

Fee Schedule: How to deactivate an entire fee schedule

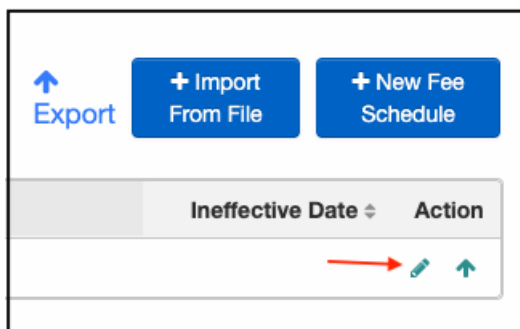
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DrChrono makes it easy to deactivate an entire fee schedule. The system will allow you to enter both an effective and end date for a specific fee schedule. For claims, the system will respect the dates on your fee schedules, even if the entire fee schedule is now inactive.

- For example, if you deactivate a fee schedule as of January 1, 2024, any claims with a date of service of December 31, 2023, will be billed with the fee from the fee schedule that was effective on December 31, 2023.

If you need to deactivate an entire fee schedule:

1. Navigate to **Billing > Fee Schedule**
 - a. Identify which schedule you need to deactivate
2. Select the pencil icon on the right side of the screen on the corresponding row of the fee schedule you would like to deactivate.



- When the screen opens, you will be able to add effective (if not already there), and an ineffective date.
 - The effective/beginning date of the fee schedule should be added to the box on the left.
 - The ineffective/ending date of the fee schedule should be added to the box on the right.
 - If you click directly on the boxes, a calendar will open so you can select the dates.

Effective Range:	
<input type="text" value="Effective Date"/>	<input type="text" value="Expiration/Ineffective Date"/>

Example:

- This fee schedule is effective from dates of service 01/01/2023 through 12/31/2023. Any dates of service that fall in between the effective and ineffective dates, and match the payer/office/provider/etc, will be billed with the price listed on this fee schedule.

Effective Date ⇅	Ineffective Date ⇅
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2023-01-01	2023-12-31	 
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If you need to review any of your previous fee schedules, they will be listed under the **Ineffective** tab.

Fee Schedule
Current Effective Ineffective
