient File** under the **Patient Reports** **ic**on. This interactive report will show patients and their remaining limits. You can change information with a right-click on the screen. It may be helpful to generate this report before running Month End when limits and deductibles are updated or to check for limits before year end.

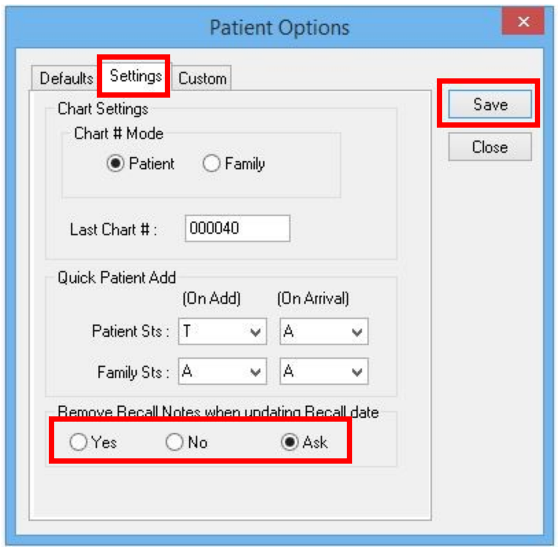


1. **Default Dr.:** Leave as an asterisk for all Doctor's or choose a specific Doctor to report on.
2. **Pat Status:** Choose a specific patient status or leave as an asterisk for all statuses.
3. **Patient's Only?** Choose this to only see those marked as Patient in the Personal tab.
   Covered? Choose to see only patients covered by an insurance plan.
4. **Ins:** Choose a specific insurance company or leave blank for all.
   Group: Choose to see patients of a specific group or leave blank for all.
5. **Reset Dates:** Choose policies that fall into a specific Start and End plan date. Leave blank for all.
6. **Generate** Click this to generate the list after making your choices.
   Save Defaults You can save your search criterial
   Close will close the report
7. The patients generated by your choices will be displayed here.
8. When you right click in the report, a menu will show
   Update… Will open the selected patient's Insurance Dependent box. You can update their information.
   Change Limit Start Date…Change the limit start date of selected lines. This will open a date selector. You will also have the option to also Update Limits & Deductibles.
   Ins. Details Shows the plan information for the patient selected.
   View Appointment List will show appointments for the selected patient. You can also add a new appointment from here.
   Notes…Will show the selected patient's notes
   Print Will print the generated list.
9. **Reset Limits** You will need a password from Power Practice Support to access this area. This will change **ALL** plans with the start and end dated indicated.
10. **Select Patient** will make the selected patient the active one in the Patient module.
11. **Clear** will clear the generated report

TRANSACTIONS

Recall Notes

When updating **Recalls,** you have the option of deleting the note attached to the recall. This defaults to **No** but can be changed.



1. Choose the **Options/Settings** icon in the **Patient File**
2. Go to the **Settings** tab
3. Choose **Yes** (will always delete the recall note), **No** (will leave the recall note) or **Ask** (will ask if you want to delete the recall note)
4. Click **Save**

Office ID on Printed Claim Form (Pacific Blue Cross Only)

When printing a claim form for Pacific Blue Cross, the Office ID will print in the same area as the Billing Doctor's ID.

RAMQ (For Quebec)

The Hospital number will print on claim forms.

www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Pre-Authorization Comments

If a Comment is changed on a Pre-Authorization, it will default back to "For Pre-Authorization Only".

Planned To Incomplete To Complete

When you go from Planned to Incomplete and then Incomplete to Complete from the Odontogram, the lab that was entered at the Planned stage will be added at the Completed treatment at the checkout process.

Ortho Plan

When an Ortho Plan is closed, the account plan total is updated and will not include the closed plan amount. When an Ortho Plan is deleted, it will not be included in the Plan Total.

APPOINTMENT BOOK

Contact Sticky Note

The **Contact Sticky Note** from the **Patient File** will display in **Patient Profile** in the **Appointment Book** and in the **Appointment Detail.**

Appointment Notes

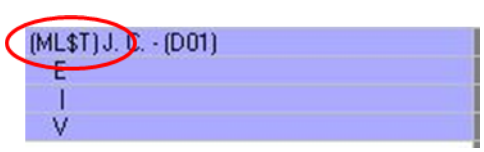
Up to 255 characters can be entered on an appointment note. Notes can be accessed by right-clicking on the booked appointment.

Appointment History

The appointment code displays under the Code column in the **Appointment History** box of the **Patient Profile** tab.

Scheduler Indicators

There are 2 more customizable indicators available, giving you a total of 5 in **Scheduler Option Settings** in the ***More*** button.

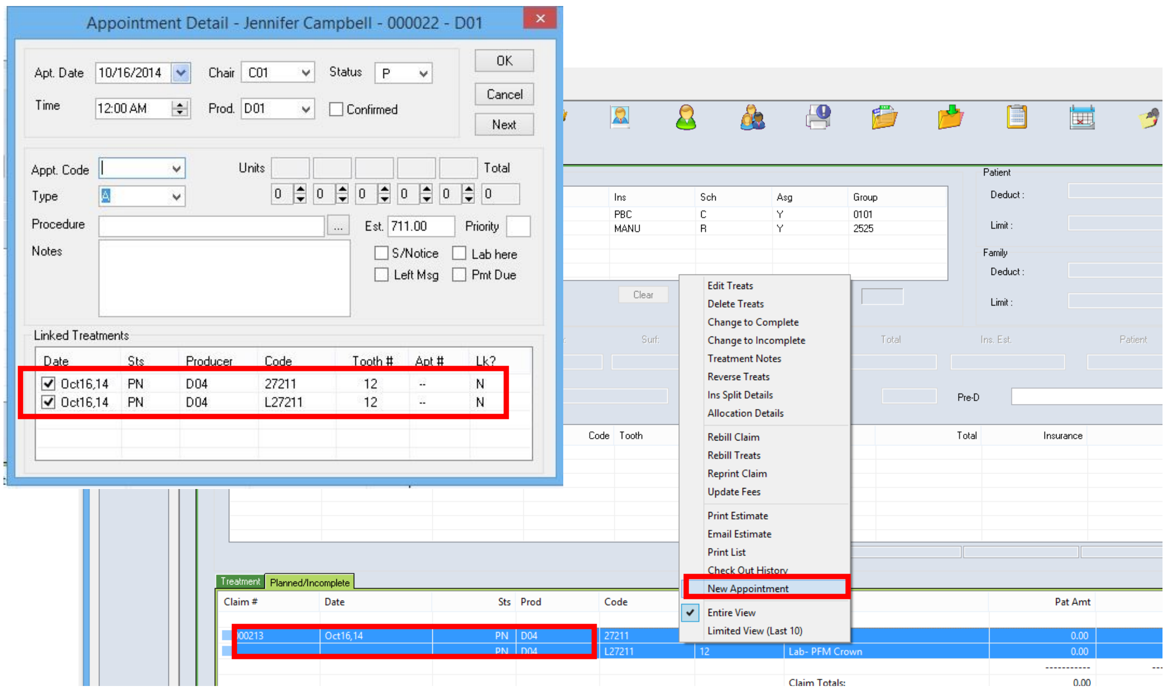


www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Appointment Detail

Planned treatment can be linked to Planned or Booked appointments. This can be accessed from all areas that you can Plan or Book appointments.

