

HOW TO DOWNLOAD AND INSTALL THE NIHB FEE GUIDE

Go to <http://clientfiles.powerpractice.ca/Power Practice/FeeGuides/>

Go to your province and look for the file called 2014-FN.upd. Download and save that to your desktop.

Determine the fee guide you use, is it I or FN? You can find an NIHB patient in your system and see what fee guide is attached to their policy.

Go into Maintenance, to Utilities, to Fee Schedule Updates.

Choose Load Fee Schedule.

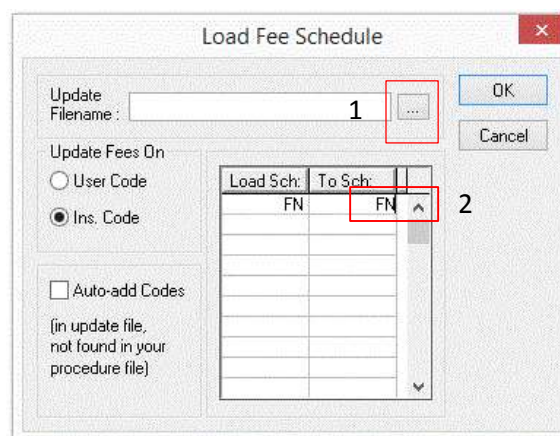
1. Press ellipse button

Go to your Desktop, highlight the file you just downloaded (2014-FN.(upd)) and choose Open. When you do, FN will show up under Load Sch.

Bullet **Ins. Code** under Update Fees On

Untick Auto-Add Codes.

2. Under **To Schedule** put the fee guide that you determined earlier(either FN or I) and click OK.



If you need assistance with this, please call 604-468-6820 option 2 or 1-888-808-6223 option 2 and ask for Support.

IMPORTANT: Please make sure to check over the fees in your NIHB Fee Guide to ensure that the correct fees have been entered.