Fee Schedule: How to self import your fee schedule

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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

Fee Schedule						
Current Effective	Ineffective Invalid				1	
Search payer name or IE	2			↑ Export	+ Import From File	+ New Fee Schedule
Payer ¢	Plan Name ≑	Assignee ¢	Offices \$	Effective Date \$	Ineffective	Date Action

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

Fee Schedule								
Upload	History							
	Upload File Choose File No file chosen	Import						
Instructions:								
Use a basic CSV (comma-separated value) file with fee schedule information.								
There must be a header row that defines what data is in each column. The required fields are Procedure , Type , and Assignee Type .								
You can use this template to create your CSV file.								

- 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	Туре	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

Fe	Fee Schedule									
	Upload	History								
R	Records		Uploaded By		Actions					
0	/0				Revert					
0	/0				Revert					

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