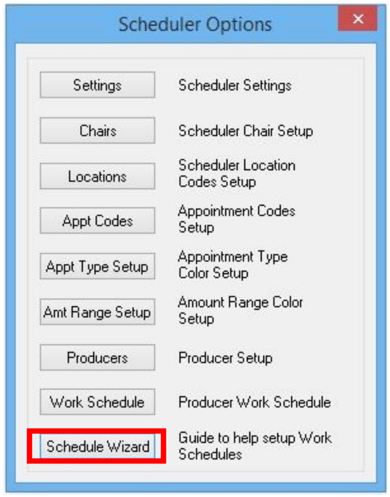


1. Highlight the treatment you want to link
2. Right click on the Highlighted treatment and choose **New Appointment** from the menu
3. The **Appointment Detail** box will open with the treatment selected. Choose the rest of the details needed for the planned appointment and click ok.

Schedule Wizard

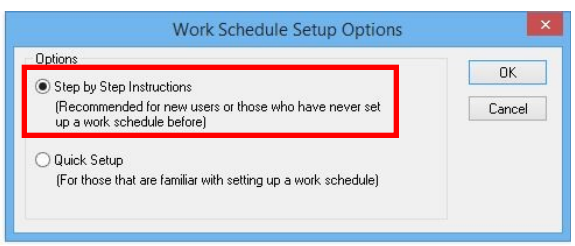
1. The **Schedule Wizard** will help you set up or change producer scheduling hours.

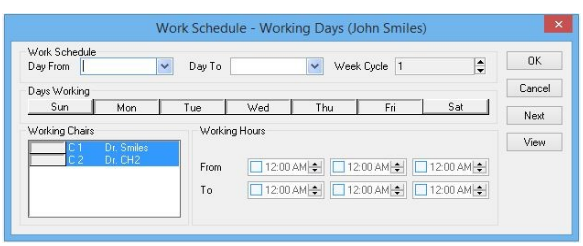
There are 2 options to choose from.



Option 1: Step by Step Instructions

1. Choose this option if you have never set up a **Work Schedule** for a producer. Click Ok
   Choose the producer you will be doing the work schedule for.
   Confirm (Yes or No) that this is the correct producer to set up the **Work Schedule** for.
2. This will open the **Work Schedule-Working Days.** Add working days outside of the producer's normal working hours here. Click **Next** to add another working day for the selected producer. Click **View** to see the producer's entire working schedule. Click **OK** to continue.

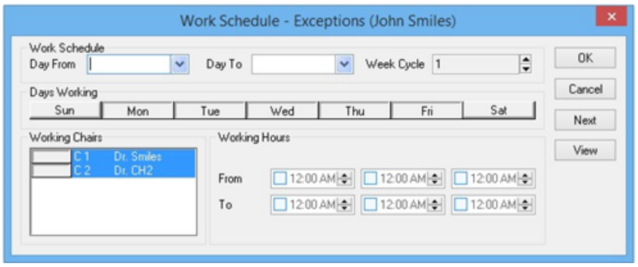




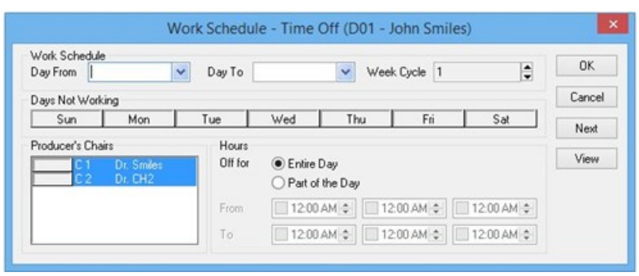
www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

The next screen will ask do you want to set up any Exceptions to the producer's Working Schedule.
Yes will bring you to the **Work Schedule-Exceptions** screen. Add Exceptions to the producer's current working schedule.
Click Next to add another Exception for the selected producer. Click View to see the producer's entire working schedule.
Click OK to continue.



The next screen will ask do you want to schedule any Time Off for the selected producer.
Yes will bring you to the **Work Schedule-Time Off** screen. Add time off to the producer's current working schedule.
Click **Next** to add another Time Off for the selected producer.
Click **View** to see the producer's entire working schedule.
Click **OK** to continue.
The next screen will tell you the **Work Schedule** has been set up (for the selected producer) Do you wish to setup a work schedule for another producer?
Click **Yes** will take you to a screen to pick a new producer. Click **No** will close the wizard

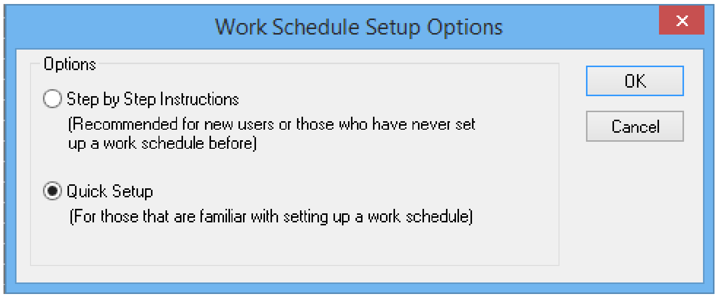


www.PowerPractice.ca
info@PowerPractice.ca

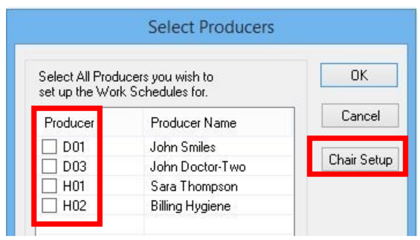
Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Option2: Quick Setup

If you are familiar with adding or changing producer work schedules, choose this option.
You will be prompted to choose the producer(s).

