



## FEE SCHEDULE LOADER

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The Fee Schedule Loader allows you to quickly import Excel spreadsheets, filter and manipulate the values, and export the rates into a PCM Fee Schedule. There are numerous options available to allow the user to select particular codes, adjust the payment value, and build different types of fee schedules.

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## Installation

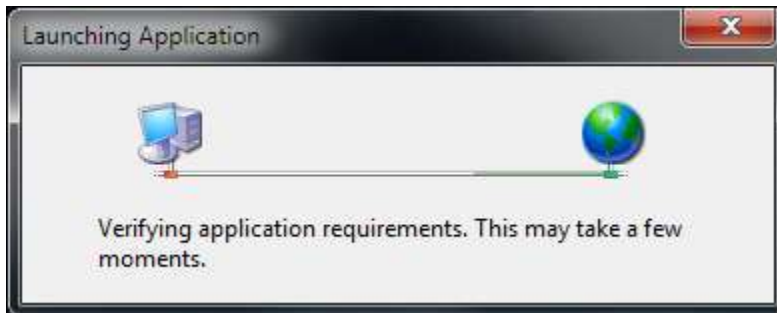
The Installation page is at <http://abct.com/app/feeschedule/publish.htm>

Click Install to download and install the application.

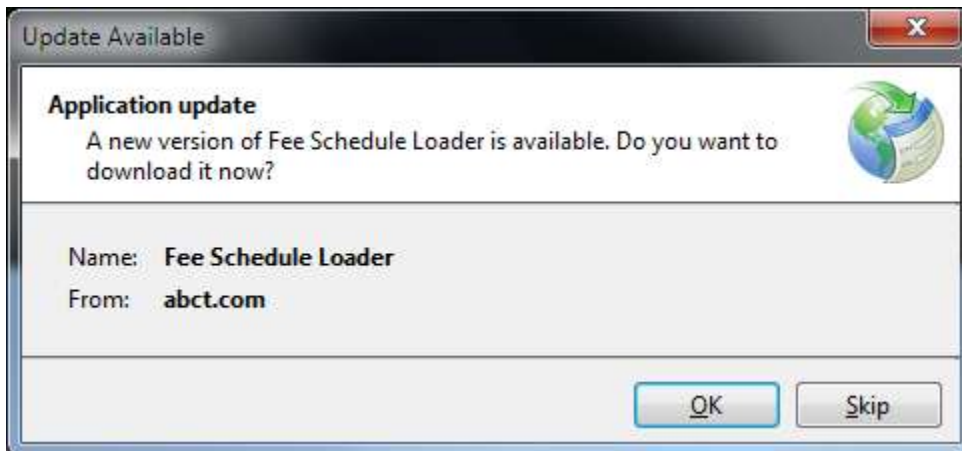


## Update

Whenever you start the Fee Schedule Loader, the program will automatically check for updates.

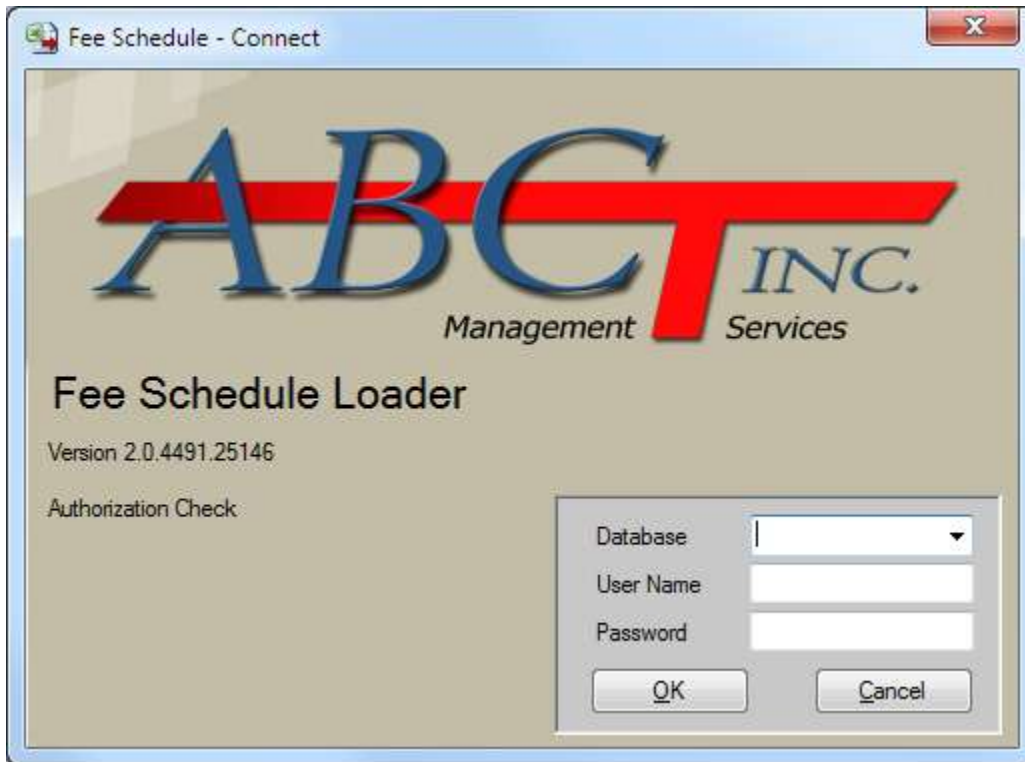


If there is a newer version available, you will be notified and may download and install the update.



**Database Selection and Authorization Check**

Once the Fee Schedule has loaded, the Database selection screen will be displayed. Select the PCM database to be used.

