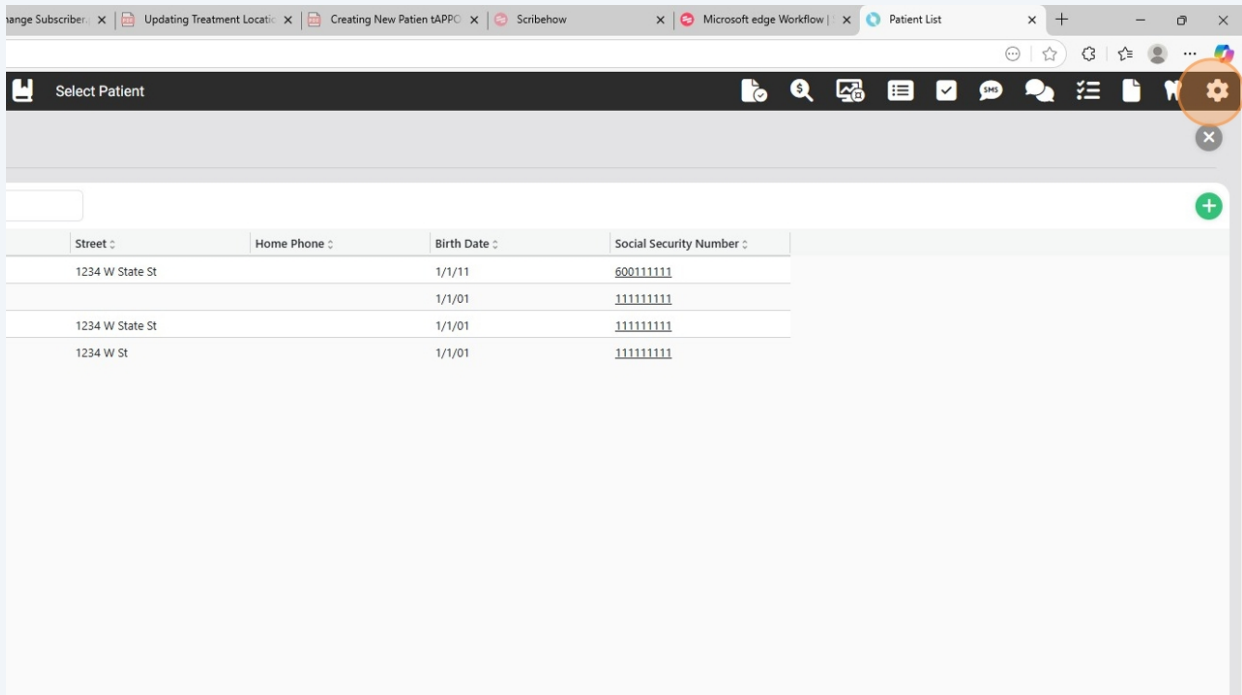


FLOW: Entering NEW FEE SCHEDULES

1 From anywhere within FLOW:

Click on the "gear" to enter SETUP



2 Click SETUP

The screenshot shows a web browser window with several tabs open. The active tab is 'Patient List'. The page title is 'Select Patient'. A dropdown menu is open in the top right corner, showing options: 'Practice Setup', 'User: Tiffany Nichols', 'User Profile Settings', 'Account Settings', and 'Logout'. The 'Practice Setup' option is highlighted. Below the menu is a table with columns: Street, Home Phone, Birth Date, and Social Security Number.