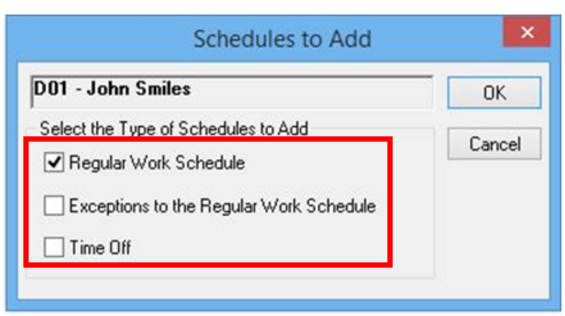


1. Choose the producer you want to work with.
2. The **Chair Setup** button will take you to the **Producer's Scheduling Setup** screen. This is where you will enter their regular hours.



Once the producer(s) is chosen from the list, you will be prompted to select the Type of Schedules to add for that producer, Regular Work Schedule, Exceptions to the Regular Work Scheduler and/or Time Off.

1. Clicking **OK** will take you to the **Work Schedules**. Tick the ones you want to add, they will be chosen in turn. When finished, it will prompt you for the next producer if you've chosen more than one. Cancel will cancel the process.

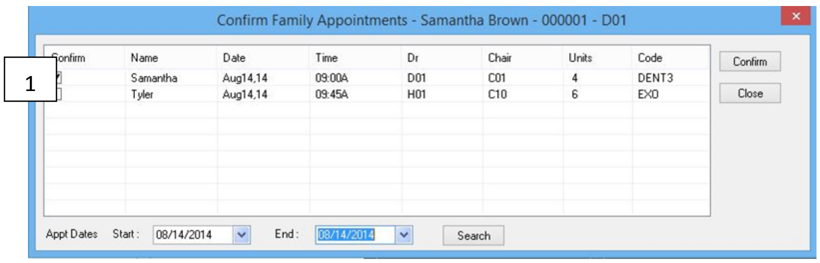


Family Confirmations

All appointments for family members can be confirmed at the same time provided there are at least 2 appointments booked on the same day. In the **Appointment Scheduler**, go to **Scheduler Setup** to the **Settings** button and tick the box Show Family Appointments on Confirm.

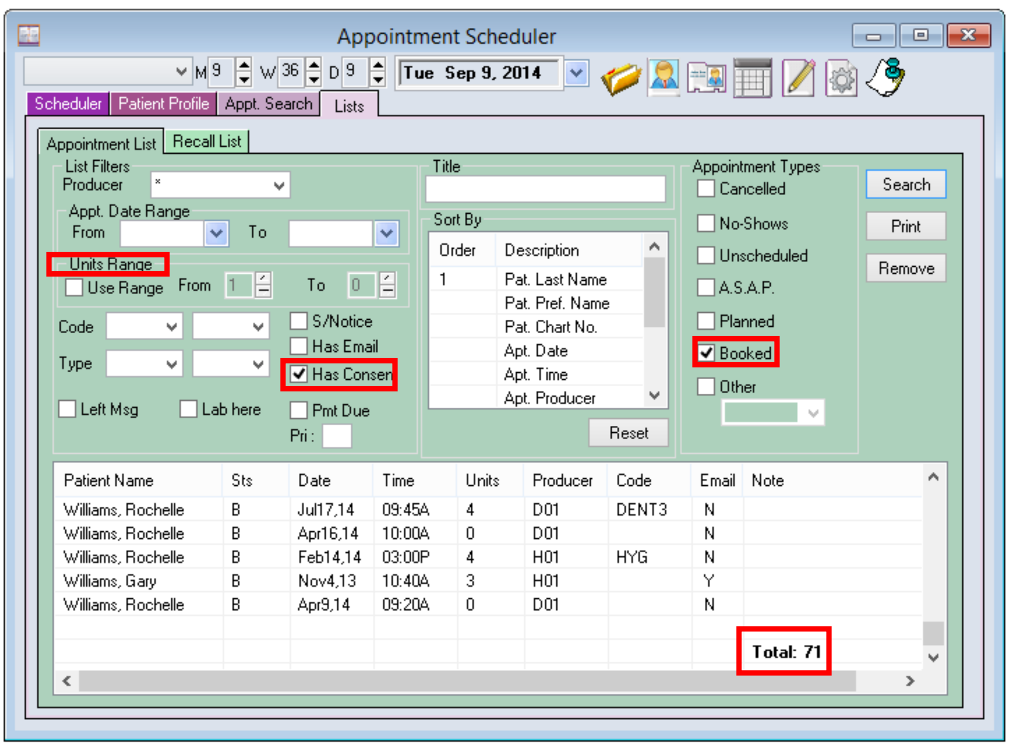
1. When you go into the **Appointment Detail** and click **Confirmed**, then click **Ok**, this box will pop up. Choose who you are confirming for and click Confirm.

When unconfirming family members appointments, untick them and click **Confirm**.



Appointment List tab

There are new features in the scheduler.



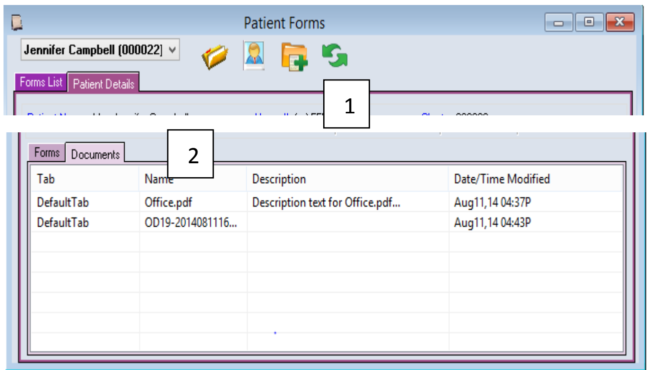
1. On the **Appointment List** tab in the **Appointment Book**, you have the option to search by Appointment units.
2. There is a **Booked** option under **Appointment Types**.
3. The list that is generated in **Appointment List** and **Recall List** will show a count total at the bottom.
4. There is a **Has Consent** tick box for searching. Choosing this will display patients who have the **Email Consent** flag set to Yes or is blank.

