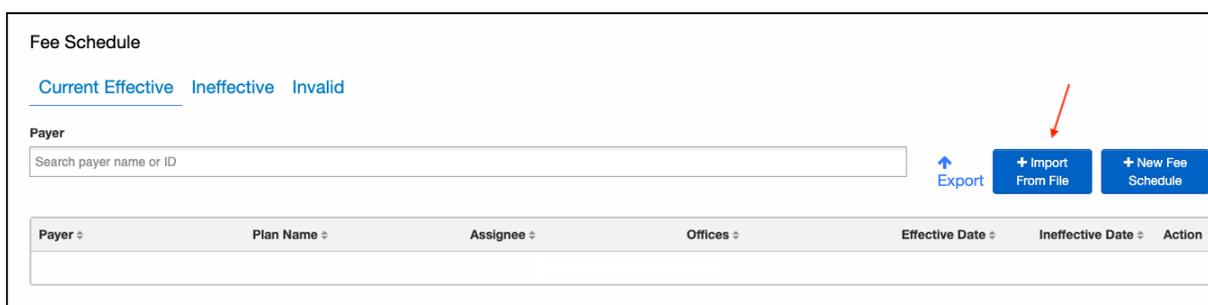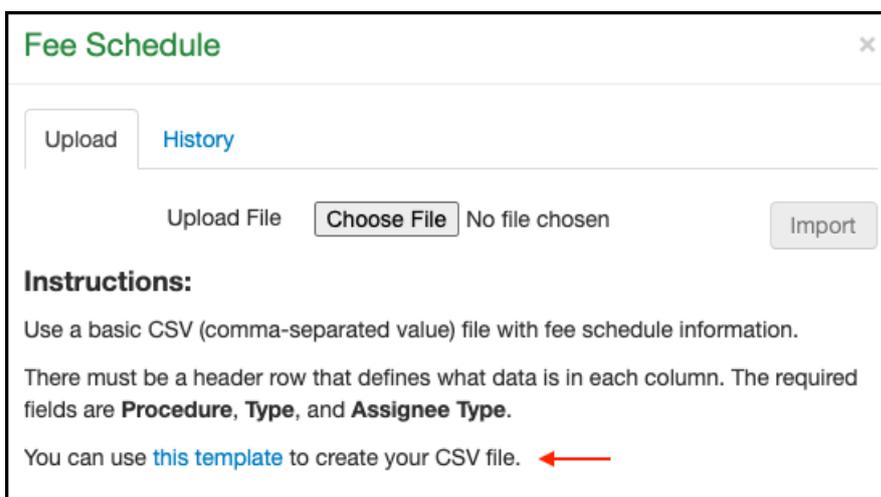# Fee Schedule: How to self import your fee schedule

Last modified on 01/28/2025 2:39 pm EST

If you have an existing fee schedule in CSV format, it can be uploaded to your DrChrono account. Here's how:

1. Navigate to Billing > Fee Schedule

2. Select **Import From File**

3. The pop-up contains information regarding the required format of the file to be uploaded.


4. There is also a template that you can use. The columns must be in the following order: Assignee type (Individual or Specialty), Plan Name, Assignees, Specialties, Office, Insurance Payers, Effective Date, Ineffective Date, Procedure, Type, Custom Description, Price, Allowed, Picklist Category, CPT/HCPCS Modifier, NDC Code, NDC Quantity, NDC Units, Service Code.

   a. If a column does. not apply to you, it can be left blank, but it must be included.

   b. Columns Procedure, Type, and Assignee Type are **required** to have entries or the file will not import.

   c. The template shows the type of information expected in each column.

   d. Ensure the file you are uploading is a CSV (comma-separated value).

Assignee Type	Plan Name	Assignees	Specialities	Offices	Insurance Payers	Effective Date	Ineffective Date	Procedure	Type	Custom Description	Price	Allowed	Picklist Category	CPT/HCPCS Modifier	NDC Code	NDC Quantity	NDC Units	Service Code
individual	Plan A	1234			Payer id1	1/1/20	12/31/20	66666	Revenue	Custom rev code desc	$12.34	$10.00	picklist	NA	0591-3452-01	12.233	F2	12345
speciality	Plan A		Pediatric Registered Nurse		Payer id1	1/1/20	12/31/20	66666	Revenue	Custom rev code desc	$12.34	$10.00	picklist	NA	0591-3452-01	12.233	F2	12345
individual	Plan A	1234|5678			Payer id1	1/1/20	12/31/20	66666	Revenue	Custom rev code desc	$12.34	$10.00	picklist	NA	0591-3452-01	12.233	F2	12345
speciality	Plan A		Pediatric Registered Nurse|Perinatal Registered Nurse		Payer id1	1/1/20	12/31/20	66666	Revenue	Custom rev code desc	$12.34	$10.00	picklist	NA	0591-3452-01	12.233	F2	12345

Reverting a file upload

If you need to revert/remove a file that was uploaded, you can do so within the fee schedule feature.

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

2. Select **Import From File**

3. Select the **History Tab**
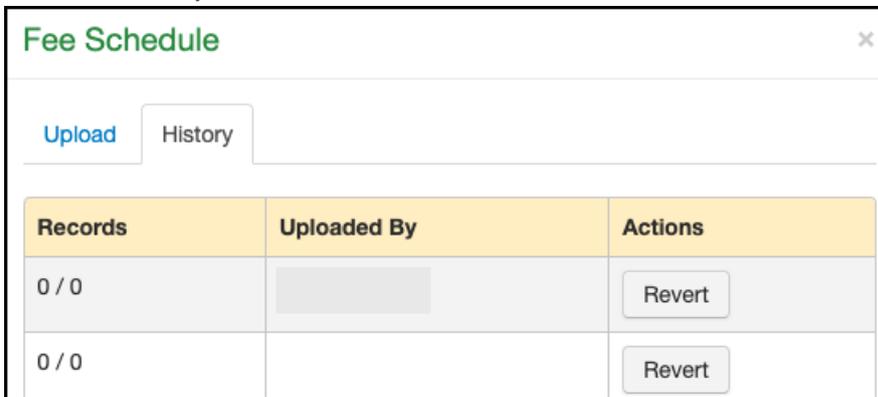
4. Press the **Revert** button on the line that corresponds to the fee schedule you would like to remove.