Street	Home Phone	Birth Date	Social Security Number
1234 W State St		1/1/11	600111111
		1/1/01	111111111
1234 W State St		1/1/01	111111111
1234 W St		1/1/01	111111111

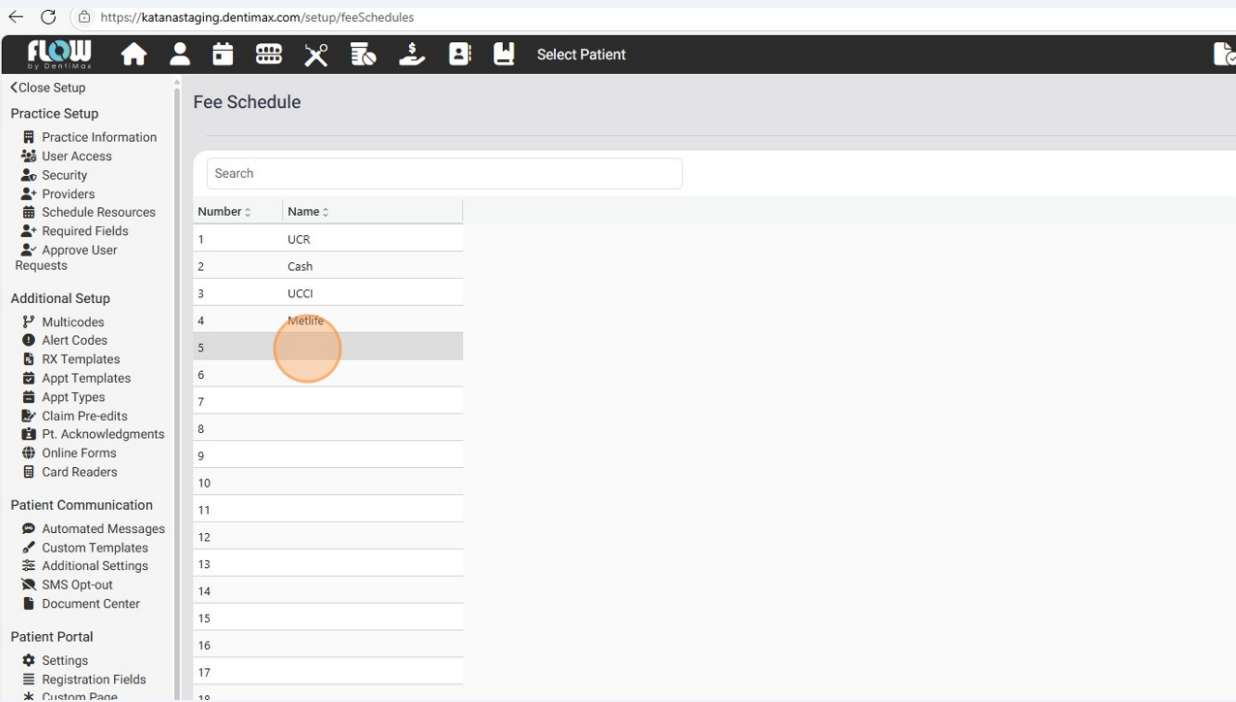
3 At the bottom of the left menu bar click on Fee Schedule

The screenshot shows a web browser window with the 'Accounting Setup' menu open. The 'Fee Schedule' option is highlighted. A tooltip is visible over the 'Fee Schedule' option, containing the text: 'Set up the fee schedules to be used with the insurance plans'. The background shows a form with fields for Street, Street 2, City, State, Postal Code, Country, Phone 1, Phone 2, Fax, Bank Account, Default Area Code, and Tooth System.