www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

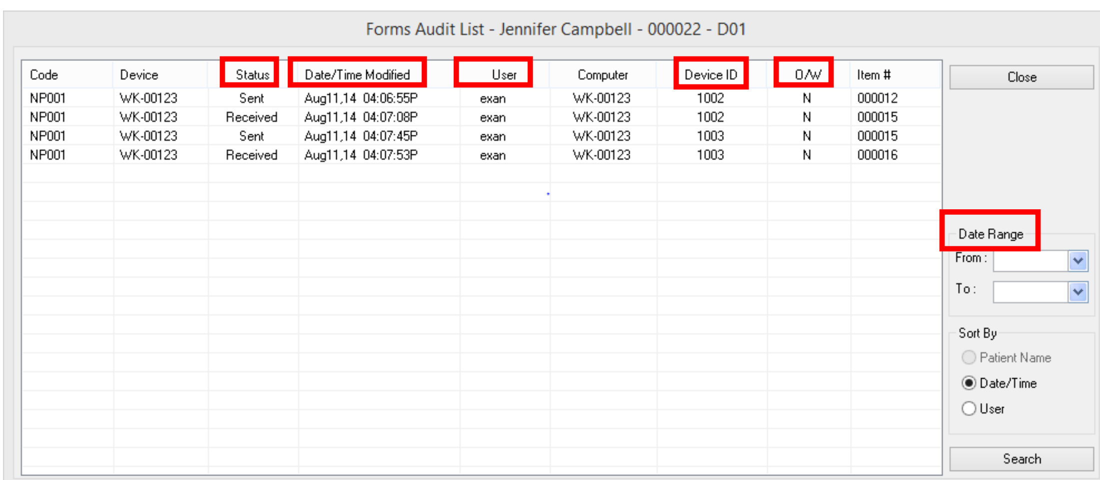
FORMS

Forms can be printed in PDF format.



1. There is a **New** icon (folder with the green plus) for quicker access to a new Form.
2. You can access the files saved to the **Document Manager** from the **Patient Forms** module.

There is an **Audit Trail** for the **Patient Forms** that is accessed from the right-click menu on the **Patient Details** tab. You can search by date range. You can sort by Patient Name, Date/Time or by User.

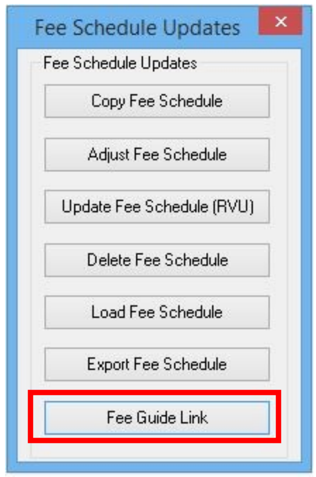


1. Status of the form.
2. The Date/Time a form was added or modified
3. The Power Practice User who added or modified the form
4. The tablet or device used to add or modify the form
5. Indicates if the form was overwritten. Did the user say Yes to overwrite the form that was sent to the device?
6. Search on a Date Range

OTHER ENHANCEMENTS TO POWER PRACTICE

Fee Schedule Updates

There is a fee guide links.



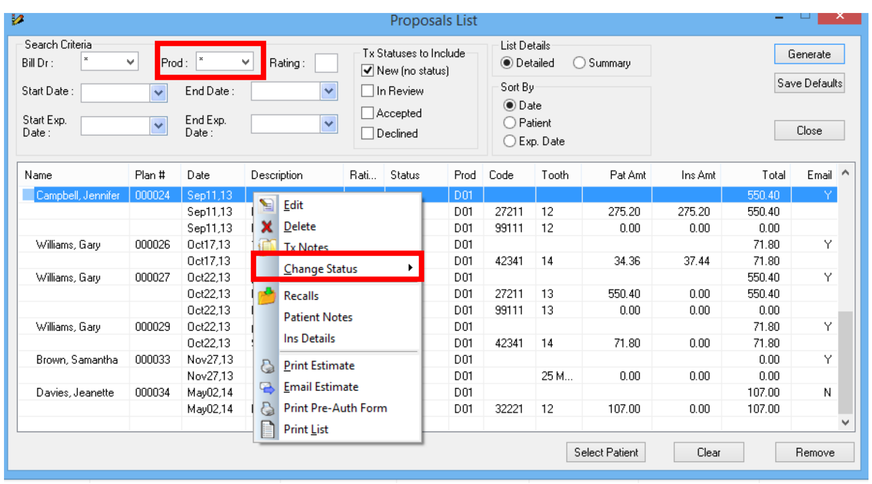
In **Maintenance** go to the **Utilities** tab, open **Fee Schedule Updates**.

1. Click **Fee Guide Link**

This will open available fee guides for your province.

please see appendix on how to update fees for your province

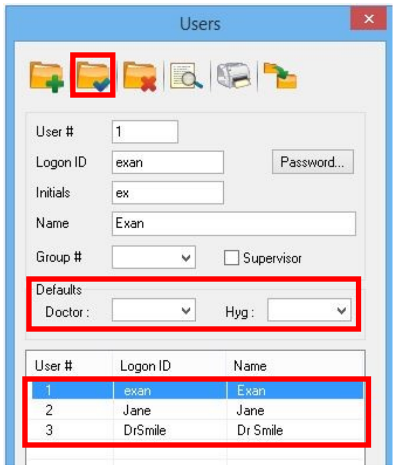
Proposals List



1. Search Criteria now includes the Producer. Use the asterisk for all or choose from the dropdown
2. Change Status of the proposal from the right-click menu

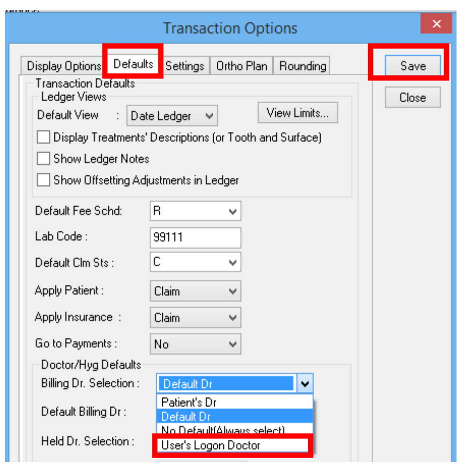
User Defined Default Producers

Each user can assign a specific Doctor and Hygeinist to their Power Practice logon. This change will affect adding new claims in **Transactions**, **Treatment Proposal**, adding **Office Charges** and **Treatment** and **Proposals** in the **Odontogram.**



Go to **Maintenance** to **Setup** and open **User Codes**

1. Choose the user you want to set up specific producers for
2. Choose a Default Doctor and/or Default Hygienist
3. Click the **Save** icon to save your changes.



