

Charge Fee Schedules

Formatting CSV Spreadsheet: The column titles are case sensitive

- **Column A** heading is **CPT**
 - Column A allow 5 digit numbers - if you are adding allowed amount for CPT 00100, the lead 0s must be present.
- **Column B** heading is **Modifier**
 - Column B cannot contain multiple modifiers in the same cell. If multiples occur, separate into new line.
 - You cannot have multiple modifier columns. If multiples occur, please separate.
- **Column C** heading needs to be **Fee**
 - Column C **can not** include dollar sign '\$' symbol or commas ","
 - *When dealing with RVUs, file is set up the same, but Fee Column will be the RVU Column. Still name the RVU Column **Fee**

Additional File Formatting Rules:

- Delete extra blank lines in the csv file
- No colors or shading; stick with black and white - as basic as possible
- Excel file must be saved as **CSV** format or file will not upload into PM

	A	B	C
1	CPT	Modifier	Fee
2	10060		113
3	10060	80	22.6
4	10060	AS	22.6
5	10061		226
6	10061	80	45.2
7	10061	AS	45.2
8			

Technicalities

- The Default Charge Fee Schedule labeled Fee ID = 0 (zero), are viewable in the Procedure Code Library.
- If you have more than one charge fee schedule, it's called a Fee For Service (FFS), and the fees will NOT be found in the Procedure Code Library.
 - An FFS Charge Fee Schedule must be linked to one of the following: insurance or provider (with or without facility as an added filter)
- Fee schedules are not shared between databases linked to a Master Library.
- Fee schedules are linked to the Insurance 'Billing ID' and Billing IDs.
- Fee schedules can be linked per facilities but not POS (place of service)
- The term "Par Fee" is the Participating Provider Fee as opposed to the Non-Participating Provider fee (Non Par). For the purposes of Fee schedules both are considered 'Non-Facility' Fees.
- As of 2019 the Database enrollment process allows the user request our team upload the *Default Charge Fee Schedule as a percentage of the Medicare allowable amount. Please specify what percent of Medicare you would like us to load. We only offer the National Locality from CMS website current year*
 - 100%
 - 150%
 - 200%
 - 250%
 - 300%

Charge Fee Schedules

We utilize the CMS website:

<https://www.cms.gov/apps/physician-fee-schedule/license-agreement.aspx#TopOfPage>

Forbidden Words in Fee Schedules

Due to some coding conflicts, do not use any of the following words to name fee schedules

MEDICAID **SSN**
LICNUM **GNPI** **NPI**

DEFAULT CHARGE FEE SCHEDULE:

This is the fee schedule that will be used if no other fee schedule is identified.

Libraries > Charge Fee Schedules > Add:

- Type: DEFAULT
- Abbreviation: DEFAULT
- Description: Default Charge Fee Schedule or whatever you would like to name it.
- Saving Options:
 - Save/Upload: If you are uploading a csv file.
 - Save: If you are manually entering.

Details about Default charge fee:

- Only the Default Charge Fee Schedule has the Fee ID of 0. All other fee schedules can have any other number but 0.

Expiring Current Default Charge Fee Schedule and creating a New Default Charge Fee Schedule

Make a copy of your current Default Charge Fee Schedule and save it as a Fee For Service. Next update the current Default to the new Default schedule. Then link your Fee For Service to all Billing/Rendering Providers. This is how the old Default, now considered a Fee For Service, can still be used when posting charges based on old DOS.

From 'Charge Fee Schedule'

1. Click [Add]

The screenshot shows the 'Charge Fee Schedules' interface. At the top, there is a search bar with 'Filter Criteria' and 'Clear' options. Below the search bar, there are buttons for 'Add', 'Delete', and 'Verify'. A message states 'One fee schedule must be setup as default'. The main table displays the following data:

Fee ID	Items	Schedule ID		Type	
0	7327	DEFAULT	200% NON-FACILITY NATIONAL MCR 2018	DEF	2018-01-01

Charge Fee Schedules

2. Copy schedule

Libraries > Charge Fee Schedules

Add/Modify Fee/RVU Schedule

Type	Schedule ID	Description	Valid From	Valid Through	Self Pay
Fee For Service	DEFAULT18	200% NON-FAC NATIONAL MCR 2018	01/01/2018	12/31/2018	<input type="checkbox"/>

