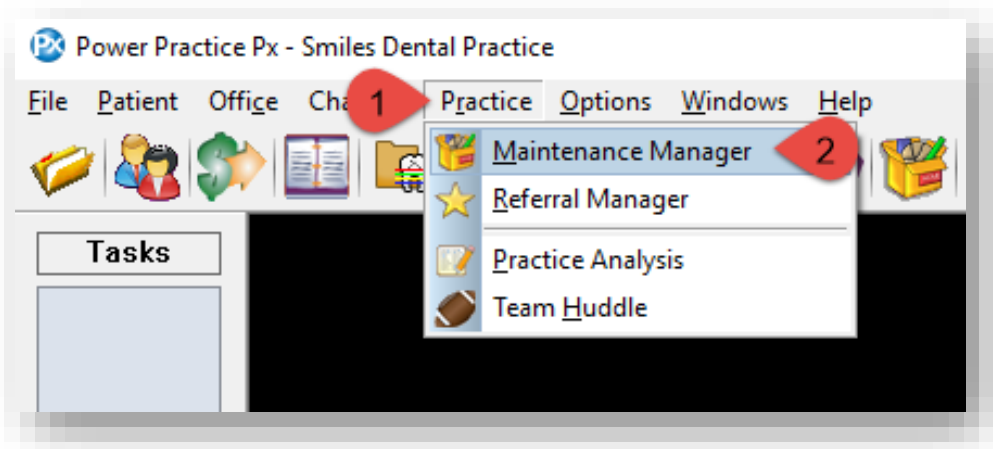


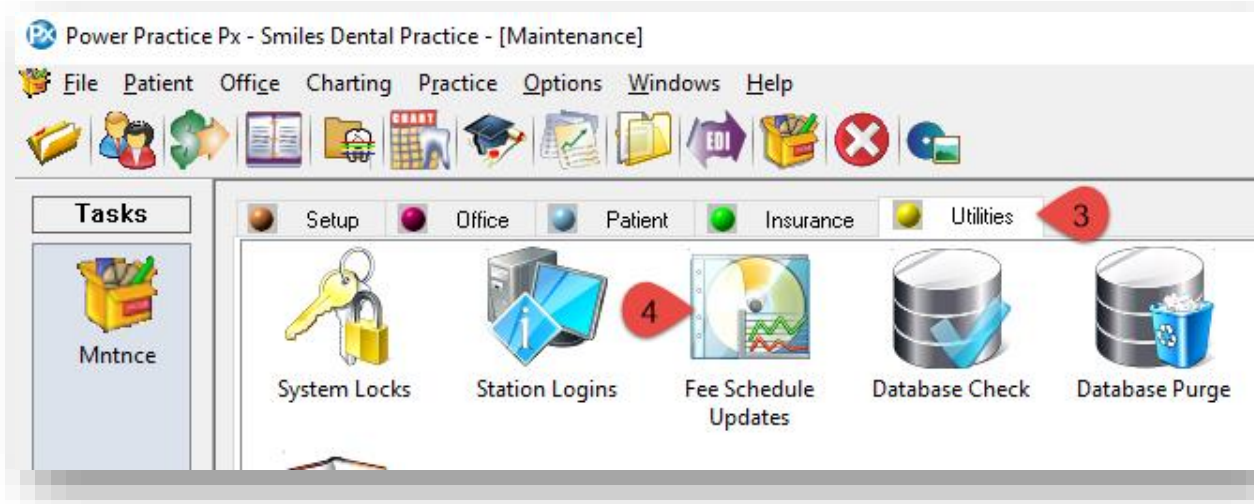
## Load the 2021 Fee Guide for Power Practice

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

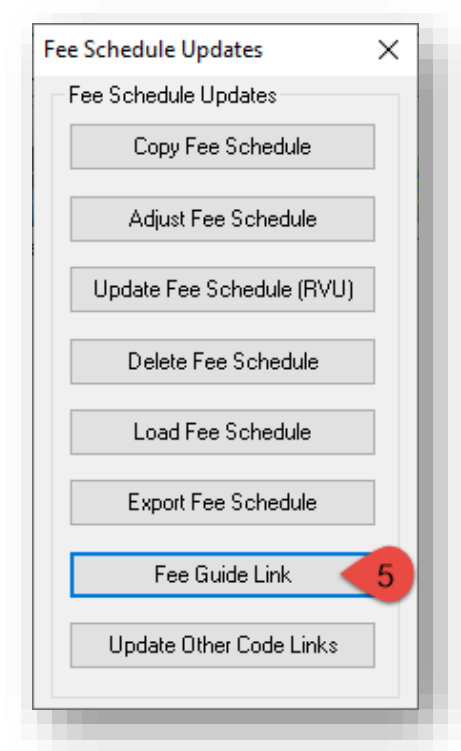
From the top menu bar, select the **Practice > Maintenance Manager** menu option.



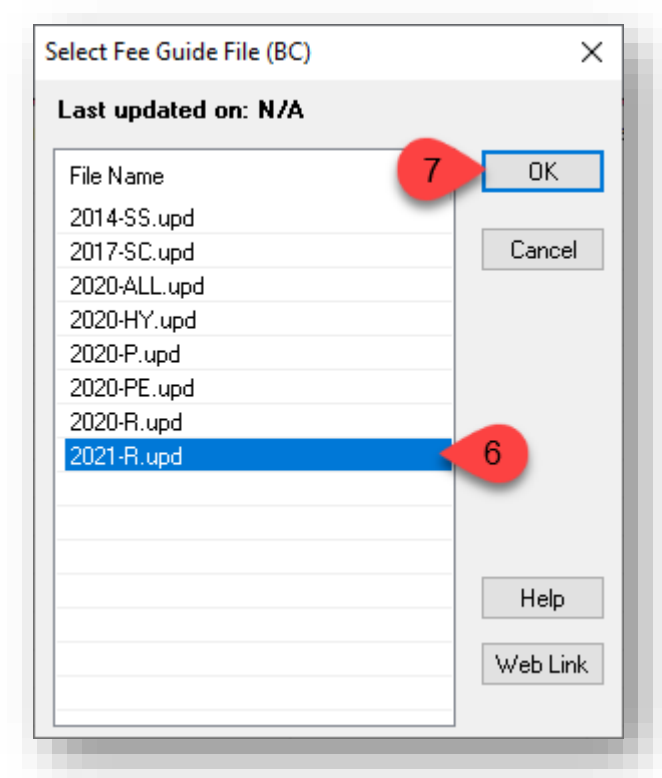
Select the **Utilities** tab and then select **Fee Schedule Updates** icon.



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

If a pop-up message appears asking **Do you wish to back up the “R” Schedule?** select the **Yes** button. Otherwise move onto the next steps.

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

**The Fee Guide has now been updated.**