

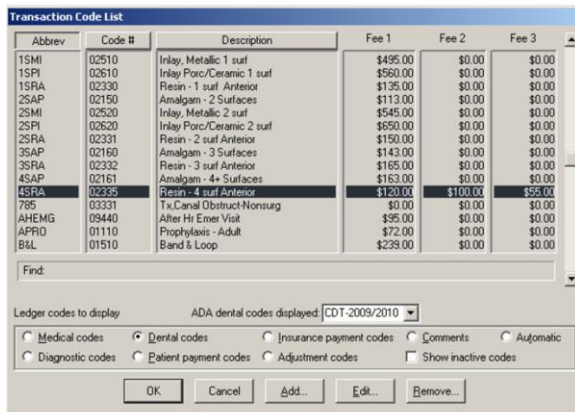
PracticeWorks Software

Updating Fees Handout

This 3-page handout is designed for all team members and provides information on updating individual fees and doing a mass fee update in the PracticeWorks software versions 7.0 – 7.7.

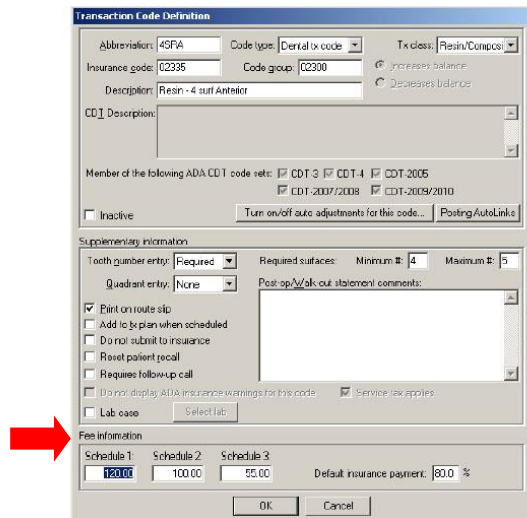
Updating Individual Fees

- 1 Click **Lists>Transaction codes**. The **Transaction Code List** is displayed.



Abbrev	Code #	Description	Fee 1	Fee 2	Fee 3
1SMI	02510	Inlay, Metallic 1 surf	\$495.00	\$0.00	\$0.00
1SPI	02610	Inlay Porc/Ceramic 1 surf	\$560.00	\$0.00	\$0.00
1SRA	02330	Resin - 1 surf Anterior	\$135.00	\$0.00	\$0.00
2SAP	02150	Amalgam - 2 Surfaces	\$113.00	\$0.00	\$0.00
2SMI	02520	Inlay, Metallic 2 surf	\$545.00	\$0.00	\$0.00
2SPI	02620	Inlay Porc/Ceramic 2 surf	\$650.00	\$0.00	\$0.00
2SRA	02331	Resin - 2 surf Anterior	\$150.00	\$0.00	\$0.00
3SAP	02160	Amalgam - 3 Surfaces	\$143.00	\$0.00	\$0.00
3SRA	02332	Resin - 3 surf Anterior	\$165.00	\$0.00	\$0.00
4SAP	02161	Amalgam - 4+ Surfaces	\$163.00	\$0.00	\$0.00
4SFA	02353	Resin - 4 surf Anterior	\$160.00	\$100.00	\$50.00
7B5	03331	Tx Canal Obstruct-Nonsurg	\$0.00	\$0.00	\$0.00
AHEMG	09440	Alter Hr Emer Visit	\$95.00	\$0.00	\$0.00
APRO	01110	Prophylaxis - Adult	\$72.00	\$0.00	\$0.00
B&L	01510	Band & Loop	\$239.00	\$0.00	\$0.00

- 2 Select a transaction code, even if the correct fee is already listed.
- 3 Click **Edit**. The **Transaction Code Definition** window is displayed.
- 4 Change the **Fee Information** as needed for Schedule 1, Schedule 2, and Schedule 3.



