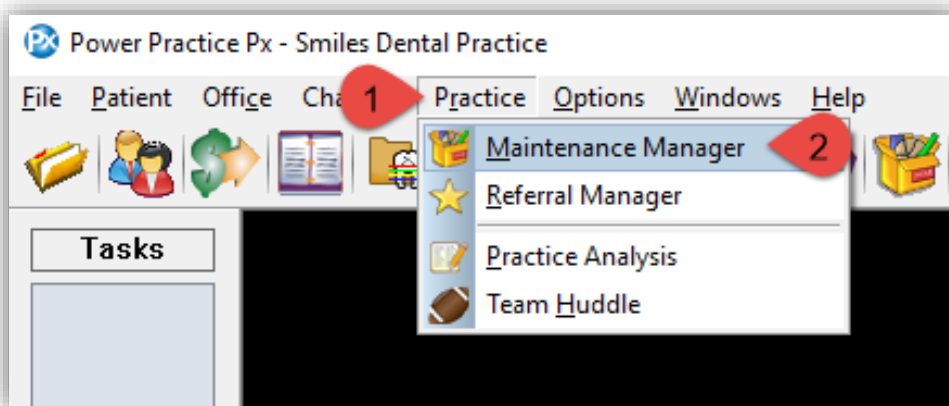


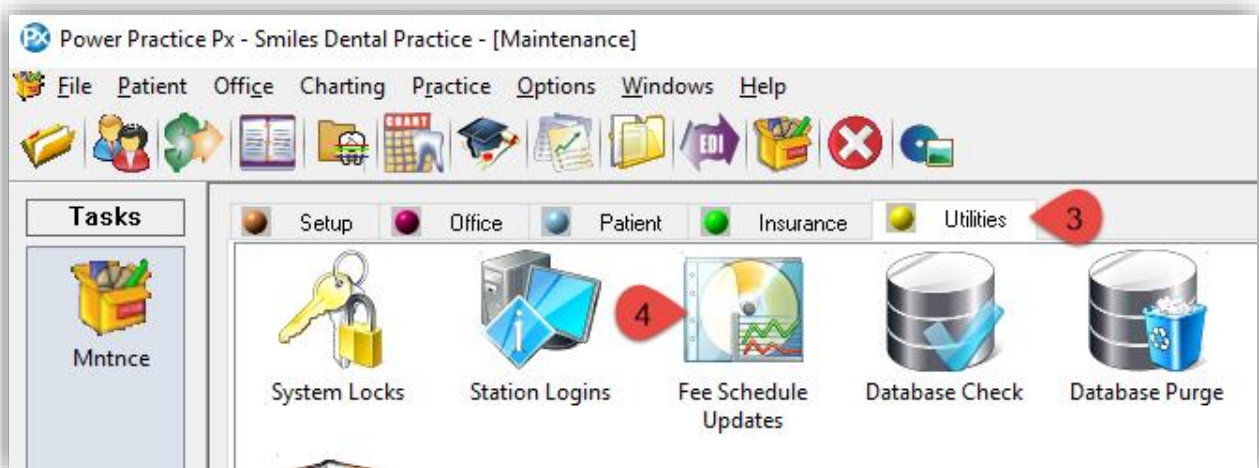
Load the 2020 BC NIHB Fee Guide for Power Practice

Note: The fee guide update should be performed after the End of Day on May 31st or before you perform any other actions on the morning on June 1st. If you are closed on the 31st, you can perform the update after End of Day on the 30th

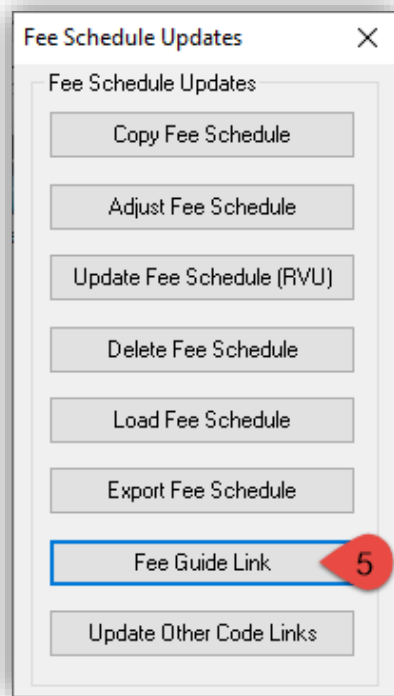
From the top menu bar, select the **Practice > Maintenance Manager** menu option.