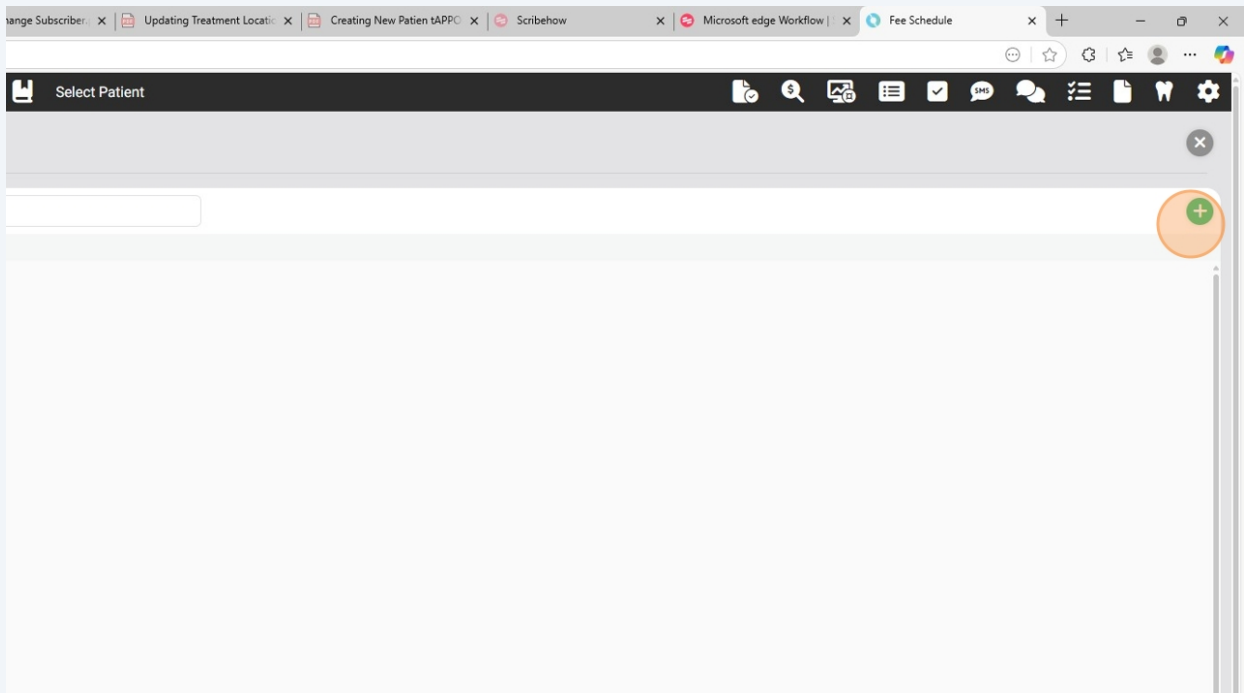
Set up the fee schedules to be used with the insurance plans

4 You will want to select the next available blank option:

You can do this by clicking on the blank line or



5 You can click on the green + on the right side. Both options will take you to the same entry screen



6

Enter the name of the insurance, how you want it to appear in your fee schedule list

Fee Schedule

Fee Schedule Information

Number: 5 Name:

Fee Schedule List

Search: View by Service Category:

Code	Description
00112	Comp Exam Child
11111	Cigna Upgrade Fee
125	Perio Chart
130	Chart Patient / HH
2123	Omni Products
22222	EDS Lab Fee
2323	Bleach Tray Impressions
5006	adjustment
6000	unspecified fixed orthodontic procedure by report