Go into **Transactions** to the wrench (Options/Settings)

4. Go to the Defaults tab
5. Choose User's Logon Doctor under Billing Dr Selection dropdown. Choose User's Logon Hyg under Default Hyg Selection
6. Click Save then Close

NOTE: This will NOT work if the **Transactions** Setting option is not chosen. These steps will need to be set for each user that wants specific producers set to their log in.

www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Search

- Patient search can use any Contact for the patient

AR Manager

- The **AR Manager** will show the AR percentage split at the bottom of the generated list

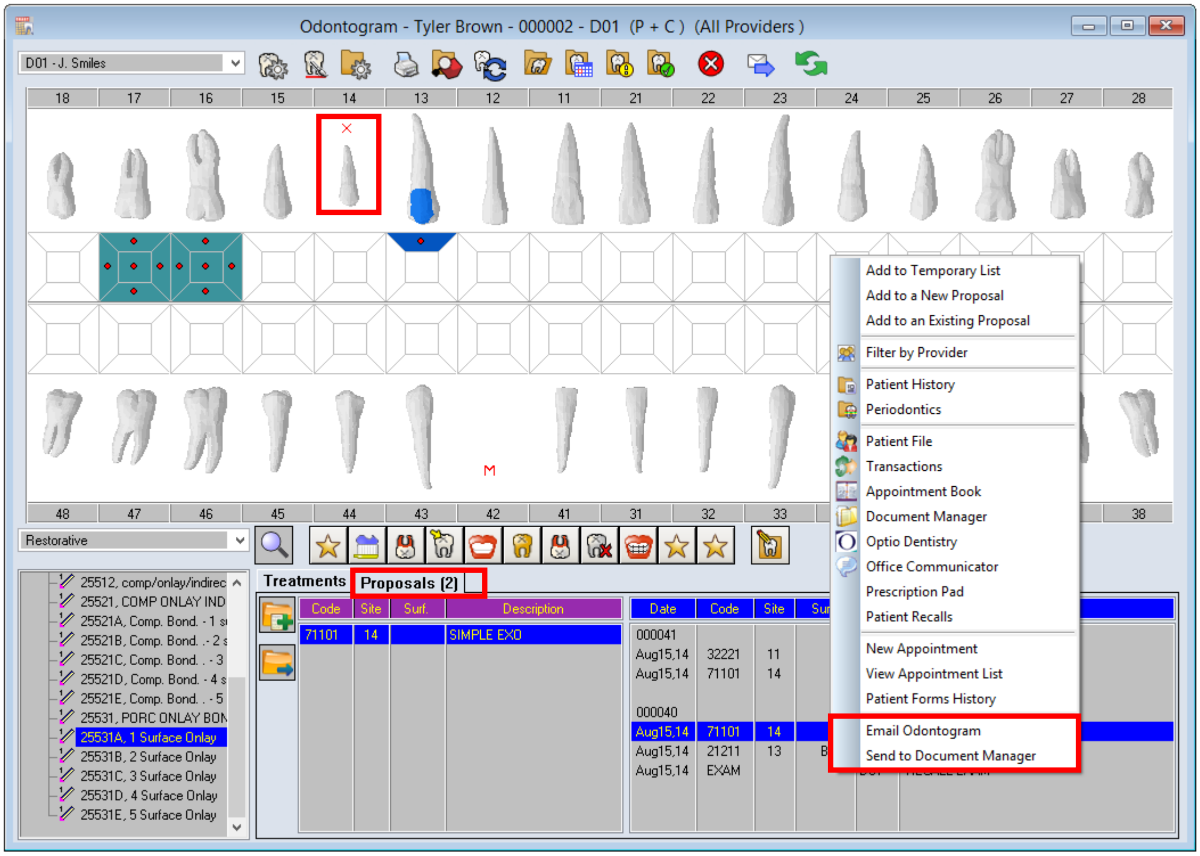
Producer Revenue Report

- The **Producer Revenue Report** can calculate on Payments/Adjustments

Referrals

- The **Referral** **Statistics** now shows the dollar values with a decimal
- **Referrals By Statistics** now calculates on fiscal year

CHART



Add User Codes to Chart

Chart will now work with user codes. For example, if you need to see surfaces for codes such as Onlays (code 25531), you can now create them in Power Practice use them in Power Chart.

Proposed Extraction Codes

Proposed Extractions will display in the odontogram.

Supercodes

Can add codes that require tooth and surfaces to Supercodes.

Email Odontogram

You can send a jpg of the odontogram as an email attachment through Microsoft Outlook.

Send Odontogram to Document Manager

You can send a jpg of the odontogram to the Document Manager.

Proposal Count

The number of Proposals you have will display on the Proposal tab.

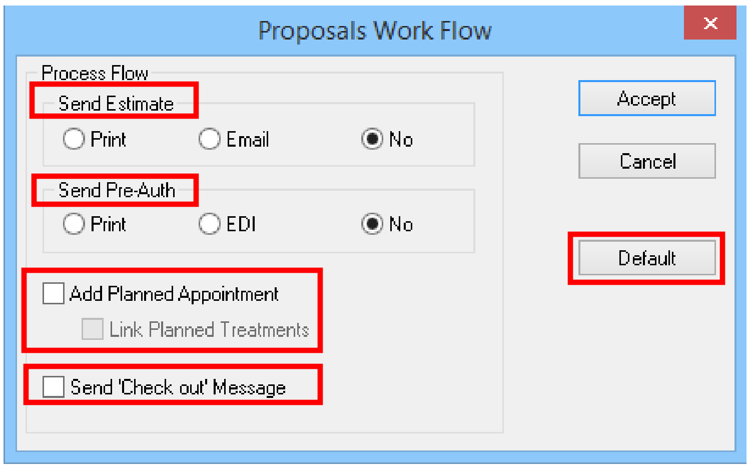
www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Proposals

There is a Proposals Work Flow option in Chart.

Right Click in Proposals, choose Options and tick **Show Flow Screen after Accepting Proposal.**
When you Change Status to Accepted on a Treatment Proposal a Proposals Work Flow box will open.