COPY FEE SCHEDULE - fill in the fields below to copy a CPT fee schedule

Copy Schedule: 200% NON-FACILITY NATIONAL MCR 2018 [DEFAULT] **2** Multiplier % Round Up

3 Save/Upload **3** [F2] Cancel

Add/Modify Fee/RVU Schedule

Type	Schedule ID	Description	Valid From	Valid Through
Default	DEFAULT	200% NON-FACILITY NATIONAL MCR 2019	01/01/2019	12/31/2019

Upload File **5** Overwrite Existing

Choose File 200% Non-F...e Sch.csv

6 Save [F2] **6** Cancel

3. Save/upload
4. Update valid dates
5. Overwrite existing
6. Save
7. Go to Provider> click ID
8. Click [Add] > Type CFEE, ID name of fee schedule > Save

Libraries > Billing/Rendering Providers

Provider Dashboard

Provider ID: ZK Provider Name: S

7 Edit

Provider ID	C/P	Last Name	First	Middle	Suffix
1		NON/MEC	ERIC		

Linked Resources
2 Resources are linked to this Provider. [Scheduling Setup](#)

Provider IDs

ERIC [ZK]

Type	ID	Insurance Group	Facility	Billing Location	Valid From	Valid To
<input checked="" type="checkbox"/>	HCFA24J	MDL4493TX	WORKERS CO [WK]			

8 Modify Provider ID

Type: CFEE CHARGE FEE
ID: DEFAULT18
Insurance Group:
Facility:
Billing Location:
Plan ID:
Valid From: 01/01/2018 Valid To: 12/31/2018
Expert Data:
8 Save [F2] Cancel

Charge Fee Schedules

Libraries > Charge Fee Schedules > Add:

- Type: **Fee For Service** (FFS)
- Abbreviation: (name it something to do with old date range)
- Description: (name it whatever you would like to name it; something to do with old one).
- Copy Schedule: Choose original Fee For Service to copy.
- Valid From: (update accordingly)
- Valid Through: (update accordingly)
- Saving Options: Save (no need to upload a new file)

Libraries > Charge Fee Schedules > click on Default's Fee ID of 0.

- Type: **DEFAULT**
- Abbreviation: DEFAULT
- Description: Default Charge Fee Schedule or whatever you would like to name it.
- Valid From: (update accordingly)
- Valid Through: (update accordingly)
- Saving Options:
 - Save/Upload: If you are uploading a csv file. Check off Overwrite existing.
 - Save: If you are manually updating each fee.

Link each provider to the Fee For Service fee schedule that you just duplicated and expired. This allows your old Default Charge Fee Schedule to work based on past DOS.

Libraries > Billing/Rendering Providers > Click on Provider's blue hyperlink > Click IDs blue hyperlink > Add

- Type: CFEE
- ID: choose Fee For Service (FFS)
- Valid From: (update accordingly to match FFS)
- Valid To: (update accordingly to match FFS)
- Save.

Repeat for all providers that need to use the Fee For Service Fee Schedule.

Fee For Service - Charge Fee Schedule Linked to a Provider

Libraries > Charge Fee Schedules > Add:

- Type: Fee For Service (FFS)
- Abbreviation: (name it something to do with provider)
- Description: (name it whatever you would like to name it; something to do with provider).
- Valid From: (update accordingly)
- Valid Through: (update accordingly)
- Saving Options:
 - Save/Upload: If you are uploading a csv file.
 - Save: If you are manually entering.

Link each provider to the Fee For Service fee schedule. This allows your Fee For Service Fee Schedule to work based on Billing Provider on the charge.

Libraries > Billing/Rendering Providers > Click on Provider's blue hyperlink > Click IDs blue hyperlink > Add

- Type: CFEE
- ID: choose Fee For Service (FFS)
- Valid From: (update accordingly to match FFS)

Charge Fee Schedules

- Valid To: (update accordingly to match FFS)
- Save.

Repeat for all providers that need to use the Fee For Service Fee Schedule.

Fee For Service - Charge Fee Schedule Linked to a Provider and Facility

Libraries > Charge Fee Schedules > Add:

- Type: Fee For Service (FFS)
- Abbreviation: (name it something to do with provider/facility)
- Description: (name it whatever you would like to name it; something to do with provider/facility).
- Valid From: (update accordingly)
- Valid Through: (update accordingly)
- Saving Options:
 - Save/Upload: If you are uploading a csv file.
 - Save: If you are manually entering.