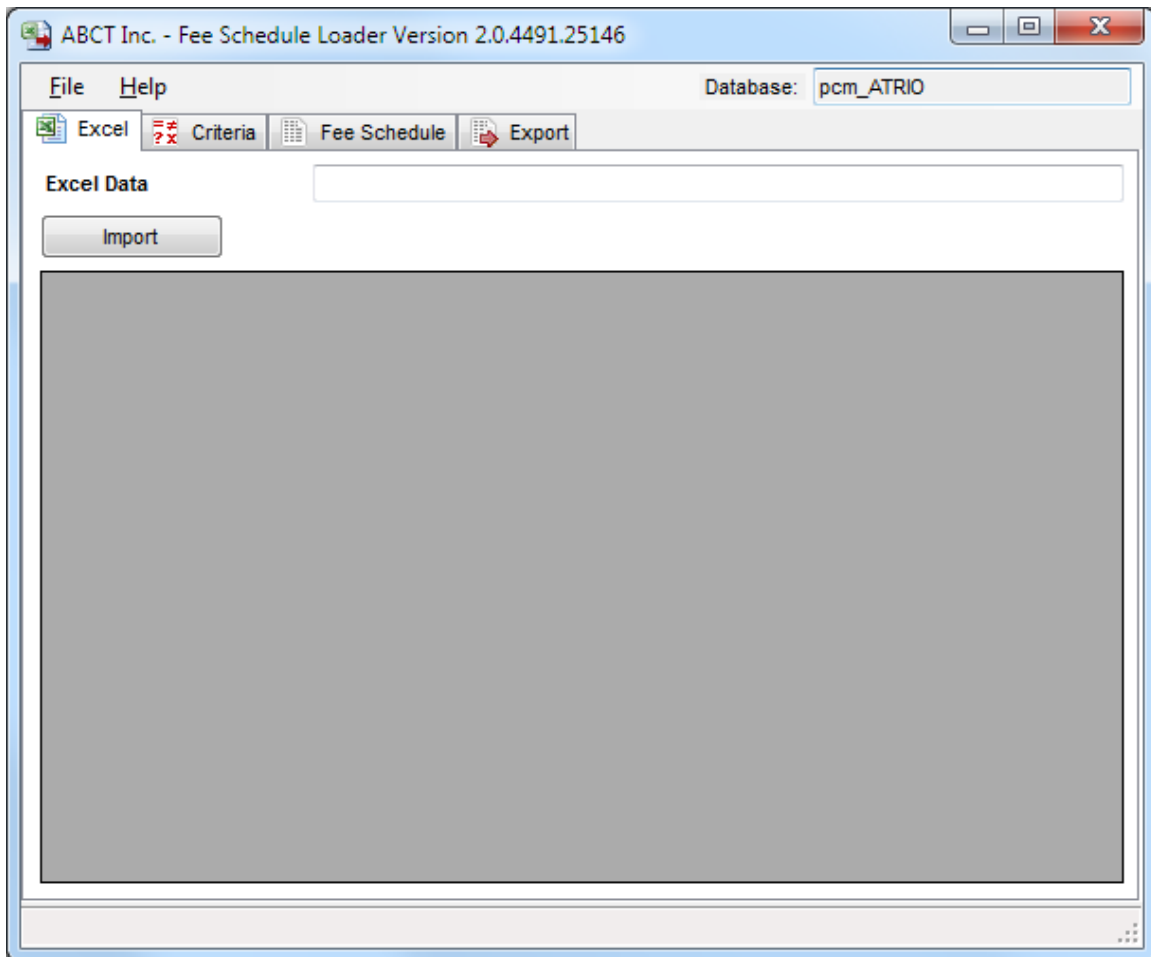


## Fee Schedule Loader Main Form

Below is the main Screen for Fee Schedule Loader. The upper right side of the main window of Fee Schedule Loader displays the current database you have selected. Across the screen are the tabs pertaining to each action that needs to be taken to upload a fee schedule.

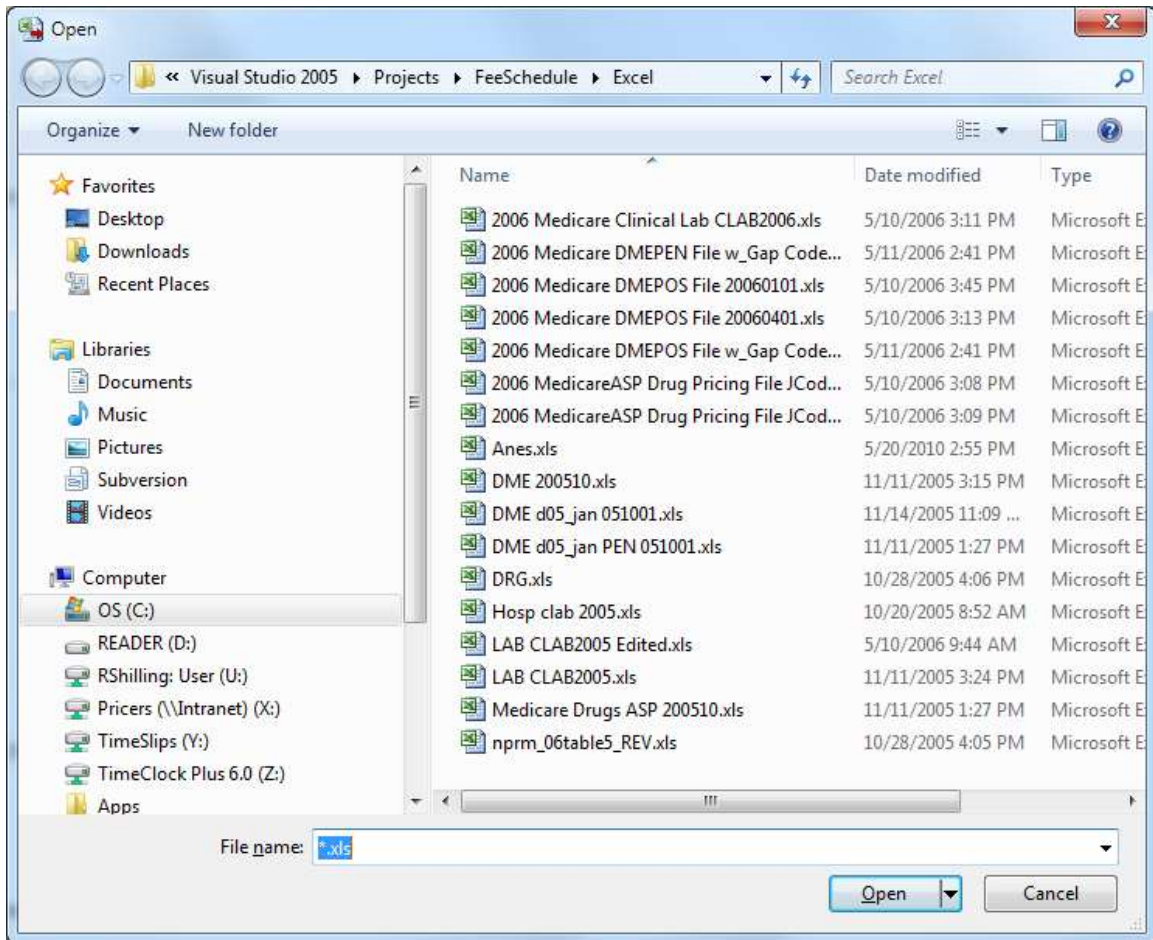
### Excel Tab

The Excel Tab is for selection of the Fee Schedule file to Import. Click on the Import Button to open the file selection dialog.