1. **Send Estimate** Choose Print to send estimate to the printer, choose Email to send the patient the estimate by email or choose **No**.
2. **Send Pre-Auth** Choose Print to print the Pre-Auth, choose EDI to submit the Pre-Auth electronically to the insurance company, or choose No.
3. **Add Planned Appointment** Choose this option to add a planned appointment for the treatment selected with the option to **Link Planned Treatment**
4. Send **"Check Out Message"** to the front
5. Set your options in this screen as **Default**

www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Proposal Billing Dr

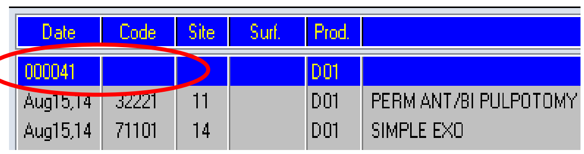
When adding a Proposal, the billing Doctor will be set according to the **Settings** in **Transactions**.

Edit Entire Proposal

Double Click on the **Proposal** header and you can edit all treatments in that Proposal.

Delete Entire Proposal

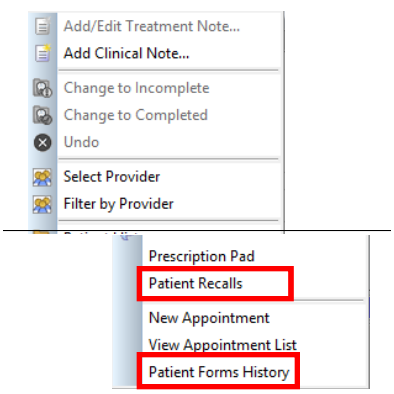
You can delete the entire **Proposal** by using the right click menu on the Proposal header and choosing Undo. You will get a pop up asking if you are sure you want to delete the entire Proposal.



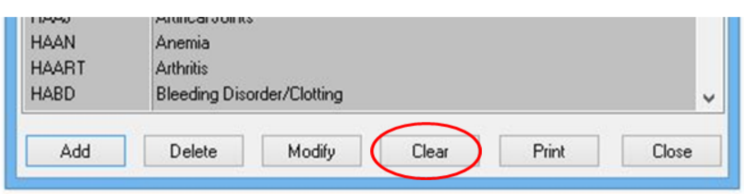
Patient History and Patient Comments

RX Notes has been added to **Patient History** and **Patient Comments** as a **Select Site**

Chart in General



1. When you go into the right-click menu and choose **Patient Recalls**, there is an option to choose Patient or Family.
2. When you right-click, you can access the **Patient Forms History**.



There is a Clear button in **Setup Comments** and **Extra Alert Codes Setup** in the **Charting** drop down menu.

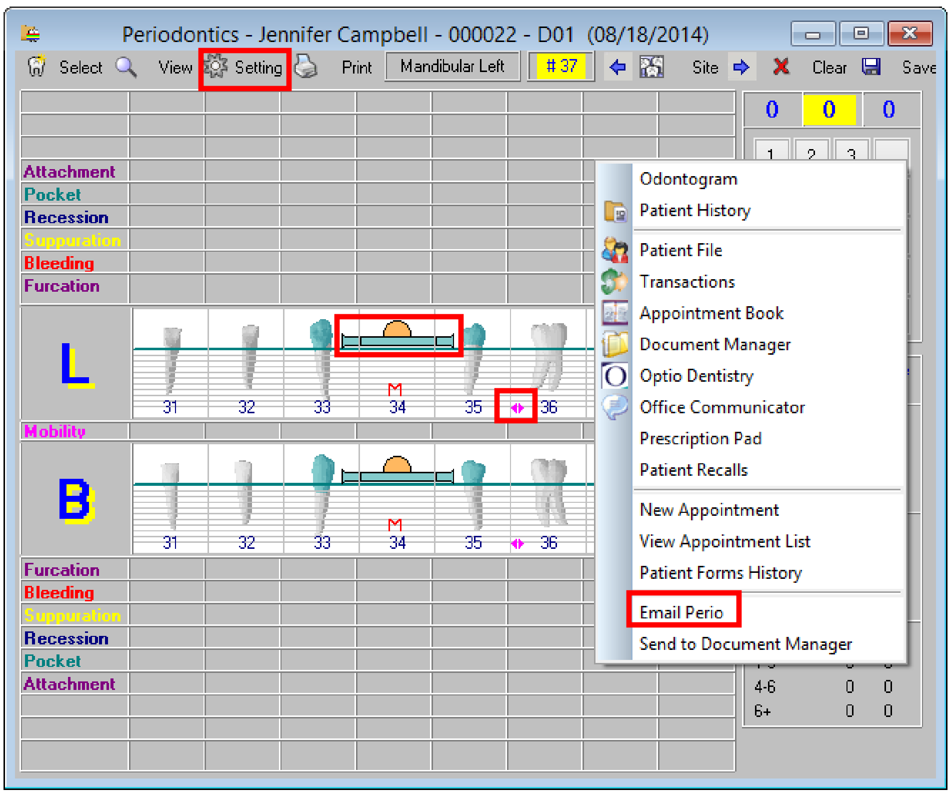
www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Patient History and Patient Comments (Chart)

- **RX Notes** has been added to **Patient History** and **Patient Comments** as a **Select Site**

PERIO



1. Pontics and other Objects will display in the **Perio** screen
2. Tooth Conditions will display in the **Perio** screen
3. Set this up in the **Perio Setting** icon and tick **Show Objects and/or Show Conditions**. (this is a per user setting)
4. Email the **Perio** chart to another Doctor or send it to the **Document Manager** as a jpg

APPENDIX

www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Fee Guide Help Alberta

Fee Guide Definitions

[year]-AB.upd-Alberta Blue Cross

[year]-UC.upd-Alberta Blue Cross Usual and Customary

[year]-FN.upd– NIHB Fee Guide

ADSC Fee Guide

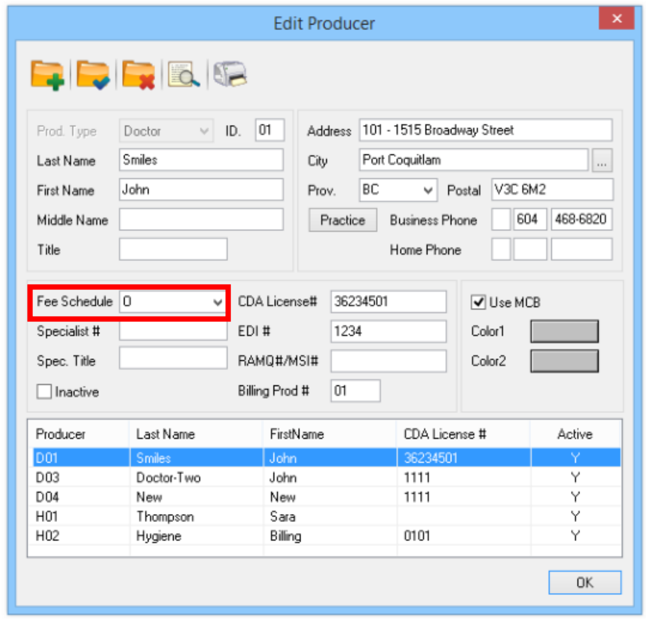
[year]-WA.upd– Child Health Benefit

[year]-WB.upd– Standard Dental Adult (Emergency)

[year]-WC.upd– Supplementary Dental

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.



