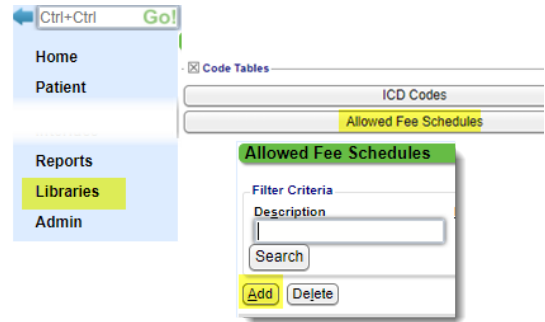


By loading in Contractual Allowed Amounts to the library and then regularly reviewing insurance allocation for discrepancies in the corresponding report, you can uncover lost revenue.

## How to add Allowed Fees: How to add to existing Allowed Schedule

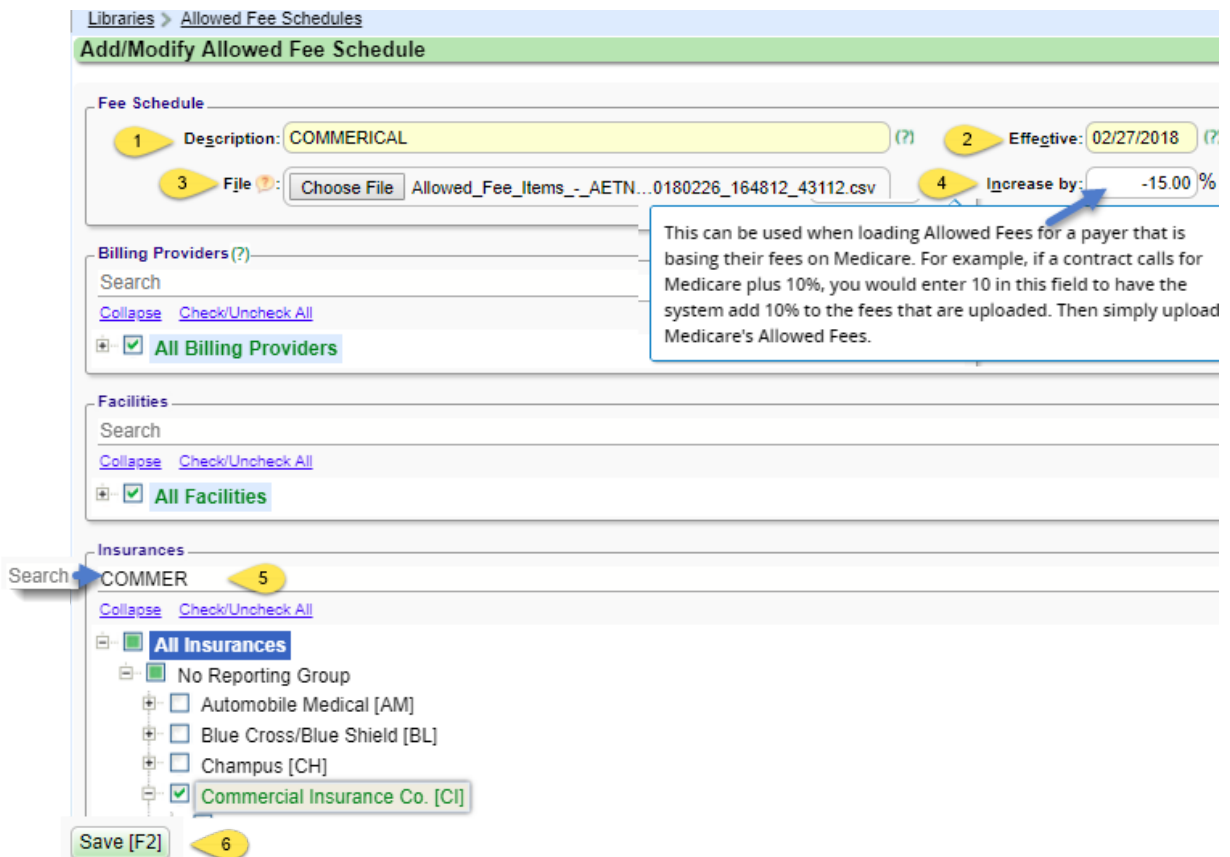
Libraries > Allowed Fee Schedules > [Add]

1. Add a Description
2. Effective date
3. [Choose File] File format is in the hover over question mark: CSV file format with column titles CPT, Modifier, Fee \* Case sensitive
4. Increase or Decrease fee schedule - in our example use -15% to decrease the fees in the file we are loading
5. Affiliate the allowed to multiple Providers, Facilities, Insurances, Products and Plans
  - o Use 'Search' to filter specific: start to type the entity you are filtering, then use checkbox
6. [Save]



Acceptable File Formats:

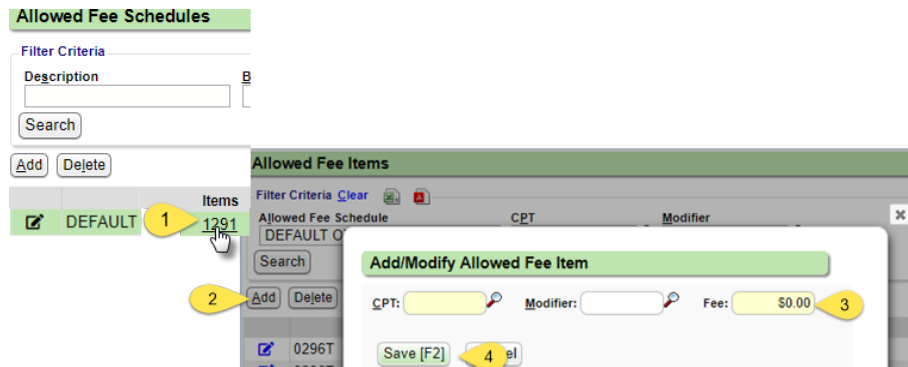
.txt	Tab delimited:
	• CPT Fee Modifier
	• CPT Fee Modifier
.CSV	3 columns labeled:
	• CPT
	• Fee • Modifier



## How to add to existing Allowed Schedule

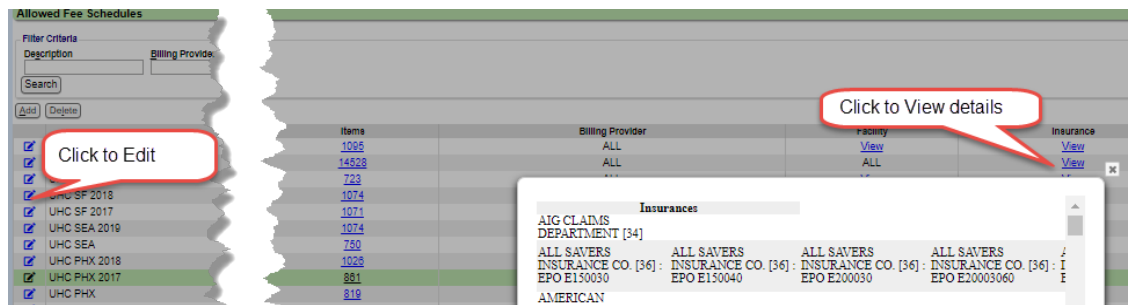
From the Allowed Fee Schedules page:

1. Click 'Items' link next to the Fee schedule
2. Click Add
3. Enter the CPT, MODIFIER (if necessary) allowed fee
4. [Save]



Allowed Fee Schedules Page:

- Fee Schedule and associated details
- To edit click the pen icon
- Click 'View' for details



Other areas Allowed Fee display:

Libraries > Procedure Codes > Click CPT code > Click 'Allowed Fee'

Additional Info				
Charge Fees		Allowed Fees		
<a href="#">Edit</a>				
Description	Effective	Modifier	Fee	
MEDICARE	01/01/2018	26	218.81	
MEDICARE	01/01/2018	TC	875.24	
MEDICARE	01/01/2018		1094.06	

Libraries > Insurances and access an Insurance with an Allowed Fee Schedule, the Allowed Fee Schedule can be seen at the bottom of the Insurance Dashboard

Allowed Fee Schedules		
Description	Products	Items
MEDICARE	2018H5425008	<a href="#">10899</a>

## Allowed Fee Exception Report

This report compares posted allowed amounts to contractual allowed fees, allowing you to easily find underpayments.

If the report is run to "Output As" a CSV Text File, it will include Patient's DOB and Policy #, so the report can be used as part of an insurance appeal process.

1. Enter your Date Type and Span Date
2. Include Under Payments Only or review both Under and Over
3. "Discrepancy greater than" to limit results to those great than some amount
4. Run

**Allowed Fee Exceptions (?)**

Date Type:

Date From:

Date To:

Insurance:

Insurance Reporting Group:

CPT:

CPT Reporting Group:

Modifier:

Billing Provider:

Rendering Provider:

Facility:

Patient:

Case:

Include:

Force Fee Schedule:

Include Non-Discrepancies:

Sort By:

Output As:

Orientation:

**Allowed Fee Exceptions** 04/03/2018 07:59 PM

DOS From: 03/01/2018 To: 04/03/2018

Int	Encounter	DOS	CPT	Modifier	Contract Allowed	Actual Allowed	Discrepancy	Paid
04	228	03/22/2018	99203		116.71	99.39	17.32 [17.43%]	79.51
06	11	03/22/2018	99214		116.02	99.63	16.39 [16.45%]	49.63
00	17	03/22/2018	99214		116.02	99.63	16.39 [16.45%]	44.63
06	254	03/22/2018	97035		8.36	8.64	-0.28 [-3.24%]	8.64
06	254	03/22/2018	97110		20.79	21.68	-0.89 [-4.11%]	21.68
06	254	03/22/2018	97110	59*	20.79	21.68	-0.89 [-4.11%]	21.68

Allows you to also review ALL allowable amounts and not just the exceptions.

- Simply select the "Include Non-Discrepancies" checkbox

Discrepancy is greater than:  \$: %:

Include Non-Discrepancies:

Sort By:

Output As:

## FAQ Allowed Fee Exceptions Report

- How do COs and Adjustments work when using the Allowed Fee Exceptions Report?
  - Allowed Fee Exceptions Report shows discrepancies on Posted Allowed amounts against the Allowed Fee Schedule. It does not report on CO's and adjustments.
- How does the option 'All Plans' work in an Allowed Fee Schedule?
  - All Plans would compare allowed amounts by all payers to Medicare allowed fee schedule that is uploaded