Fee Schedule: How to edit a field in an existing fee schedule

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If after creating a fee schedule you need to make an edit to a description, add a modifier, update an NDC code or price edit, you can do so easily.

• 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 Ledg	jer	
Fee Sch	edule		
Underpaid Items			
Adjustment Master			
Sales Tax			
Billing Log			

• Click on the pencil icon on the right side of the screen



This will open your fee schedule and show the codes that are included.

• You can use the search feature to find a specific CPT/HCPCS/Custom code if needed.

Fee Schedule Items

Procedure

CPT/HCPCS/Custom Procedure

• From there, click on the pencil icon on the row corresponding with the CPT/HCPCS/Custom code you would like to change or update.

		+ New Item
ed	Price	Action
	\$225.00	/ Ó
	\$175.00	<i>∎</i> 🕯

• Once you make the necessary changes, click on **Update**.

Update Fee Item

Code type*	Code*
CPT ~	99213
Base price*	Allowed Reimbursement
\$ 175.00	\$ 0.00
	Typical allowed amount for payer. Not used if blank.
CPT/HCPCS Modifier	
+	+ +
NDC Code	NDC Quantity
+	0.000
NDC Units	
Select	~
Custom description	
Cancel	Update