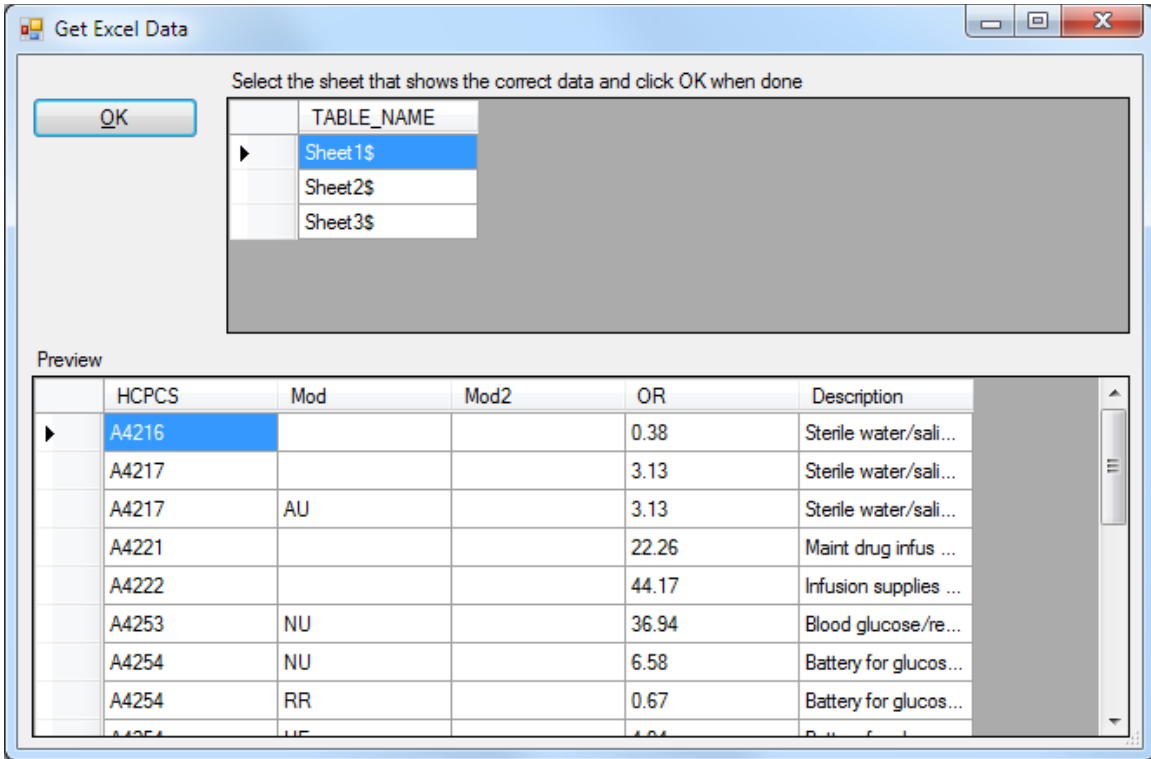
### File Open Dialog

Find the folder that holds the excel fee schedules file that you wish to load. For demonstration we are selecting the DME 200510.xls



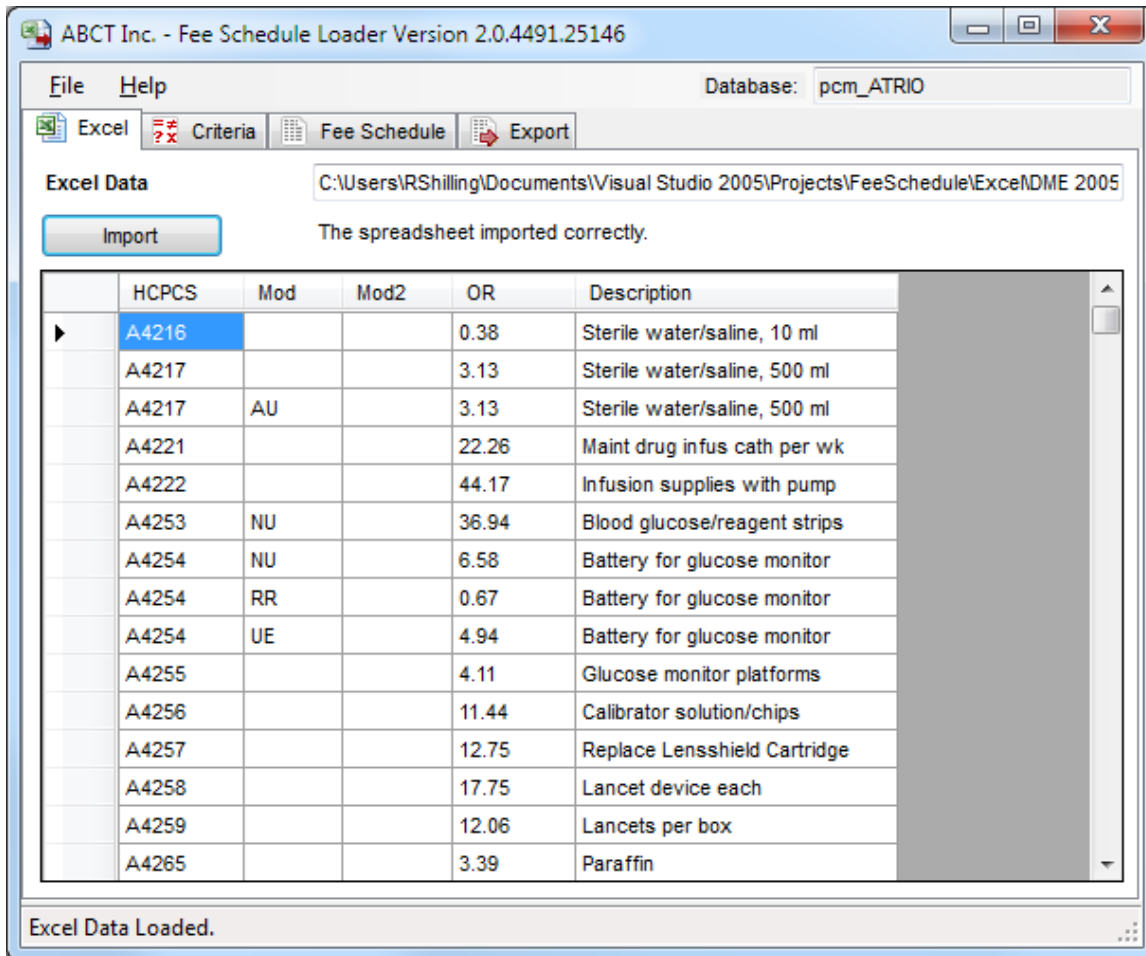
### Excel Preview

After selecting the import file, you will see the following screen showing a preview of the Excel data, and allowing you to select one of the defined ranges. (Some fee schedules will have several header lines, but typically a range will be defined that contains the fee schedule headers and prices only.) Verify the displayed sheet shows the correct information, click ok.



