

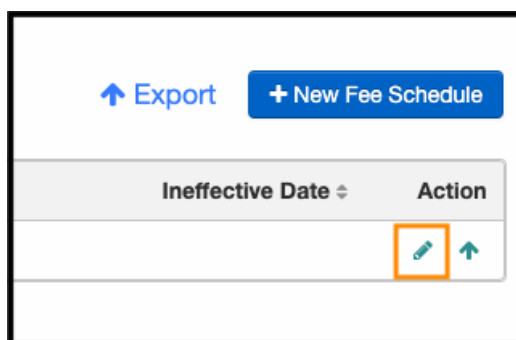
Fee Schedule: How to edit a field in an existing fee schedule

08/23/2024 9:12 am EDT

Edit an Existing Fee Schedule

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.

1. Navigate to **Billing > Fee Schedule**
2. 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

- 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	 
	\$175.00	 

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

Update Fee Item

<p>Code type*</p> <input type="text" value="CPT"/>	<p>Code*</p> <input type="text" value="99213"/>
<p>Base price*</p> <p>\$ <input type="text" value="175.00"/></p>	<p>Allowed Reimbursement</p> <p>\$ <input type="text" value="0.00"/></p> <p><small>Typical allowed amount for payer. Not used if blank.</small></p>
<p>CPT/HCPCS Modifier</p> <div style="display: flex; justify-content: space-between;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>	
<p>NDC Code</p> <input type="text"/>	<p>NDC Quantity</p> <input type="text" value="0.000"/>
<p>NDC Units</p> <input type="text" value="Select"/>	
<p>Custom description</p> <input style="width: 100%;" type="text"/>	
<input type="button" value="Cancel"/>	<input style="border: 2px solid orange;" type="button" value="Update"/>