Link each provider/facility to the Fee For Service fee schedule. This allows your Fee For Service Fee Schedule to work based on Billing Provider/Facility on the charge.

Libraries > Billing/Rendering Providers > Click on Provider's blue hyperlink > Click IDs blue hyperlink > Add

- Type: CFEE
- ID: choose Fee For Service (FFS)
- Facility: choose Facility
- Valid From: (update accordingly to match FFS)
- Valid To: (update accordingly to match FFS)
- Save.

Repeat for all Providers/Facilities that need to use the Fee For Service Fee Schedule.

Fee For Service - Charge Fee Schedule Linked to Insurance(s)

Libraries > Charge Fee Schedules > Add:

- Type: Fee For Service (FFS)
- Abbreviation: (name it something to do with provider/facility)
- Description: (name it whatever you would like to name it; something to do with provider/facility).
- Valid From: (update accordingly)
- Valid Through: (update accordingly)
- Saving Options:
 - Save/Upload: If you are uploading a csv file.
 - Save: If you are manually entering.

Create an Insurance Billing Group for this Insurance Fee Schedule

Libraries > Charge Fee Schedules > Add:

- Group: (name it whatever you would; something to do with the insurance fee schedule)
- Name: (name it whatever you would; something to do with the insurance fee schedule)

Charge Fee Schedules

Link each **Fee For Service (FFS) Charge Fee Schedule** to each Insurance as needed.

Libraries > Insurances > Click on Insurance ID needed for fee schedule > Click Edit blue hyperlink

- Add Insurance Billing Group (you just created) to the Billing Group field. Use can use our Look Up (Magnifier) if needed.
- Save

Libraries > Insurances > Click Insurance ID needed for fee schedule > Click IDs blue hyperlink > Add

- Type: CFEE
- ID: choose Fee For Service (FFS)
- Provider: (choose provider if needed. If you leave it blank, it's for all Providers.)
- Facility: (choose facility if needed. If you leave it blank, it's for all Facilities.)
- Valid From: (update accordingly to match FFS)
- Valid To: (update accordingly to match FFS)
- Save.

If you have multiple Insurances that need this same Fee For Service (FFS) Charge Fee Schedule:

- As long as you use the same Insurance Billing Group in the Edit portion of the Insurances, they will all have the same Fee For Service Charge Fee Schedule linked in the IDs section of each Insurance.

Expiring a Fee For Service Charge Fee Schedule and Linking it as an ID so your old Fee For Service Charge Fee Schedule still works on charge screen based on DOS

- You need to make a copy of your current Fee For Service Charge Fee Schedule and save it as a new Fee For Service. You will update the current Fee For Service to the new Fee For Schedule. You will link your Fee For Service to all Billing/Rendering Providers. This is now the old Fee For Service that can still be used when posting charges based on old DOS.

Libraries > Charge Fee Schedules > Add:

- Type: Fee For Service (FFS)
- Abbreviation: (name it something to do with old date range)
- Description: (name it whatever you would like to name it; something to do with old one).
- Copy Schedule: Choose original Fee For Service to copy.
- Valid From: (update accordingly)
- Valid Through: (update accordingly)
- Saving Options: Save (no need to upload a new file)

Libraries > Charge Fee Schedules > click on the original Fee For Service Fee ID.

- Type: DEFAULT
- Abbreviation: DEFAULT
- Description: Default Charge Fee Schedule or whatever you would like to name it.
- Valid From: (update accordingly)
- Valid Through: (update accordingly)
- Saving Options:
 - Save/Upload: If you are uploading a csv file. Check off Overwrite existing.
 - Save: If you are manually updating each fee.

Charge Fee Schedules

Link each provider to the Fee For Service fee schedule that you just duplicated and expired. This allows your old Fee For Service Fee Schedule to work based on past DOS.

Libraries > Billing/Rendering Providers > Click Provider's blue hyperlink > Click IDs blue hyperlink > Add

- Type: CFEE
- ID: choose Fee For Service (FFS)
- Valid From: (update accordingly to match FFS)
- Valid To: (update accordingly to match FFS)
- Save.

Repeat for all providers that need to use the Fee For Service Fee Schedule.