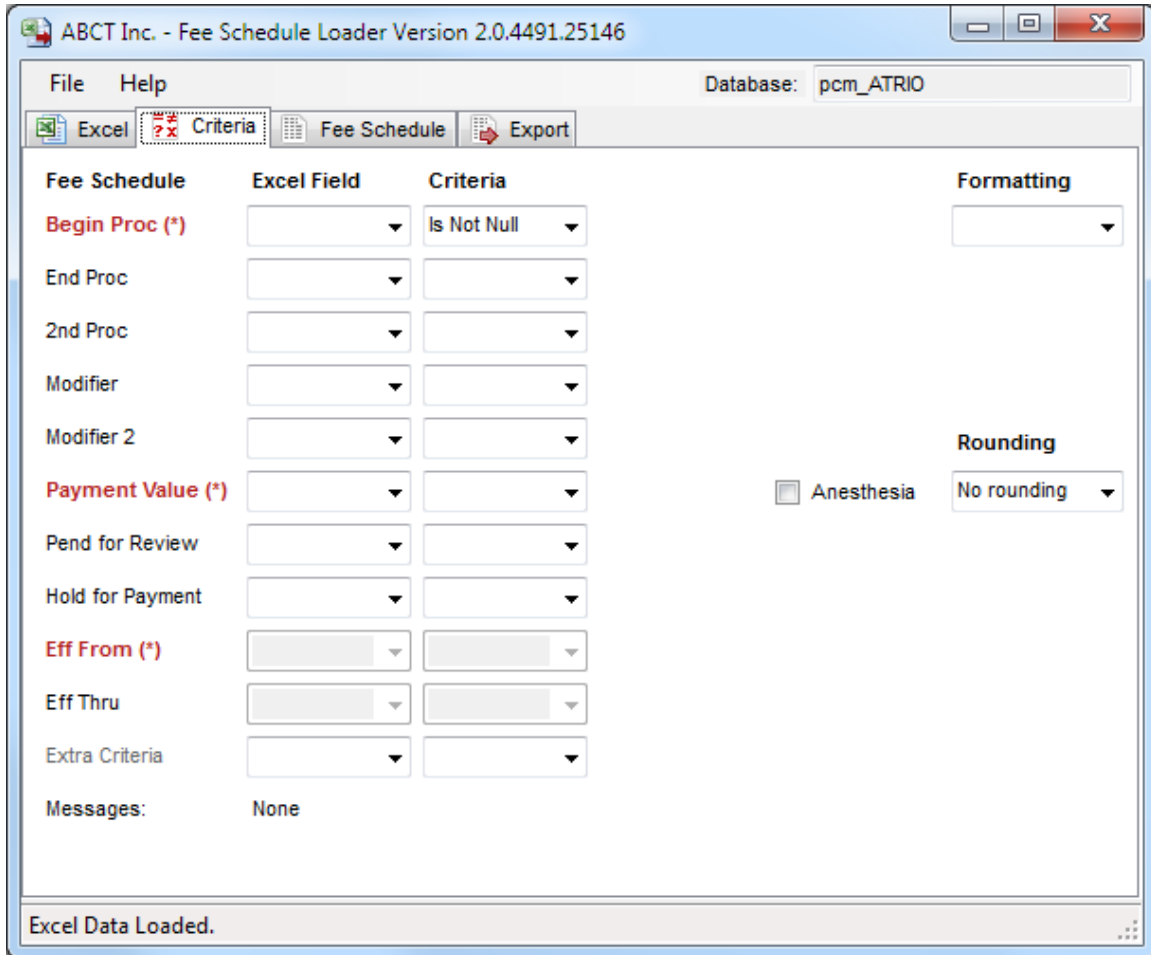
### Import Results

The name of the file and path information will be displayed, and also if the spreadsheet imported correctly. If it did not import correctly, or you have the incorrect spreadsheet, press the Import button again. Follow the steps from page 5 above.

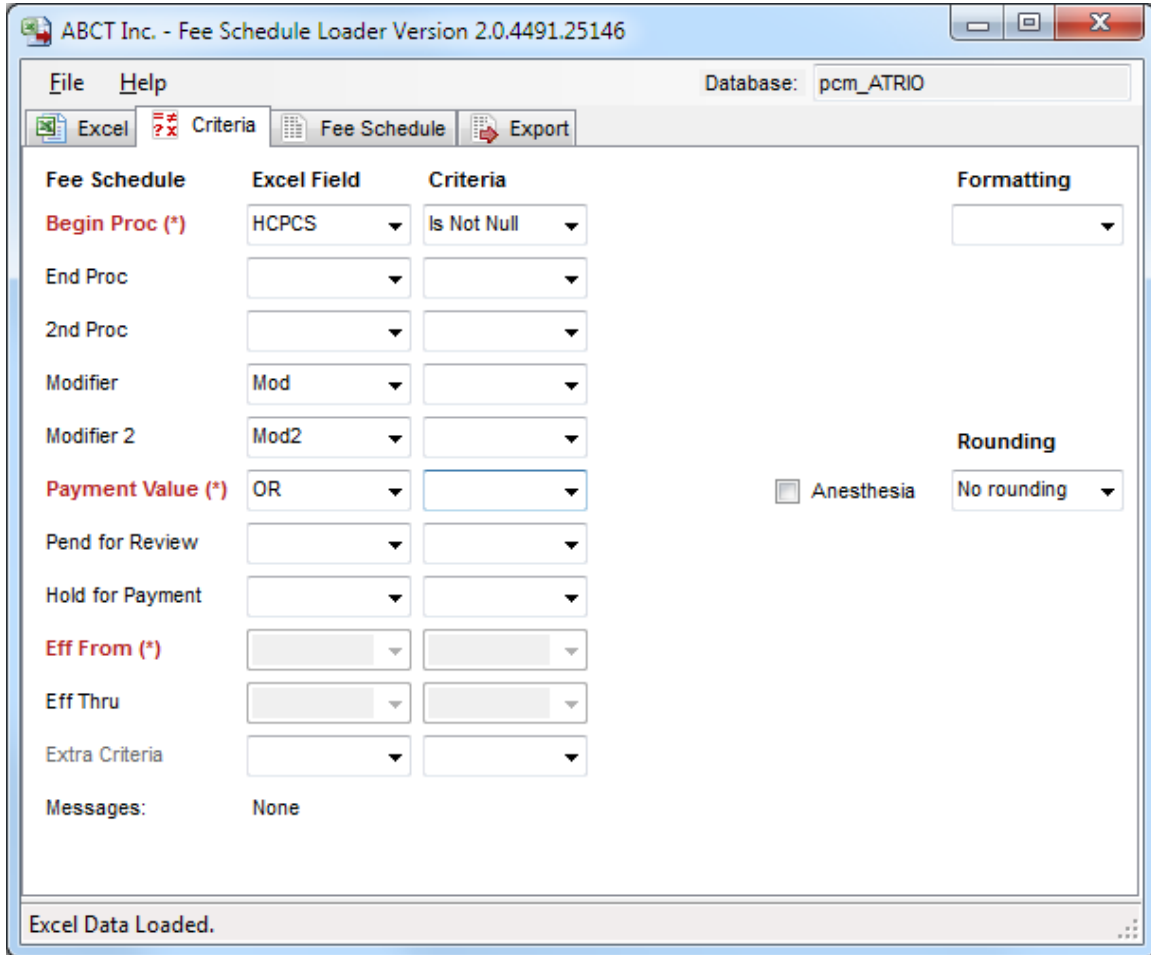


### Criteria Tab

All of the drop-down options are populated from the header row of the excel spreadsheet being imported. These header rows will differ depending on the type of file being imported. Below are examples for the DME 200510.xls file.