7

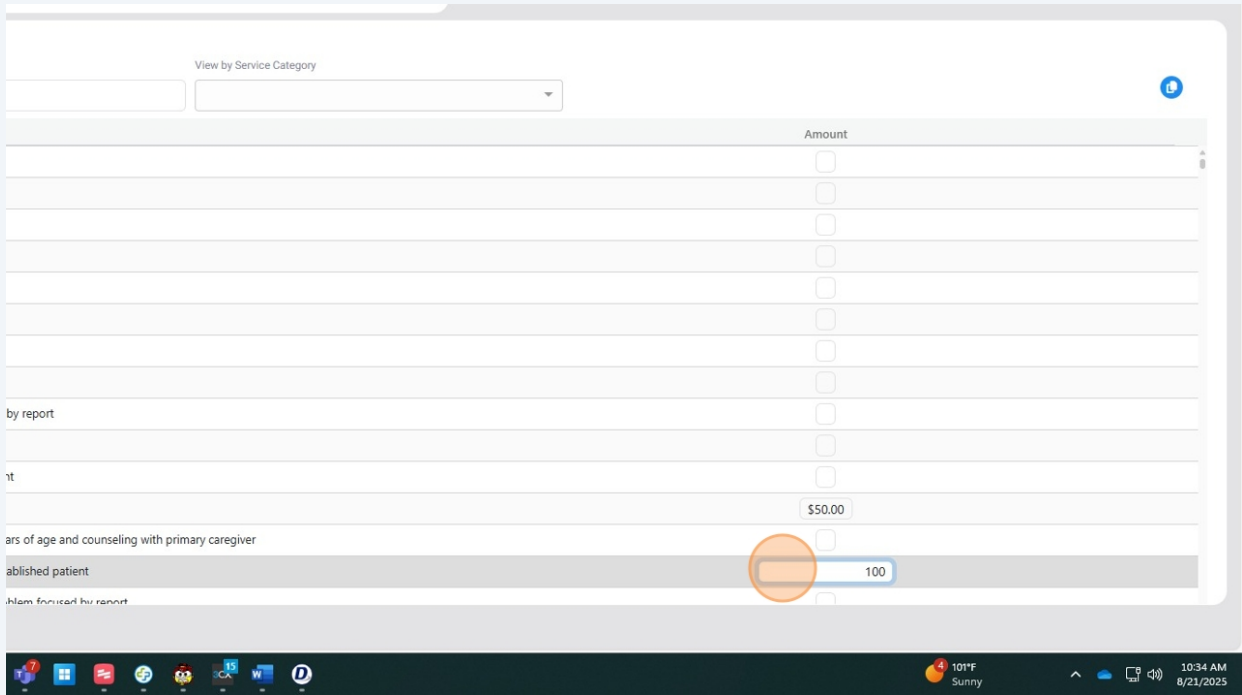
Add fees to each procedure your perform from your insurance contracted fee schedule; provided from the insurance plan.

Click in the "amount" box for each procedure and enter the corresponding fee

View by Service Category:

	Amount
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
by report	<input type="text"/>
nt	<input type="text"/>
ars of age and counseling with primary caregiver	<input type="text"/>
ablished patient	<input type="text"/>
blam focused by report	<input type="text"/>