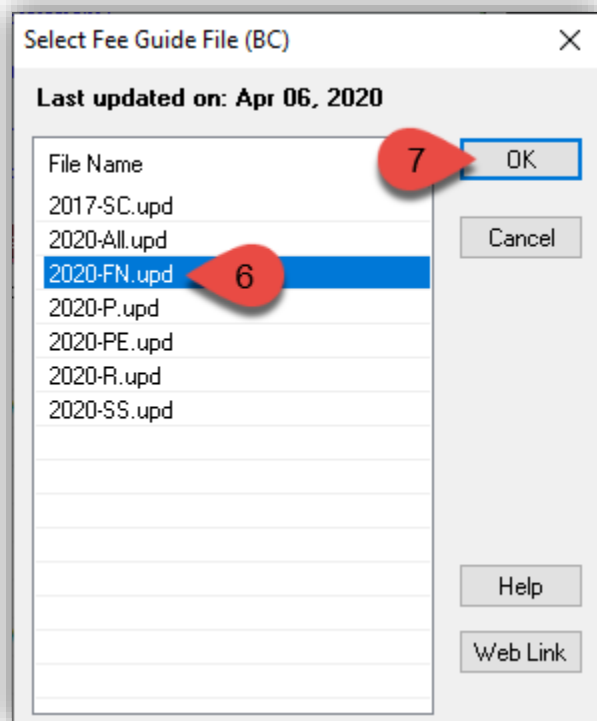
Select the **Utilities** tab and then select **Fee Schedule Updates** icon.



Select **Fee Guide Link** button.



Highlight the **2020-FN.upd** fee guide and click the **OK** button.



Under the column labeled **To Sch:** type in the letters **FN** or **I** (If office is using, **I** schedule instead of **FN** for NIHB) beside the corresponding **FN** in the **Load Sch:** column, then select the **OK** button.

Load Fee Schedule

Update Filename: C:\powerptx\2020-FN.upd

Update Fees On:
☐ User Code
☒ Ins. Code

☒ Auto-add Codes
(in update file, not found in your procedure file)

Load Sch:	To Sch:
FN	FN

OK Cancel

Your **FN** Fee Guide is now updated.

Fee Guide update is finished. Do you wish to review the current Fees?

Yes No

Instructions to update NIHB Policy to FN (or I) Fee Schedule

Bring up one patient under the NIHB policy (group# 40000) and **change policy Sched** to **FN (or I)** and then click on blue checkmark to save policy.

Test Test (008369)

Patient | Personal | Additional | Referrals | Account | Employer | Insurance | Recalls | Medical

Policy Holder | Birthdate | Ins | Employer | Group

Test	Sep21,92	FCH	Indian Affairs	40000
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Name | **Sts** | **Cvg** | **Dep#** | **Relation**

Shan	A	N		Other
Test	A	Y		Self

Policy Holder : Test, Test **Change Date :** 05/29/2020 **Govt. Cd. :** **Sched. :** **FN** **Pat. Deduct :** 0.00 **Pat. Deduct :** 0.00

Group : 40000 **Div. No. :** **Ins. Co. :** FCH **Optional Code :** **Coverage Type :** Family **Form To :** Patient **Year End :** 12

Employer : Indian Affairs **Comment :**

Policy Coverage

100% Indian Affairs

Item #	Cat	Description	From	To	%
001	B	Basic-Diag./Prev.	01000	19999	100
002	B	Basic-Preventative	20000	26999	100
007	M	Major-Crowns	27000	29999	100
003	B	Basic-Endodontics	30000	39999	100

Policy Defaults

Pat. Deduct : 0.00 **Pat. Deduct :** 0.00

☐ **Pat. Limit :** **Period :** **Pat. Limit :** **Period :**

☒ **Assignment** ☒ **Signature Req'd** ☒ **Accept EDI** ☐ **Frequency/Limit based on Calendar Year**

Click **Yes** when prompted to affect other family policies.

Insurance Policy

13 family policies will be affected by these changes! Do you wish to save your changes?

Yes **No** **List**

NIHB Fee Guide update is complete and NIHB Policy Fee Schedule have been updated.