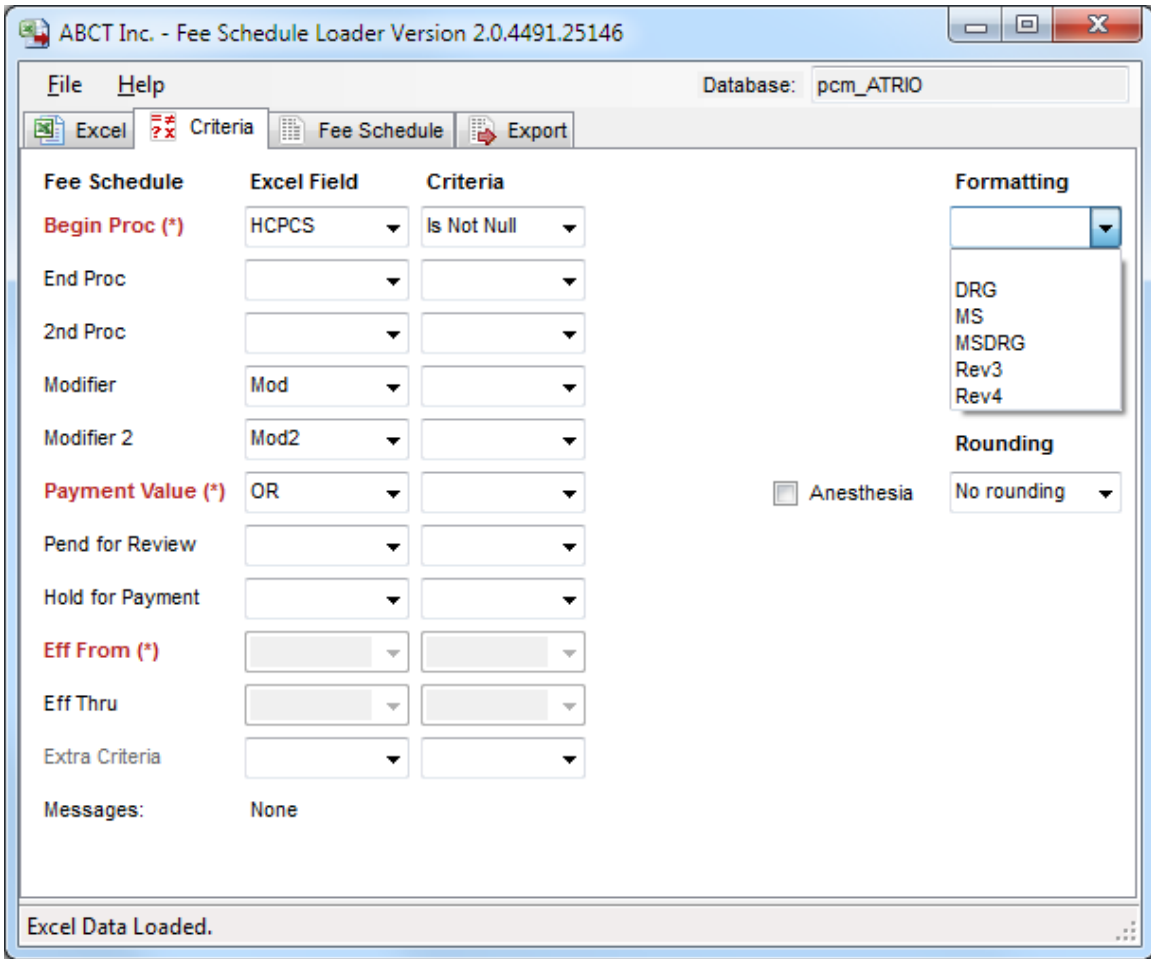


Each column can be placed into the Excel Field for the Fee Schedule option. The headers for the DME 200510.xls schedule HCPCS, Mod, Mod2, OR, and Description are available. The HCPC, Healthcare Common Procedure Coding system, should be placed in the Begin Proc (\*) field, along with Mod for Modifier, Mod2 for Modifier 2, and OR for Payment Value (\*).



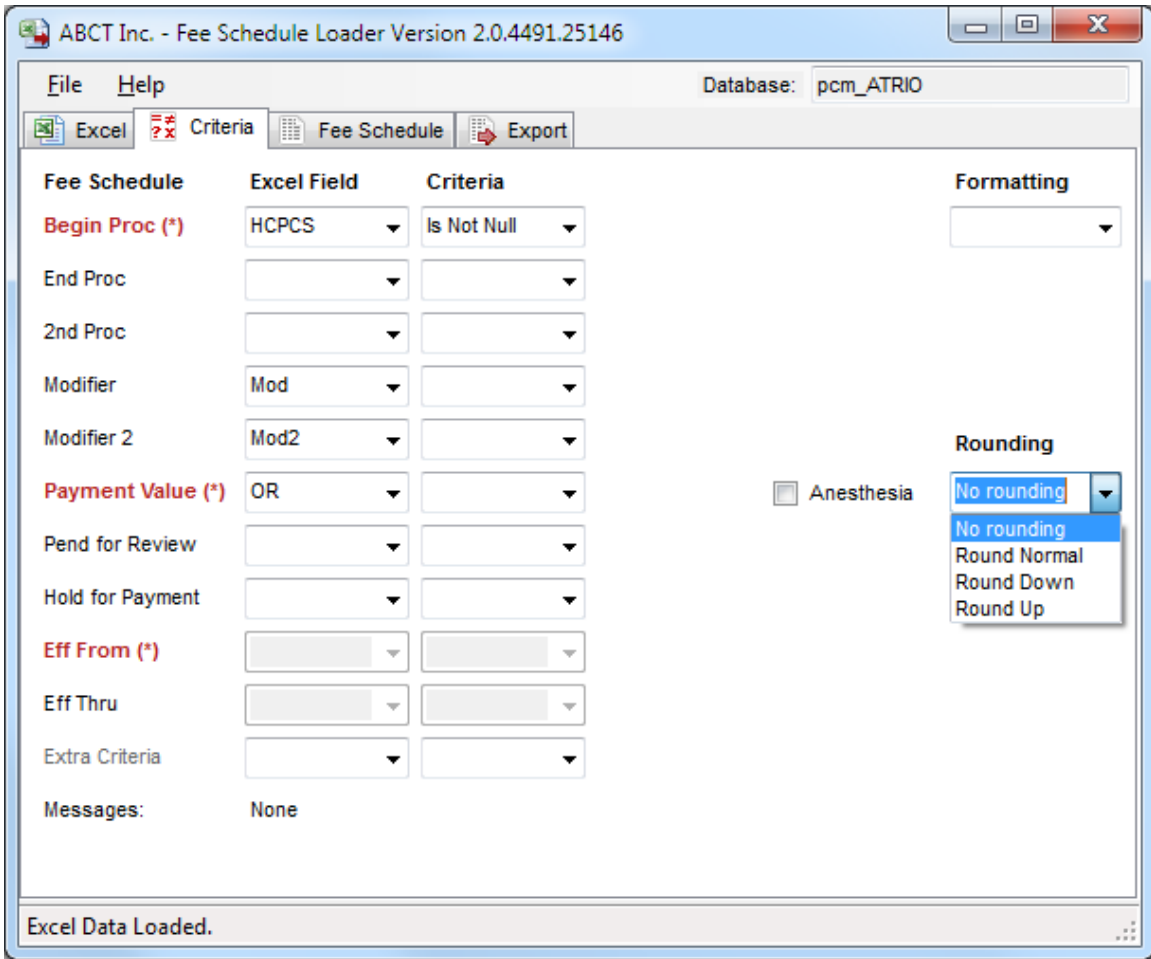
### Code Formatting

If the fee schedule is a DRG, MS DRG or Rev file, select the appropriate formatting: DRG, MS DRG, or Rev. The formats DRG, MS and MS DRG add that as a prefix to the code in the Begin Proc column (formatting the code to 3 digits). So an MS DRG code of 123, with a prefix of MS, will load as MS123. Rev3 and Rev4 format the service code as R followed by either 3 or 4 digits, respectively.