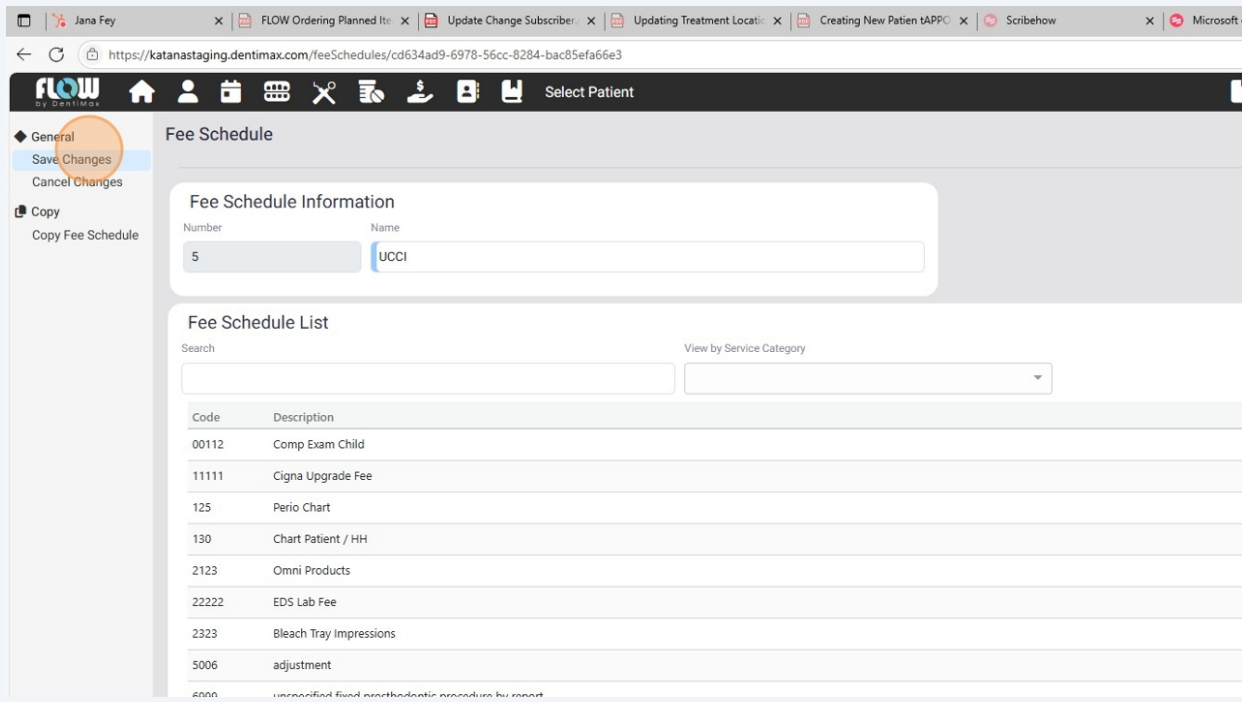
8



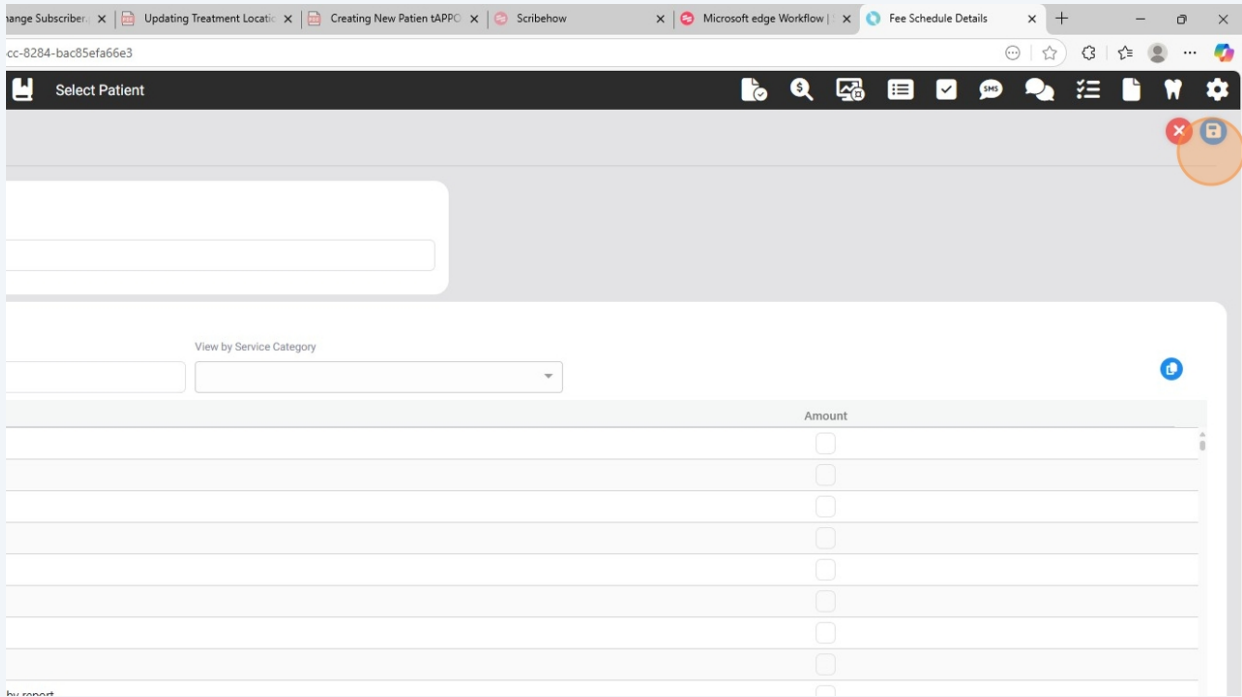
9

After you have entered all your fees you will need to save changes.

To save you have two options: Click Save Changes on the left menu or



10 Click the Save icon on the right corner.



11 You will now see the new insurance plan listed in your fee schedule menu.