One Self Pay Charge Fee Schedule:

Libraries > Charge Fee Schedules > Add:

- Type: Fee For Service (FFS)
- Abbreviation: SELFPAY
- Description: SELFPAY Charge Fee Schedule
- Valid From: (update accordingly)
- Valid Through: (update accordingly)
- Do NOT check off "Self Pay" box if the self pay schedule is for all self pay patients - see below for the use of this check-box
- Saving Options:
 - Save/Upload: If you are uploading a csv file.
 - Save: If you are manually entering.

What does the 'Self Pay' check-box do when creating a new Fee Schedule?

If you want any of the insurance fee schedules to be available for self-pay patients, you can check this checkbox.

For instance, if you want your Medicare fee schedule to be available for Self-Pay patients, check the box on the Medicare schedule. In Charge Entry, it would appear in the Insurance Profile drop down as: 'SELF-PAY - MEDICARE FEE SCHEDULE'

Type	Abbreviation	Description	Valid From	Valid Through	Self Pay
Fee For Service	MCRNON2015	MEDICARE 2015 NON-FACILITY FEE SCHE	01/01/2015		<input checked="" type="checkbox"/>

Upload File No file chosen Overwrite Existing

Next step is for Support to complete. Client will need to contact us for this portion.

Charge Fee Schedules

Add the Self-Pay Hidden Setting

- Admin > Hidden Settings > Add
 - Section: DEFAULT
 - Code: PATFEESCH
 - Value: SELFPAY

The **Schedule ID** on the Charge Fee Schedule, the Hidden Settings **Value**, and the **ID** on the Provider Dashboard must all be named the exact same. Please use SELPAY for all three (Schedule ID, Value, and ID).

Multiple Self Pay Charge Fee Schedules:

Libraries > Charge Fee Schedules > Add:

- Type: Fee For Service (FFS)
- Abbreviation: SELFPAY
- Description: SELFPAY Charge Fee Schedule
- Valid From: (update accordingly)
- Valid Through: (update accordingly)
- Do NOT check off "Self Pay" box if the self pay schedule is for all self pay patients - see below for the use of this check-box
- Saving Options:
 - Save/Upload: If you are uploading a csv file.
 - Save: If you are manually entering.

What does the 'Self Pay' check-box do when creating a new Fee Schedule?

If you want any of the insurance fee schedules to be available for self-pay patients, you can check this checkbox.

For instance, if you want your Medicare fee schedule to be available for Self-Pay patients, check the box on the Medicare schedule. In Charge Entry, it would appear in the Insurance Profile drop down as: 'SELF-PAY - MEDICARE FEE SCHEDULE'

Type	Abbreviation	Description	Valid From	Valid Through	Self Pay
Fee For Service	MCRNON2015	MEDICARE 2015 NON-FACILITY FEE SCHE	01/01/2015		<input checked="" type="checkbox"/>

Upload File No file chosen

Overwrite Existing

Add additional Self Pay Charge Fee Schedules the same way, except for the second one will be called SELFPAY1, and the third one will be called SELFPAY2, etc.

Charge Fee Schedules

Create an Insurance Billing Group

- Libraries > Insurance Billing Groups > Add
 - Group: PATIENT
 - Name: PATIENT

Link the provider to the appropriate fee schedule:

Libraries > Billing/Rendering Providers > Click on Provider's blue hyperlink > Click on IDs blue hyperlink > Add

- Type: CFEE
- ID: choose Self Pay Fee For Service (FFS)
- Insurance Group: PATIENT
- Valid From: (update accordingly to match FFS)
- Valid To: (update accordingly to match FFS)
- Save.

Repeat for all providers that need to use the Self Pay Charge Fee Schedule.

The **Schedule ID** on the Charge Fee Schedule and the **ID** on the Provider Dashboard must all be named the exact same. We suggest using SELPAY for your first fee schedule, SELPAY1 for your second, SELPAY2 for your third, etc.

RVU Work Fee Schedule

Libraries > Charge Fee Schedules > Add:

- Type: RVU/Work Units
- Abbreviation: RVUWORK
- Description: RVU WORK
- Valid From: (update accordingly)
- Valid Through: (update accordingly)
- Saving Options:
 - Save/Upload: If you are uploading a csv file.
 - Save: If you are manually entering.

