

# Modify and Copy Fee Schedules

Last Modified on 07/16/2021 3:07 pm EDT

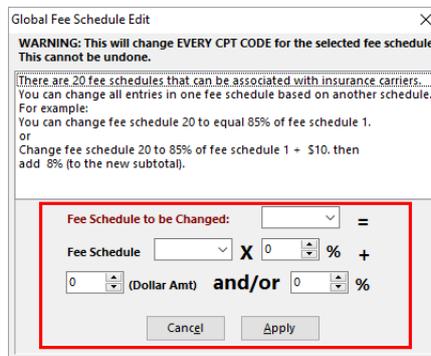
Version 20.13

**Path: Billing tab > Procedure (CPT) Codes**

## About

Entire Fee Schedules can be edited or copied using the Global Fee Schedule Edit function. **This function changes every CPT Code in the selected Fee Schedule and cannot be undone.** If you are using this function to create a new Fee Schedule, remember to assign it to the appropriate **Insurance Payer(s)**.

1. Navigate to the **CPT Code** table by following the path above.
2. Click the **Category** radio button and choose the appropriate CPT category from the drop-down menu.
3. Click the **Modify Fee Schedule** button.
4. Complete the equation as needed to update **all CPT Codes in the selected Fee Schedule**




**Example:** If you would like Fee Schedule 3 to be 50% of Fee Schedule 1 your equation would be **Fee Schedule to be Changed: FEE3 = Fee Schedule FEE1 X 50% +0 Dollar Amt and/or 0%**

5. Once completed, click **Apply** to save your changes.
6. Click **Done** to close the window. You will have to click another radio button and return to the Category radio button or close the CPT code table and reopen it to see the changes.



**Note:** This function can also be used to set up an identical or similar fee schedule. For example, if your Private Payer Fee Schedule (FEE1) is the same as your Medicaid Fee Schedule (FEE2) with the exception of vaccine charges, follow the equation below and then manually change the vaccine fee amounts in FEE2. Complete the equation as follows: **Fee Schedule to be Changed: FEE2 = Fee Schedule FEE1 X 100% +0 Dollar Amt and/or 0%**

Version 20.12

**Path: Billing tab > Procedure (CPT) Codes**

## Overview

Save time entering a new Fee Schedule by copying an existing fee schedule. Once the new fee schedule has been created, be sure to assign it to the appropriate **Insurance Payer(s)**.

1. Open the **CPT Code Table**.
2. Click the **Category** radio button and choose the appropriate CPT category from the drop-down menu.

CPT-4: Physicians' Current Procedural Terminology, Fourth Edition

CPT Code or Description (Full or partial):  Search

Frequently used  
 Complete list

Category: ENCOUNTER

CPT Code	CPT Description	Long Description	Freq Used	Category	Sort#	FEE 1	FEE 2	FEE 3	FEE 4	FEE 5	FEE 6	FEE 7
99201	OFFICE/OUTPATIENT VISIT, NE	OFFICE/OP VIS	<input checked="" type="checkbox"/>	ENCOUNTER	1	73.00	.00					
99202	OFFICE/OUTPATIENT VISIT, NE	OFFICE/OP VIS	<input checked="" type="checkbox"/>	ENCOUNTER	2	122.00	.00					
99203	OFFICE/OUTPATIENT VISIT, NE	OFFICE/OP VIS	<input checked="" type="checkbox"/>	ENCOUNTER	3	174.00	.00					
99204	OFFICE/OUTPATIENT VISIT, NE	OFFICE/OP VIS	<input checked="" type="checkbox"/>	ENCOUNTER	4	264.00	.00					
99205	OFFICE/OUTPATIENT VISIT, NE	OFFICE/OP VIS	<input checked="" type="checkbox"/>	ENCOUNTER	5	331.00	.00					
99211	OFFICE/OUTPATIENT VISIT, ES	OFFICE/OP VIS	<input checked="" type="checkbox"/>	ENCOUNTER	6	36.00	.00					
99212	OFFICE/OUTPATIENT VISIT, ES	OFFICE/OP VIS	<input checked="" type="checkbox"/>	ENCOUNTER	7	72.00	.00					

3. Click the **Modify Fee Schedule** button.
4. Fill out the equation as needed.

Modify Fee Schedules

There are 20 fee schedules that can be associated with insurance carriers. You can change all entries in one fee schedule based on another schedule. For example:  
 You can change fee schedule 20 to equal 85% of fee schedule 1.  
 or  
 Change fee schedule 20 to 85% of fee schedule 1 + \$10. then add 8% (to the new subtotal).

Fee Schedule to be Changed:  =  
 Fee Schedule  X  % +  
 (Dollar Amt) and/or  %

**Example:** If you would like Fee Schedule 3 to be 50% of Fee Schedule 1 your equation would be **Fee Schedule to be Changed:** FEE3 = **Fee Schedule** FEE1 X 50% +0 Dollar Amt and/or 0%

5. Once completed, click **Apply** to save your changes.
6. Click **Done** to close the window. You will have to click another radio button and return to the Category radio button or close the CPT code table and reopen it to see the changes.

**Note:** **Modify Fee Schedule** can also be used to set up an identical or similar fee schedule. For example, if your Private Payer Fee Schedule (FEE1) is the same as your Medicaid Fee Schedule (FEE2) with the exception of vaccine charges, follow the equation below and then manually change the vaccine fee amounts in FEE2. Complete the equation as follows: **Fee Schedule to be Changed** FEE2 = **Fee Schedule** FEE1 X 100% +0 Dollar Amt and/or 0%