

How Do I Set Up a Fee Schedule v1?

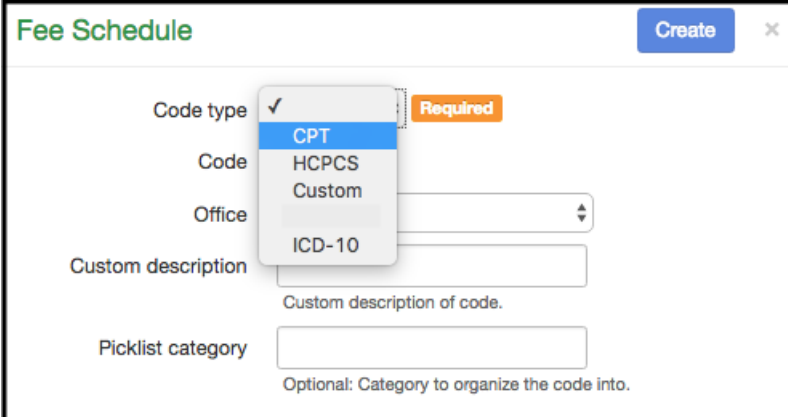
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Fee Schedule v1

A fee schedule is a listing of what you charge for each of your services.

To get started with fee schedules,

1. Navigate to **Billing** and select **Fee Schedule**.
2. Press + **Add New** and choose from the **Code Type** dropdown whether you want to add **CPT**, **HCPCS**, or a **Custom code** to the Fee Schedule screen.



The screenshot shows a web form titled "Fee Schedule" with a "Create" button and a close icon. The form contains several fields: "Code type" (a dropdown menu with a checkmark icon and a "Required" label), "Code" (a text input field), "Office" (a dropdown menu), "Custom description" (a text input field with a placeholder "Custom description of code."), and "Picklist category" (a text input field with a placeholder "Optional: Category to organize the code into."). The "Code type" dropdown is open, showing three options: "CPT" (highlighted in blue), "HCPCS", and "Custom".

3. Enter the code in the **Code** search field, Base price (the price you would like to charge for that service), and press **Create**.

Fee Schedule

Create

×

Code type

Code

Base price

Expected Reimbursement
Typical allowed amount for payer.
Not used if blank.

CPT/HCPCS Modifier

Office

NDC Code

NDC Quantity

NDC Units

Payer id
Use 'Cash' for self pay and cash patients.

Plan Name

Custom description
Custom description of code.

Picklist category

4. If you know the expected allowed amount (amount paid by the payer and due from the patient) from the payer, enter the \$ value in the **Expected reimbursement** field and then enter the corresponding payer ID in the **Payer ID** field.

If you have multiple payers with differing expected allowed amounts, you can enter them as separate entries. Having the expected allowed amount entered for each of your payers will allow the system to capture any posted payments that do not match the expected reimbursement amount entered and will place them in [Billing > Underpaid Items](#). The billing team can then contact each payer and discuss the underpayment.

Fee Schedule Create ×

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Code

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Payer id Use 'Cash' for self pay and cash patients.

Plan Name

Custom description Custom description of code.

Picklist category

It is not required that you enter an expected reimbursement amount for each service. It is helpful if you have it as the system will help you identify claims that did not process as you expected. [This link](#) will show you how DrChrono can assist with identifying those claims so follow-up can be made.

Here is a [video](#) that will walk you through setting up a fee schedule in DrChrono.