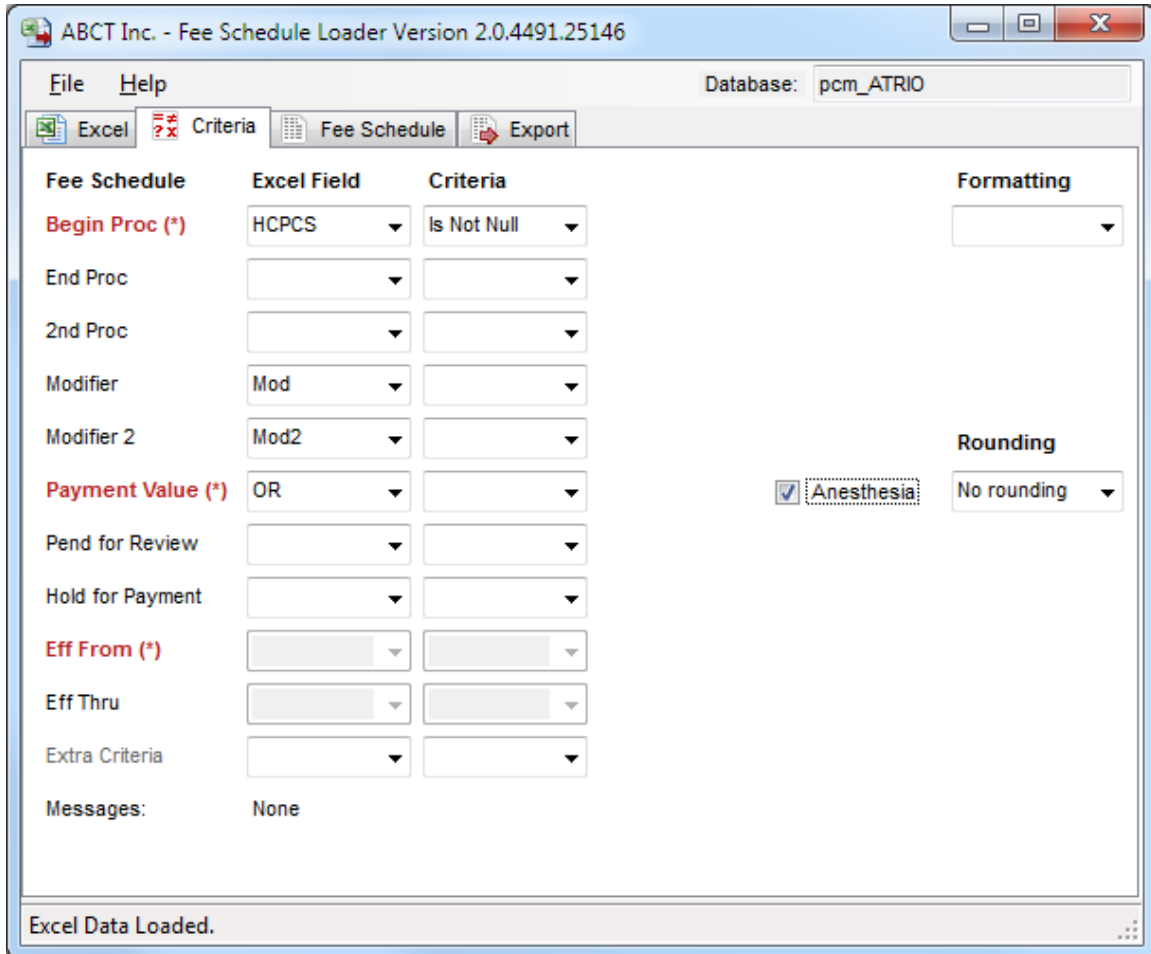
### Payment Value Rounding

Here you can select the desired Rounding option: No Rounding, Round Normal, Round Down, or Round Up. No Rounding leaves the calculated value as-is, and PCM will save it with 4 digits of precision. Round Normal uses standard “Bankers” rounding. Round down will always round down (truncate) to the next lowest 2 digit precision. Round Up always rounds up to the nearest 2 digit accuracy.



### Anesthesia Rate Option

For an Anesthesia file, check the Anesthesia box, and if necessary, select the rounding type as well. (Anesthesia rates load into different columns in the PCM fee schedule than ordinary rates.)



### Fee Schedule Tab

The Short Name field populates both the Fee Schedule Selector and Fee Schedule short names. Click on the ... (Search Button) - Short Name field is required.

ABCT Inc. - Fee Schedule Loader Version 2.0.4491.25146

Database: pcm\_ATRIO

File Help

Excel Criteria Fee Schedule Export

Dx Code Year: Current

Px Code Year: Current

Fee Schedule Type: Institutional

Short Name:  ... \* Required

Long Name:

Contract FSS: ADVANCED DIABETES SUP (C) PRIMARY

Eff Date:  Term Date:

Base FS Modifier: 2004 RBRVS

Anesthesia Time Interval:

Payment Method: Cap - Fixed RVU

Load Option: Append

Fee Schedule:

Errors: None

Excel Data Loaded.

