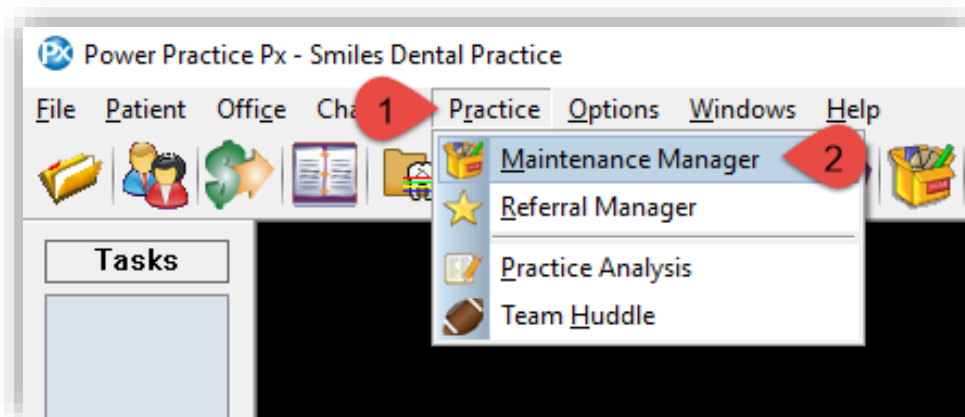


Load the 2021 Fee Guide for Power Practice

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

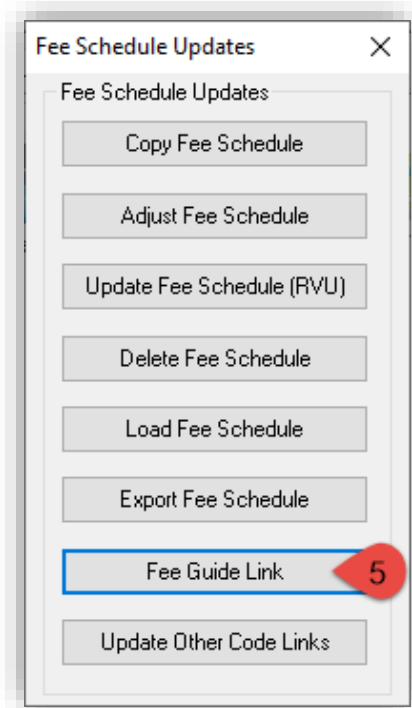
From the top menu bar, select the **Practice > Maintenance Manager** menu option.



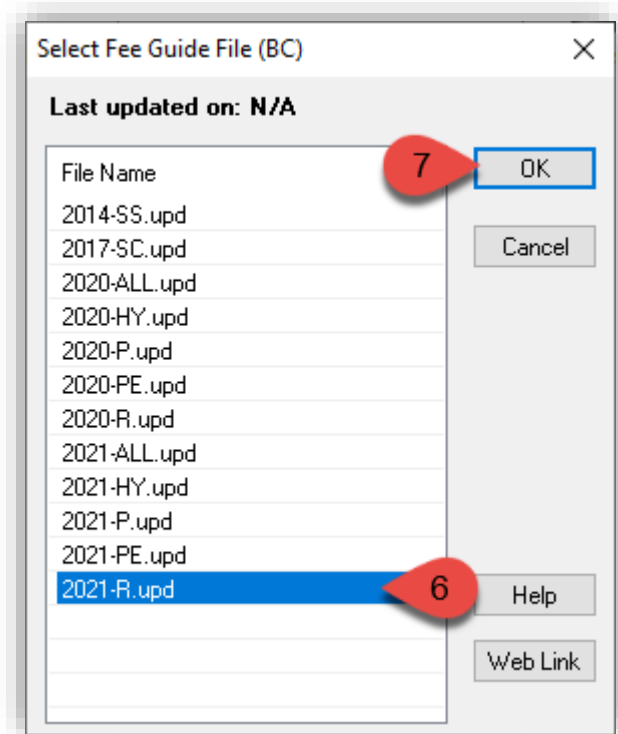
Select the **Utilities** tab and then select **Fee Schedule Updates** icon.



Select **Fee Guide Link** button.



Highlight the **2021-R.upd** fee guide and click the **OK** button.



Under the column labeled **To Sch:** type in the letter **R** beside the corresponding **R** in the **Load Sch:** column, then select the **OK** button.

Load Fee Schedule

Update Filename : C:\powerptx\2021-R.upd

Update Fees On

☐ User Code

☒ Ins. Code

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

Load Sch:	To Sch:
R	R

OK

Cancel

*Please use letter **P** (PBC Fee Guide) and **PE** (PBC Equivalent Fee Guide) when updating **2021-P** and **2021-PE**.*

If a pop-up message appears asking **Do you wish to back up the "R" Schedule?** select **Yes**.

Do you wish to back up the 'R' Schedule?

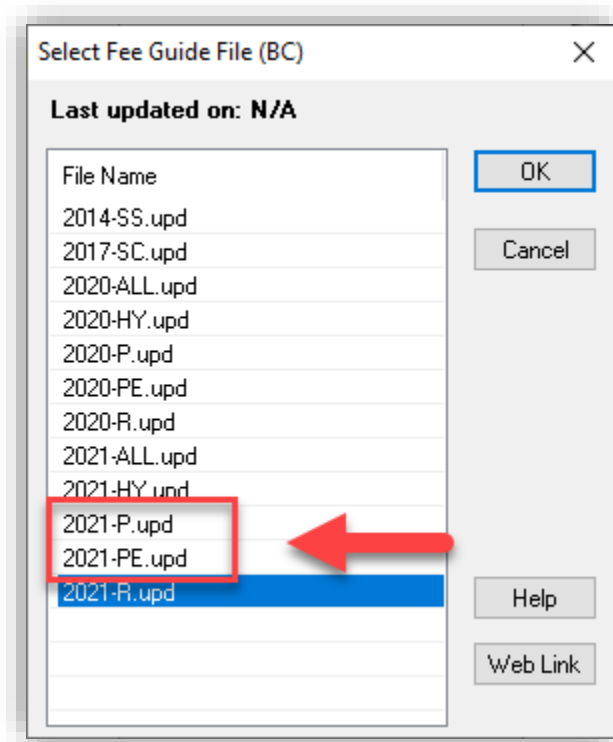
Yes No

Select the **OK** button.

The 'R' Schedule will now be backed up to '20'

OK

Please repeat steps for the **2021-P** (PBC Fee Guide) and **2021-PE** (PBC Equivalent Fee Guide).



Your Fee Guide is now updated for 2021.