Loading a Fee Guide

1. In **Maintenance**, go to the **Utilities** tab and choose **Fee Schedule Updates**.
2. Choose Fee Guide Link
3. Highlight the fee guide you want to update and click OK
4. Under the To Sch: column, type the fee guide that you want to copy to. In most cases the letter will be the same as the one under the Load Sch: column. Click OK.

NOTE: Follow these steps 2-4 for any other fee guide you need to load.

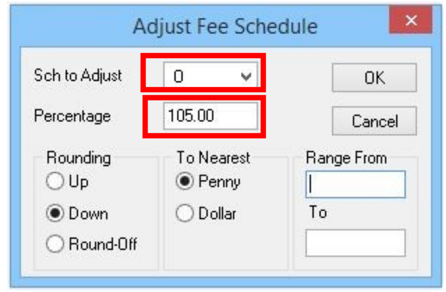
Copy A Fee Guide

1. Go into **Maintenance**, go to the **Utilities Tab** and choose **Fee Schedule Updates**
2. Choose **Copy Fee Schedule**
3. Choose the fee guide with the fees you want to copy from in **Schedule From** and the fee guide you want to copy to in **Schedule To.** Click OK

www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Adjust a Fee Guide



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

WARNING: This can not be easily fixed if done incorrectly.

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.

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

Fee Guide Help British Columbia

Fee Guide Definitions

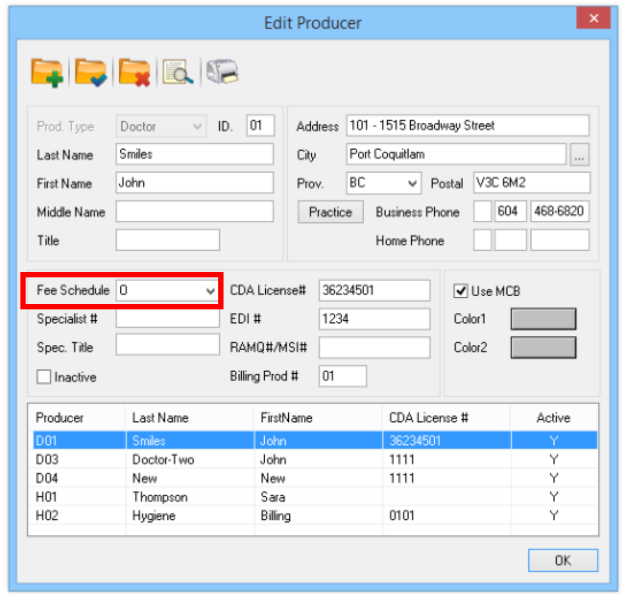
[year]-R.upd-Regular College Fee Guide

[year]-P.upd-PBC Fee Guide

[year]-PE.upd-PBC Bonded Amalgam Equivalent Fee Guide

[year]-FN.upd– NIHB Fee Guide

[year]-SS.upd– Social Service (Income Assistance) Fee Guide



Using an Office Fee Guide

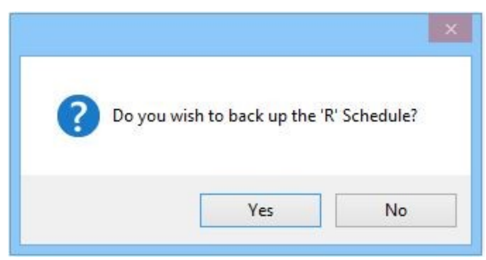
- Check and see what fee guide your Doctor uses by going to **Maintenance**, to the **Setup** tab and choose **Producer Codes**.
- Highlight the Doctor in the bottom and look in the Fee Schedule field.

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

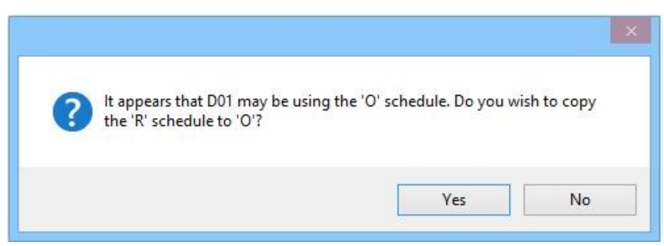
Loading a Fee Guide

1. In **Maintenance**, go to the **Utilities** tab and choose **Fee Schedule Updates**.
2. Choose Fee Guide Link
3. Highlight the fee guide you want to update and click OK
4. Under the To Sch: column, type the fee guide that you want to copy to. In most cases the letter will be the same as the one under the Load Sch: column. Click OK

If you are choosing the current year's fee schedule you will be asked if you want to back up the current R schedule. Choose Yes if you are loading fees for the current year.



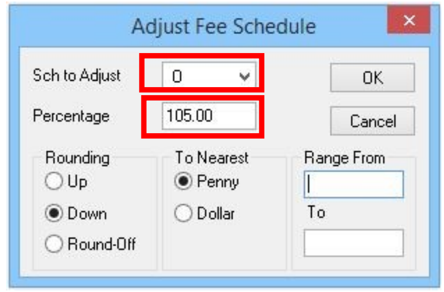
If you use a fee guide other than R on your Doctor, when loading the R (Regular College Fee Guide) you will also be asked if you want to update the Doctor's fee guide.



NOTE: Follow these steps 2-4 for any other fee guide you need to load.

