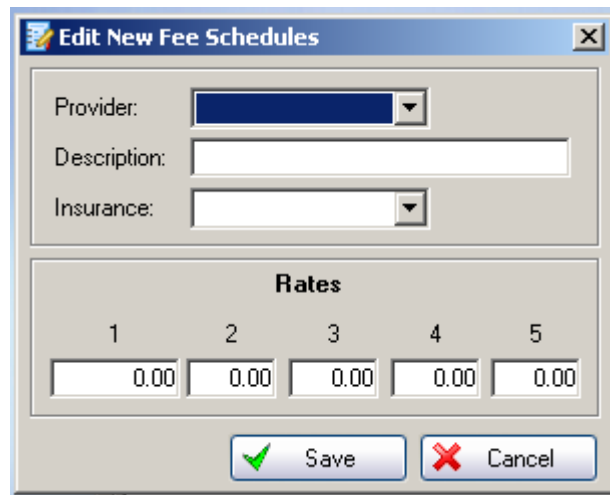


## 4B. (11) Software Set Up – Fee Schedules

This section applies primarily to Anesthesia billing (although Fee Schedules can be used in any other types of billings). This section will allow you to **Add**, **Edit**, or **Delete** a Fee Schedule that will be used when billing a Patient's claim to a particular Insurance Company whereby your Provider's fees differ than the fees he or she bills to another Insurance Company.

From the Top Navigational Menu, select “**Set Up**”, and then “**Fee Schedules**”.



Rates				
1	2	3	4	5
0.00	0.00	0.00	0.00	0.00

### 1 Adding a new Fee Schedule

- A Click on the “**Add**” button at the bottom of the **Fee Schedules** screen to open a blank **Edit New Fee Schedules** screen.
- B From the **Provider** field, use the drop-down menu to select the Provider this Fee Schedule is being set up for.
- C In the **Description** field, enter a description (up to 25 characters long).
- D From the **Insurance** field, use the drop-down menu to select an Insurance Company that this Fee Schedule is being set up for, or select **Default** if it applies to all insurances.
- E Under the **Rates** section, enter a dollar amount in each field (without the \$ sign in front of the amount). The label above each of the fields can be changed from within the **System – Options – Insurance** section of the MPM Office program. For more information, please refer to the section titled “**Program Setup**”.
- F Click the **Save** button when done.

### 2 Editing a Previously Entered Fee Schedule

From the Top Navigational Menu, select “**Set Up**”, and then “**Fee Schedules**”.

- A Left click on the **Fee Schedule** for the Provider Code and Description you want to edit, and either click on the “**Edit**” button at the bottom of the screen or double-click on the **Provider Code and Description** to open it.
- B Make the necessary changes to the information in the “**Edit Fee Schedules**” screen.
- C Click “**Save**” when done.

### **3 Deleting an Entered Fee Schedule**

From the Top Navigational Menu, select “**Set Up**”, and then “**Fee Schedules**”.

- A Left click on the **Fee Schedule** for the Provider Code and Description you want to delete, and then click on the “**Delete**” button at the bottom of the screen.
- B If you are certain that you want to delete this Fee Schedule, answer “**Yes**” when asked if you are sure you want to delete it.