Fee Schedule: How to add a new fee schedule

07/24/2024 2:40 pm EDT

DrChrono has updated the fee schedule to include additional fields and functionality that can be customized to adapt to the needs of your practice. One of the features is the ability to add multiple fee schedules for specific providers, and specific specialties if your office offers services of multiple, or specific practice locations.

• To add a new fee schedule, navigate to Billing > Fee Schedule.

Billing	Account	Marketplace		
BILLING				
Billing Summary				
Live Claims Feed				
Patient Payments				
Day Sheet				
Transactions				
Remittance Reports				
Unmatched ERAs				
Insurance Credit Card Payments				
Accounts Receivable				
Patient Statements				
Product/Procedure				
Patient Balance Ledger				
Fee Sch	nedule			
Underpaid Items				

Adjustment Master Sales Tax Billing Log

• Click on the blue + New Fee Schedule button on the right.

+ New Fee Schedule

- First, you will create the new fee schedule shell and give a name with the following screen.
 - **Payer** This can be a specific payer, or if you would like a single fee schedule for your office, you can name it "All", "Main fee schedule" or any other title you would like. This field can also designate the specific payer you are entering allowed amounts for. This will enable the Underpaid Items feature.
 - Plan Name This field can specify a specific plan within a payer. Example: PPO vs POS
 - Effective Range This field designates the effective dates of the fee schedule. The first box is the 1st date the fee schedule is effective. The 2nd box is the expiration date of the fee schedule. If left blank, the system will consider the fee schedule active and will pull fees as long as other parameters (Payer/Plan/Code) are met.
 - Assignee Type -
 - Assignee -

New Fee Schedule

Payer:	
Select Payers	
Plan Name:	
Effective Range:	
Assignee Type*	
Individual	~
Assignee:	
Select Assignees	
Cancel	Create

- Once those items are filled in, click on **Create**.
 - From this next screen, you can add CPT/HCPCS/Custom Codes that will apply to that fee schedule and the parameters you have set (payer, office, assignee type, assignee name).

(Left side of the screen)

🗲 Go Back

Fee Schedule Settings

Payers:		
× Cash		
Offices:		
× Primary Office		
Effective Range:		
Assignee Type		
Individual		
Fee Schedule Items		
Procedure		
CPT/HCPCS/Custom Procedure		
Procedure	NDC Code	

(Right side of the screen)

	Plan Name:				
	Assignee:				
~	Select Assignees				
					+ New Item
NDC Units		Modifiers	Allowed	Price	Action
No fee schedule items to show					

• To add a new code to your fee schedule, click on + New Item.

- Code type options in the drop-down include CPT, HCPCS, Custom, Revenue
- $\circ~$ Code here is where you would enter the CPT, HCPCS, Custom or Revenue code
- $\circ~$ Base Price the price you are charging for the code entered
- Allowed Reimbursement this is your contractual allowed amount per code per payer. This amount would include both the insurance reimbursement and any amount owed by the patient. It can be left blank if it doesn't apply.
- CPT/HCPCS Modifier if there is a modifier that you always bill with a certain code, you can enter it here so it will populate anytime the CPT/HCPCS code is billed.
- NDC Code required if you are billing drug codes. This would only need to be updated if you change suppliers or the type (single vs multi-vial containers).
- NDC Quantity if applicable
- NDC Units if applicable
- Custom description if applicable

New Fee Item

Code type*	Code*
CPT v	ŧ
Base price*	Allowed Reimbursement
\$ 0.00	\$ 0.00
	Typical allowed amount for payer. Not used if blank.
CPT/HCPCS Modifier	
+	+ +
NDC Code	NDC Quantity
+	1.000
NDC Units	
Select	~
Custom description	
Cancel	Create

• Once all fields are filled in - click on **Create**.