Adjust a Fee Guide

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

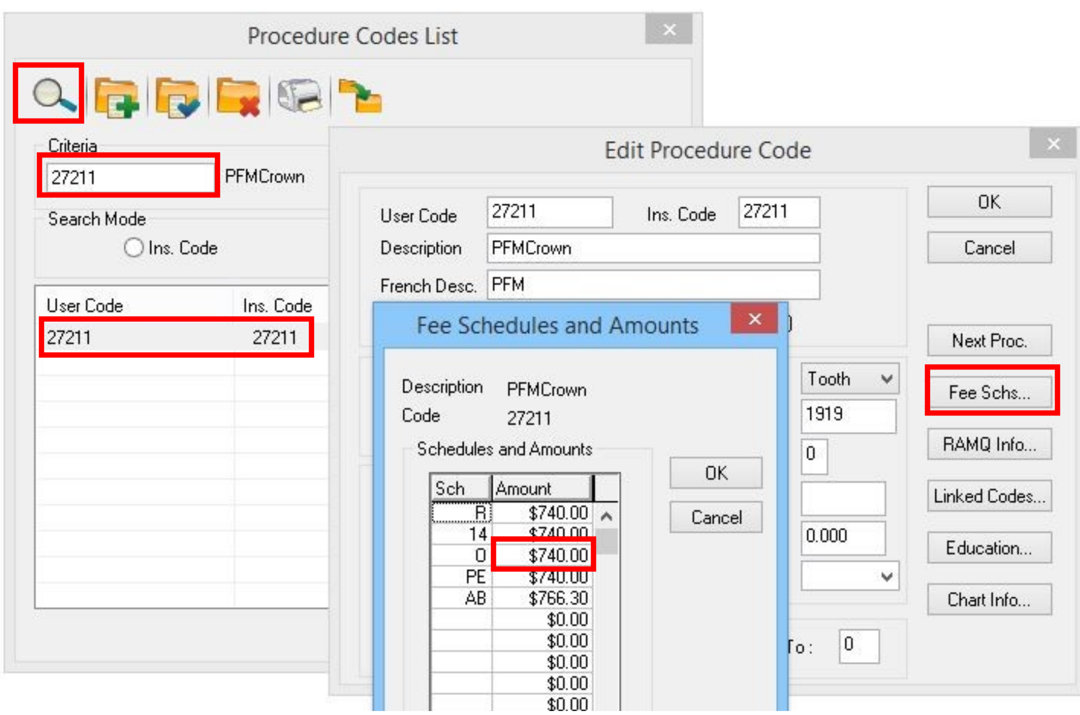


Adjusting Specific Fee Codes

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.



Power Practice

www.PowerPractice.ca
info@PowerPractice.ca

Ph: 1-888-808-6223
Fax: 604-468-6850
1963 Lougheed Highway, Coq, B.C. Canada V3K 3T8

Fee Guide Help for all Provinces Except BC and Alberta

Fee Guide Definitions

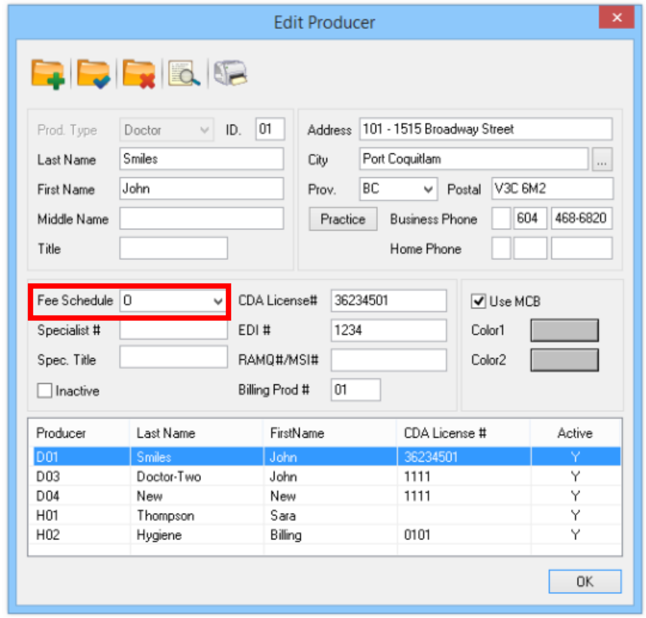
[year]-R.upd-Regular College Fee Guide

[year]-FN.upd– NIHB Fee Guide

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.

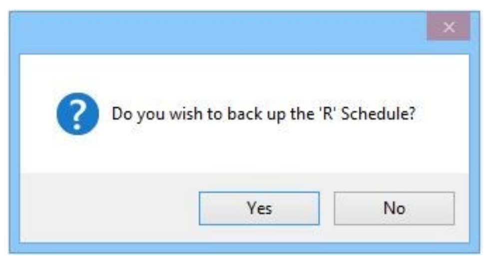
If the Doctor bills on a different fee guide than R, when loading the R guide you will be asked to update your Doctor's fee guide.



Loading a Fee Guide

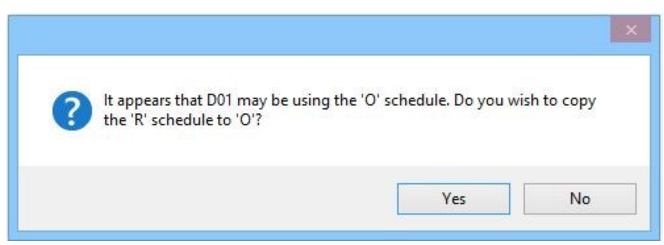
1. In **Maintenance**, go to the **Utilities** tab and choose **Fee Schedule Updates**.
2. Choose Fee Guide Link
3. Highlight the fee guide you want to update and click OK
4. Under the To Sch: column, type the fee guide that you want to copy to. In most cases the letter will be the same as the one under the Load Sch: column. Click OK

If you are choosing the current year's fee schedule you will be asked if you want to back up the current R schedule. Choose Yes if you are loading fees for the current year.



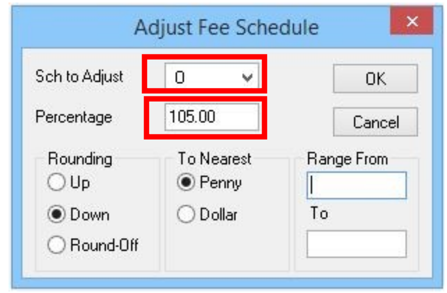
If you use a fee guide other than R on your Doctor, when loading the R (Regular College Fee Guide) you will also be asked if you want to update the Doctor's fee guide.

NOTE: Follow these steps 2-4 for any other fee guide you need to load.



Adjust a Fee Guide

1. In **Maintenance**, go to the **Utilities** tab and choose **Fee Schedule Updates**
2. Choose Adjust Fee Schedule
3. Choose the Sch to Adjust from the dropdown
4. 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.