RVU Facility Fee Schedule

Libraries > Charge Fee Schedules > Add:

- Type: RVU/Facility
- Abbreviation: RVUFAC
- Description: RVU FACILITY
- Valid From: (update accordingly)

Charge Fee Schedules

- Valid Through: (update accordingly)
- Saving Options:
 - Save/Upload: If you are uploading a csv file.
 - Save: If you are manually entering.

RVUs and How They Work in the PM:

RVUs work the same way fees do and they come from a fee schedule. The idea that an RVU value corresponded to a CPT code without any external factors (DOS, Provider, etc.) is the legacy way of thinking.

RVU REPORTING:

- Practice Analysis Report:
 - Reports > Practice Analysis
 - Filter as needed and Run the report. This report will show you whatever you filter it to show, including any facility, billing provider, rendering provider, insurance, and CPT, etc.
- CPT By Provider with RVUs:
 - Reports > CPT By Provider with RVUs
 - Filter as needed and Run the report.
 - See below sample.

CPT By Provider with RVUs										
Charges Posted From: 06/01/2018 To: 06/26/2018 - All Facilities										
Provider	CPT	Description	Work RVU	Fac RVU	#Units	Tot/Charges	Total Work RVU	Total Fac RVU	Period	
SI	J1020	Methylprednisolone 20 MG inj	0.00	0.00	753.0	6,777.00	0.00	0.00	201806	
SI	J1030	Methylprednisolone 40 MG inj	0.00	0.00	29.0	522.00	0.00	0.00	201806	
SI	J1040	Methylprednisolone 80 MG inj	0.00	0.00	9.0	324.00	0.00	0.00	201806	
SI	J7325-1	SYNVISC ONE	0.00	0.00	240.0	5,760.00	0.00	0.00	201806	
SI	NO SHOW	NO SHOW FEE	0.00	0.00	1.0	50.00	0.00	0.00	201806	
SI	MD	97110-GP	Therapeutic proc, 1+ areas, each 15 min; gait training (w/st	172.00	0.00	19.0	1,197.00	3,200.00	0.00	201806
SI	MD	97140-GP	Manual therapy techniques, 1+ regions, each 15 min	158.00	0.00	289.0	16,445.00	45,662.00	0.00	201806
SI	MD	97161-GP	Physical therapy evaluation low complex 20 mins	476.00	0.00	7.0	1,211.00	3,332.00	0.00	201806
SI	MD	97162-GP	Physical therapy evaluation mod complex 30 mins	476.00	0.00	17.0	2,941.00	8,092.00	0.00	201806
SI	MD	97164-GP	Physical therapy re-eval est plan care 20 mins	322.00	0.00	2.0	234.00	644.00	0.00	201806
SI	MD	97530-GP	Therapeut activity direct pt contact each 15 min	230.00	0.00	40.0	3,299.00	9,200.00	0.00	201806
SI	MD	97535-GP	Self-care/home mgmt training each 15 minutes	196.00	0.00	15.0	1,065.00	2,940.00	0.00	201806
SI	MD	G0283-GP	Elec stim other than wound	84.00	0.00	110.0	3,410.00	9,240.00	0.00	201806
SI	MD	G8978-GP	Mobility current status	0.00	0.00	20.0	0.00	0.00	0.00	201806
SI	MD	G8979-GP	Mobility goal status	0.00	0.00	29.0	0.00	0.00	0.00	201806
SI	MD	G8980-GP	Mobility D/C status	0.00	0.00	9.0	0.00	0.00	0.00	201806
SI	MD	G8981-GP	Body pos current status	0.00	0.00	1.0	0.00	0.00	0.00	201806
SI	MD	G8982-GP	Body pos goal status	0.00	0.00	1.0	0.00	0.00	0.00	201806
SI	MD	G8984-GP	Carry current status	0.00	0.00	2.0	0.00	0.00	0.00	201806
SI	MD	G8985-GP	Carry goal status	0.00	0.00	2.0	0.00	0.00	0.00	201806
SI	MD	G8985-GP	PROVIDER TOTAL	2,734.00	0.00	1471.0	87,451.00	237,122.00	0.00	201806
GRAND TOTAL	G8985-GP	PROVIDER TOTAL	2,349.56	0.00	14641.0	9,505,755.55	8,478,158.00	0.00	201806	