

Fee Schedules

Last Modified on 07/16/2021 3:08 pm EDT

Version 20.13

Path: Billing tab > Procedure (CPT) Codes

About

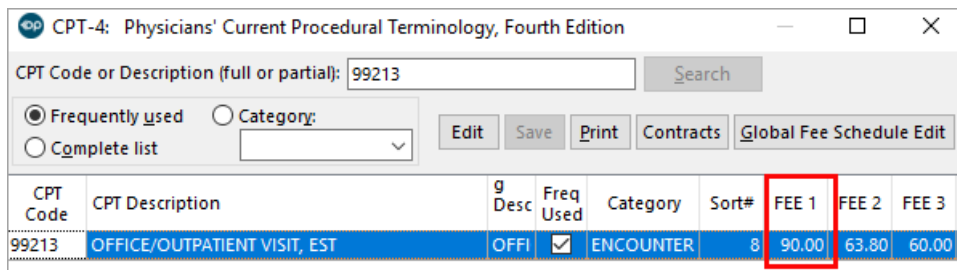
Fee Schedules are complete listings of fees charged for services. They may be viewed and/or edited for an individual CPT code or by CPT code category. If it is necessary to edit an **entire** fee schedule, use the **Global Fee Schedule Edit** button rather than editing individual CPT codes or CPT Code categories. Once new fee schedules are entered, they can be assigned to the specific insurance payers by going to **Billing tab > Payers**. The appropriate fee schedule must be displayed in the **Fee Schedule** field in order for that schedule to be used on claims for the specific Insurance Payers.




User Permission: Only users who have the permission **Billing_FeeSched_Modify** can make edits to Fee Schedules.

View or Edit Fee Schedules for an Individual CPT code

1. Navigate to the **Procedure (CPT) Code** table using the path provided above.
2. Enter all or part of the **CPT Code** (if known) or a **Description** of the code.
3. Click the **Search** button. Results for your code search are displayed. If your CPT code window is not enlarged, it may be necessary to scroll to the right to see more details of the CPT code or enlarge the window. In the image below, you can see the charge amount for Fee Schedule 1 for CPT code 99213 is highlighted.



| CPT Code | CPT Description | g Desc | Freq Used | Category | Sort# | FEE 1 | FEE 2 | FEE 3 |
|----------|------------------------------|--------|-------------------------------------|-----------|-------|-------|-------|-------|
| 99213 | OFFICE/OUTPATIENT VISIT, EST | OFFI | <input checked="" type="checkbox"/> | ENCOUNTER | 8 | 90.00 | 63.80 | 60.00 |

4. If edits are necessary, select the code you would like to edit.
5. Click **Edit**.
6. Enter the desired value into the appropriate fee field.
7. Click the **Save** button .

View or Edit Fee Schedules for CPT Codes by Category

1. Navigate to the **Procedure (CPT) Code** table using the path provided above.
2. Select the **Category** radio button.
3. From the Category drop-down menu, select the **Category** of codes you would like to view. The codes assigned to the selected category are displayed in the grid. For example, many practices have codes 99201 through 99205 and codes 99211 through 99215 assigned to the **Encounter** category. If your CPT code window is not enlarged, it may be necessary to scroll to the right to see more details of the CPT code or enlarge the window.
4. If edits are necessary, click in the appropriate Fee field and make your edits.
5. Click the **Save** button.

Note: Practices often utilize **Fee Schedule 19** and **Fee Schedule 20** for internal or reporting purposes. Fee Schedule 19 is commonly used to house costs for items such as vaccines, medications, and other supplies. Fee Schedule 20 is



commonly used to add RVUs. Reports for both fee schedules can be accessed using the Reimbursement Analysis Report.

Version 20.12

Path: Billing tab > Procedure (CPT) Codes

Overview

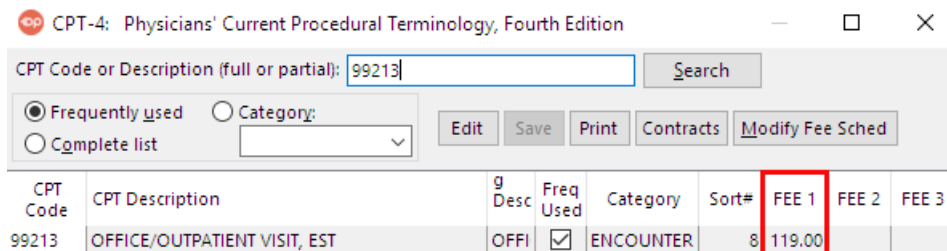
The Fee Schedule is a complete listing of fees charged for service. Fee schedules may be viewed and/or edited for an individual CPT code or by CPT code category. If it is necessary to edit an entire fee schedule, use the **Modify Fee Schedules** button rather than editing individual CPT codes or CPT Code categories. Once new fee schedules are entered, they can be assigned to the specific insurance payers by going to **Billing tab > Payers**. The appropriate fee schedule must be displayed in the **Fee Schedule** field in order for that schedule to be used on claims for the specific Insurance Payers.



User Permission: Only users who have the permission to edit the CPT Code table may make edits to Fee Schedules. The necessary permission is **Billing_FeeSched_Modify**. If access to this code table is not given, the staff member needing access should contact their practice administrator.

View or Edit Fee Schedules for an Individual CPT code

1. Navigate to the **Procedure (CPT) Code** table using the path provided above.
2. Enter all or part of the **CPT Code** (if known) or a **Description** of the code.
3. Click the **Search** button. Results for your code search are displayed. If your CPT code window is not enlarged, it may be necessary to scroll to the right to see more details of the CPT code or enlarge the window. In the image below, you can see the charge amount for Fee Schedule 1 for CPT code 99213 is highlighted.



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

CPT Code or Description (full or partial):

Frequently used Category:

Complete list

| CPT Code | CPT Description | g Desc | Freq Used | Category | Sort# | FEE 1 | FEE 2 | FEE 3 |
|----------|------------------------------|--------|-------------------------------------|-----------|-------|--------|-------|-------|
| 99213 | OFFICE/OUTPATIENT VISIT, EST | OFFI | <input checked="" type="checkbox"/> | ENCOUNTER | 8 | 119.00 | | |

4. If edits are necessary, select the **Code** you would like to edit.
5. Click **Edit**.
6. Enter the desired **Value** into the appropriate fee field.
7. Click the **Save** button .

View or Edit Fee Schedules for CPT Codes by Category

1. Navigate to the **Procedure (CPT) Code** table using the path provided above.
2. Select the **Category** radio button.
3. From the Category drop-down menu, select the **Category** of codes you would like to view. The codes assigned to the selected category are displayed in the grid. For example, many practices have codes 99201 through 99205 and codes 99211 through 99215 assigned to the **Encounter** category. If your CPT code window is not enlarged, it may be necessary to scroll to the right to see more details of the CPT code or enlarge the window.
4. If edits are necessary, click in the appropriate **Fee** field and make your edits.
5. Click the **Save** button.



Note: Practices often utilize Fee Schedule 19 and Fee Schedule 20 for internal or reporting purposes. Fee Schedule 19 is commonly used to house costs for items such as vaccines, medications, and other supplies. Fee Schedule 20 is commonly used to add RVUs. Reports for both fee schedules can be accessed using the Reimbursement Analysis Report.