Transaction Code Definition

Abbreviation: 4SFA Code type: Dental tx code Tx class: Resin/Compos

Insurance code: 0235 Code group: 02300

Description: Resin - 4 surf Anterior

CDI Description:

Member of the following ADA CDT code sets: CDT-3 CDT-4 CDT-2005 CDT-2007/2008 CDT-2009/2010

Inactive Turn on/off auto adjustments for this code... Posting AutoLinks

Supplementary information

Tooth number entry: Required Required surfaces: Minimum #: 4 Maximum #: 5

Quadrant entry: None Post op/Ask out statement comments:

Print on route slip

Add to xplan when scheduled

Do not submit to insurance

Reset patient recall

Request follow-up call

Do not display ADA insurance warnings for this code Service tax applies

Lab case Select Lab:

Fee information

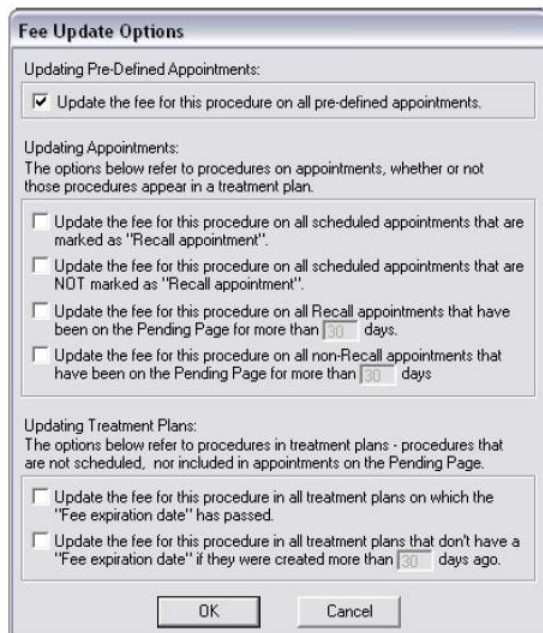
Schedule 1: 160.00 Schedule 2: 100.00 Schedule 3: 50.00 Default insurance payment: 80.0 %

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- 5 If the correct fee already exists, but is incorrect on the Check Out Ledger, change the fee to any figure different from its present amount.
- 6 Click **OK**. The **Update Fees** window is displayed.



- 7 Select **Update Later**, and click **OK**.
- 8 Repeat steps 2 – 7 to change any remaining codes.
- 9 When finished, click **Cancel** at the bottom of the **Transaction Code List** window.
- 10 The **Fee Update Options** window is displayed.

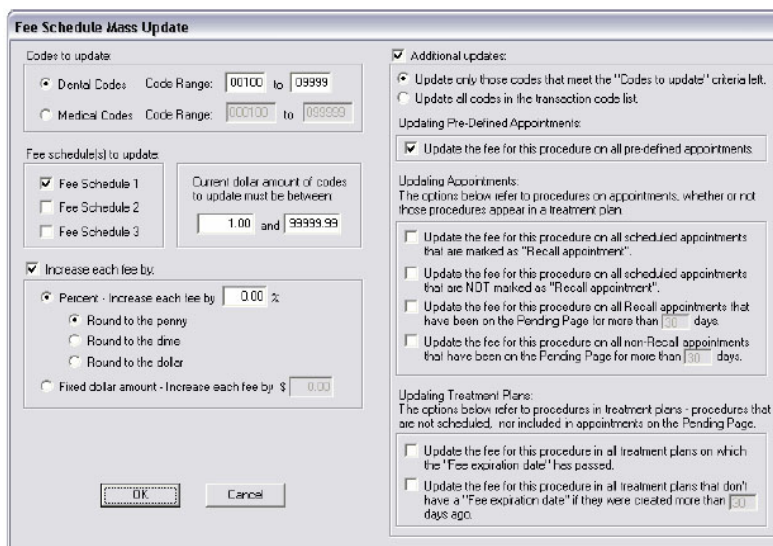


- 11 Under each section, select the correct option. Click **OK**.

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Mass Fee Update

- 1 Close PracticeWorks software on all computers.
- 2 Verify that you have a current backup of your PracticeWorks **Data** folder. If you do not have a current backup, make one before continuing.
- 3 Click **Start>All Programs**. On some computers this option is listed as **Programs**.
- 4 Click **PracticeWorks Software**. Older versions may read **PracticeWorks Office**.
- 5 Click **Utilities>Mass Update Fees**. The **Mass Fee Update** dialog box is displayed.
- 6 Click **OK** to the recent backup warning. The **Fee Schedule Mass Update** window is displayed.



- 7 Set the code type and code range in the **Codes to update** section.
- 8 Select the **Fee schedules to update**.
- 9 Specify the price range of the codes you want to update, or accept the default range, which will update all codes.
- 10 Set the amount of the fee increase. Make additional changes as needed.
- 11 Click **OK** to save and update the fees.
- 12 Click **Close**.



Note: If you are performing this procedure in December or January, we recommend reading the End of Year FAQ for additional information. If you need assistance, contact Technical Support at 1-800-603-4438.