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
- 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
 - Use 'Search' to filter specific: start to type the entity you are filtering, then use checkbox
- 6. [Save]



Acceptable File Formats:



1 Degorption: COMMERICAL (r) 2 Energitive: 02/2//2/ 3 File Choose File Allowed_Fee_ItemsAETN0180226_164812_43112.csv 4 Inorease by: -1 Billing Providers (?) This can be used when loading Allowed Fees for a payer the basing their fees on Medicare. For example, if a contract ca Medicare plus 10%, you would enter 10 in this field to have system add 10% to the fees that are uploaded. Then simply Medicare's Allowed Fees. Facilities Search Collaose Check/Uncheck All Image: Check/Uncheck All Image: Check/Uncheck All		
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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'

Charge Fees Allowed Fees			
Edit			
Description	Effective	Modifier	Fee
Description MEDICARE	Effective 01/01/2018	Modifier 26	Fee 218.81
Description MEDICARE MEDICARE	Effective 01/01/2018 01/01/2018	Modifier 26 TC	Fee 218.81 875.24

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

	Description	Products	Items		
MEDI	CARE	2018H5425008	<u>10899</u>		

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 Exception	s (?)										
Date Type:	DOS										
Date From:	03/01/2018										
Date To:	04/03/2018										
Insurance:	(inc) P										
Insurance Reporting Group:	(inc) P										
CPT	(in)P										
CPT Paparting Crown											
CP1 Reporting Group:											
Modifier:	(inc)										
Billing Provider:	(inc)										
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Patient:	inc P		DOS F	From: 03/01/	2018 To: 04	/03/201	8				8-14
-	•		ent	Encounter	DOS	CPT	Modifier	Allowed	Allowed	Discrepancy	Paid
Ca <u>s</u> e:			04	228	03/22/2018	99203		116.71	99.39	17.32 [17.43%]	79.51
Include:	Under and Over Payments •		96	11	03/22/2018	99214		116.02	99.63	16.39 [16.45%]	49.63
Force Fee Schedule:	- SELECT -	• (?)	17	03/22/2018	99214		116.02	99.63	16 39 [16 45%]	44.63
Include Non-Discrepancies:	□ (?)				UNELLUID	JULLI		110.01	55.00	10.00 [10.4070]	11.00
Sort By:	Insurance, Discrepancy 🔻		96	254	03/22/2018	97035		8.36	8.64	-0.28 [-3.24%]	8.64
Output As:			06	254	00/00/0010	97110		20.79	21.60		
	PDF Format				03/22/2018	31110		20.10	21.00	-0.89 [-4.11%]	21.68
Output As:			26	254		97110		20.79	21 610		

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

• Simply select the "Include Non-Discrepancies" checkbox

Discrepancy is greater than:	0.00 \$: •	%: ()				
Include Non-Discrepancies:						
Sort By:	Insurance, Disc	crepancy •				
Output As:	PDF Format					

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