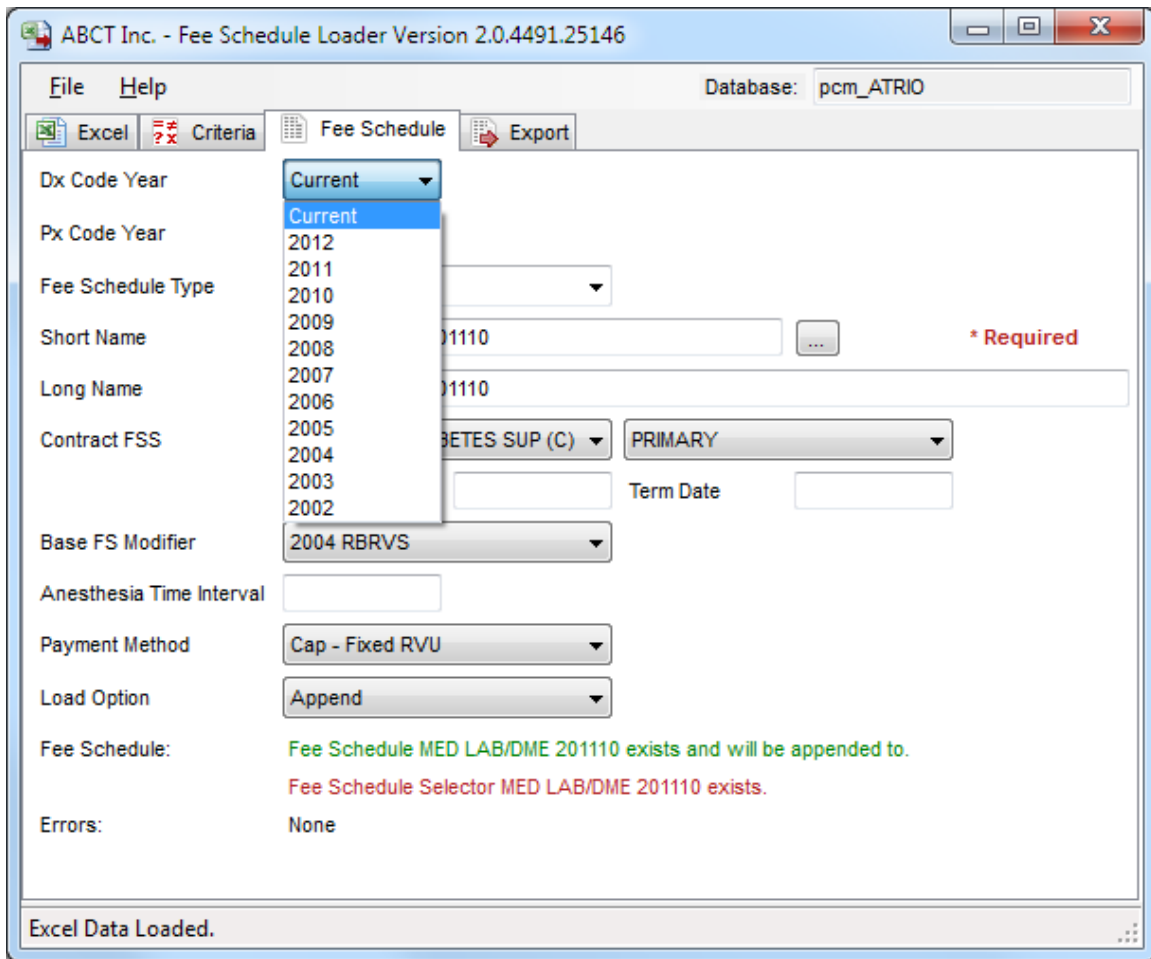
Once the search button has been selected, Fee Schedule Short Names, along with the Long Names will appear from PCM

Short Name	Long Name	Px Year
MED LAB UT (03502) 201101	MED LAB UT (03502) 201101	2011
MED LAB VA (00904) 201101	MED LAB VA (00904) 201101	2011
MED LAB WA (00836) 201101	MED LAB WA (00836) 201101	2011
MED LAB WA (00836) 201107	MED LAB WA (00836) 201107	2011
MED LAB WI (00951) 201101	MED LAB WI (00951) 201101	2011
MED LAB/DG AZ 85% (\$33.9764) 201101		2011
MED LAB/DME 112% 201201	MED LAB/DME 112% 201201	2012
MED LAB/DME 201110	MED LAB/DME 201110	2012
MED LAB/DRG AR 85% 201104	MED LAB/DRG AR 85% 201104	2011
MED LAB/DRUG/DME + 10% 201104	MED LAB/DRUG/DME + 10% 201104	2011
MED LAB/DRUG/DME + 10% 201107	MED LAB/DRUG/DME + 10% 201107	2011
MED LAB/DRUG/DME + 10% 201110	MED LAB/DRUG/DME + 10% 201110	2011
MED LAB/DRUG/DME + 20% 201104	MED LAB/DRUG/DME + 20% 201104	2011
MED LAB/DRUG/DME + 20% 201107	MED LAB/DRUG/DME + 20% 201107	2011
MED LAB/DRUG/DME + 20% 201110	MED LAB/DRUG/DME + 20% 201110	2011
MED LAB/DRUG/DME + 5% 200901	MED LAB/DRUG/DME + 5% 200901	2011
MED LAB/DRUG/DME + 5% 200904	MED LAB/DRUG/DME + 5% 200904 (105% medicare rates)	2011

Once a selection is made, the Fee Schedule fields will be set to match the selected fee schedule.

### Diagnosis Code Year

The Dx Code Year corresponds to the Diagnosis Code Year in the PCM Fee Schedule.



### Procedure Code Year

Px Code Year corresponds to the Procedure Code Year in the PCM Fee Schedule.

ABCT Inc. - Fee Schedule Loader Version 2.0.4491.25146

Database: pcm\_ATRIO

File Help

Excel Criteria Fee Schedule Export

Dx Code Year: Current

Px Code Year: Current

Fee Schedule Type: [Dropdown]

Short Name: MED LAB/DME 201110 \* Required

Long Name: MED LAB/DME 201110

Contract FSS: ADVANCED DIABETES SUP (C) PRIMARY

Eff Date: [Text] Term Date: [Text]

Base FS Modifier: 2004 RBRVS

Anesthesia Time Interval: [Text]

Payment Method: Cap - Fixed RVU

Load Option: Append

Fee Schedule: Fee Schedule MED LAB/DME 201110 exists and will be appended to.  
Fee Schedule Selector MED LAB/DME 201110 exists.

Errors: None

Excel Data Loaded.

### Fee Schedule Type

Select the desired Fee Schedule Type: Institutional or Professional, if needed.

ABCT Inc. - Fee Schedule Loader Version 2.0.4491.25146

Database: pcm\_ATRIO

File Help

Excel Criteria Fee Schedule Export

Dx Code Year: Current

Px Code Year: Current

Fee Schedule Type: Professional

Short Name: MED LAB/DME 201110 \* Required

Long Name: MED LAB/DME 201110

Contract FSS: ADVANCED DIABETES SUP (C) PRIMARY

Eff Date: Term Date:

Base FS Modifier: 2004 RBRVS

Anesthesia Time Interval:

Payment Method: Cap - Fixed RVU

Load Option: Append

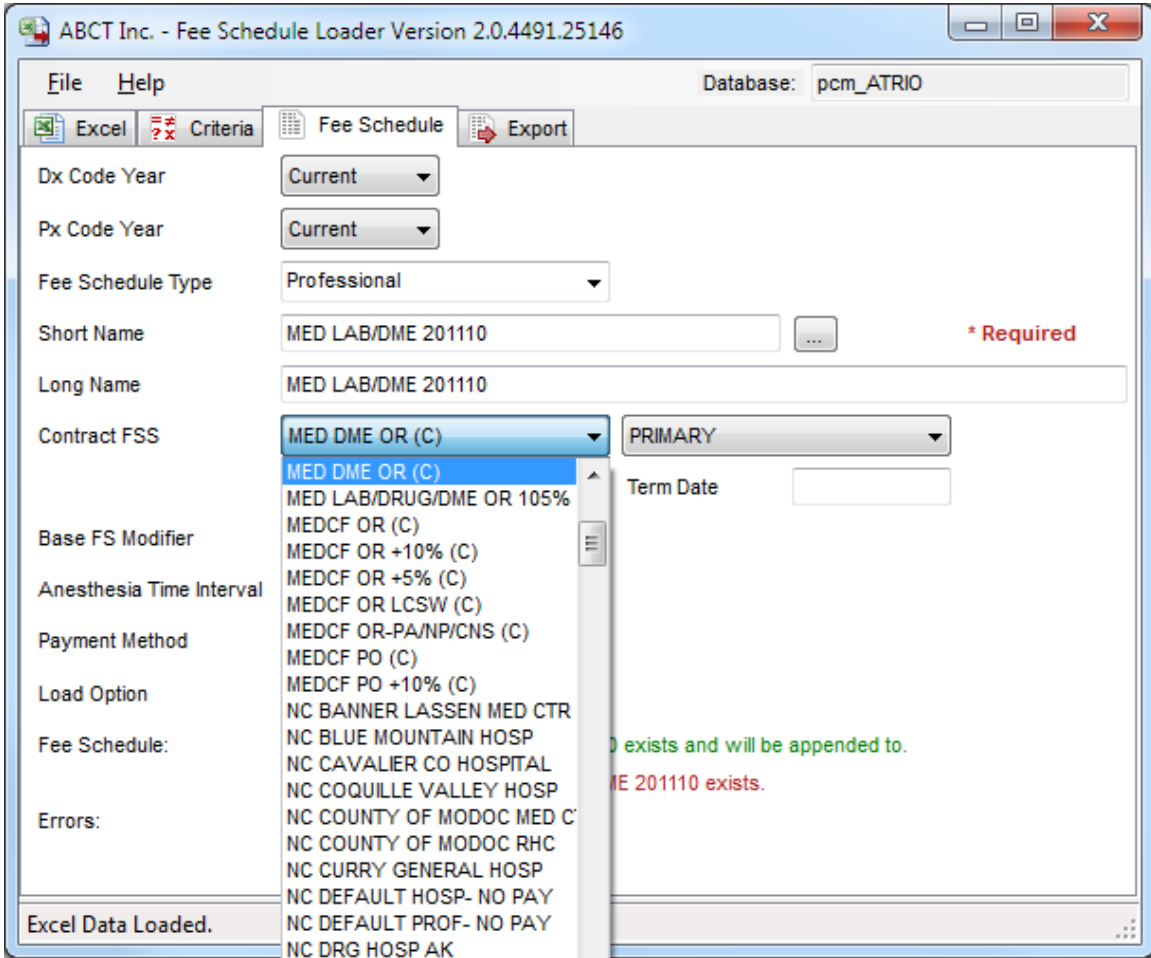
Fee Schedule: Fee Schedule MED LAB/DME 201110 exists and will be appended to.  
Fee Schedule Selector MED LAB/DME 201110 exists.

Errors: None

Excel Data Loaded.

### Contract Fee Schedule Selector

Contract FSS is what the fee schedule will be tied to. Again, this should be populated when the Short Name has been selected.



### Fee Schedule Precedence

Primary or Secondary corresponds to the precedence of the fee schedule in the Contract FSS.

ABCT Inc. - Fee Schedule Loader Version 2.0.4491.25146

Database: pcm\_ATRIO

File Help

Excel Criteria Fee Schedule Export

Dx Code Year: Current

Px Code Year: Current

Fee Schedule Type: Professional

Short Name: MED LAB/DME 201110 \* Required

Long Name: MED LAB/DME 201110

Contract FSS: MED DME OR (C) PRIMARY

Eff Date:

Base FS Modifier: 2004 RBRVS

Anesthesia Time Interval:

Payment Method: Cap - Fixed RVU

Load Option: Append

Fee Schedule: Fee Schedule MED LAB/DME 201110 exists and will be appended to.  
Fee Schedule Selector MED LAB/DME 201110 exists.

Errors: None

Excel Data Loaded.

### Contract FSS Effective and Term Dates

Enter the Eff Date and Term Date associated with the Contract Fee Schedule Selector.

ABCT Inc. - Fee Schedule Loader Version 2.0.4491.25146

Database: pcm\_ATRIO

File Help

Excel Criteria Fee Schedule Export

Dx Code Year: Current

Px Code Year: Current

Fee Schedule Type: Professional

Short Name: MED LAB/DME 201110 \* Required

Long Name: MED LAB/DME 201110

Contract FSS: MED DME OR (C) PRIMARY

Eff Date: 10/1/2011 Term Date:

Base FS Modifier: 2004 RBRVS

Anesthesia Time Interval:

Payment Method: Cap - Fixed RVU

Load Option: Append

Fee Schedule: Fee Schedule MED LAB/DME 201110 exists and will be appended to.  
Fee Schedule Selector MED LAB/DME 201110 exists.

Errors: None

Excel Data Loaded.

### Base Fee Schedule Modifier

The Base FS Modifier is a field setting in PCM.

ABCT Inc. - Fee Schedule Loader Version 2.0.4491.25146

Database: pcm\_ATRIO

File Help

Excel Criteria Fee Schedule Export

Dx Code Year: Current

Px Code Year: Current

Fee Schedule Type: Professional

Short Name: MED LAB/DME 201110 \* Required

Long Name: MED LAB/DME 201110

Contract FSS: MED DME OR (C) PRIMARY

Eff Date: 10/1/2011 Term Date:

Base FS Modifier: MEDICARE RULES PROF

Anesthesia Time Interval:

Payment Method: Cap - Fixed RVU

Load Option: Append

Fee Schedule: Fee Schedule MED LAB/DME 201110 exists and will be appended to.  
Fee Schedule Selector MED LAB/DME 201110 exists.

Errors: None

Excel Data Loaded.

### Payment Method

The Payment Method used for the Fee Schedule Detail entries will be populated using the payment method selected in this drop-down.

ABCT Inc. - Fee Schedule Loader Version 2.0.4491.25146

Database: pcm\_ATRIO

File Help

Excel Criteria Fee Schedule Export

Dx Code Year: Current

Px Code Year: Current

Fee Schedule Type: Professional

Short Name: MED LAB/DME 201110 \* Required

Long Name: MED LAB/DME 201110

Contract FSS: MED DME OR (C) PRIMARY

Eff Date: 10/1/2011 Term Date:

Base FS Modifier: MEDICARE RULES PROF

Anesthesia Time Interval:

Payment Method: Flat Rate

Load Option: Append

Fee Schedule:  
Fee Schedule MED LAB/DME 201110 exists and will be appended to.  
Fee Schedule Selector MED LAB/DME 201110 exists.

Errors: None

Excel Data Loaded.

### Load Option

Append will add the data to the existing detail in the PCM fee schedule. Update will find matching existing codes, and replace the rate with what has been loaded. Replace will erase any existing data from a fee schedule, and then write the detail to the PCM fee schedule.

ABCT Inc. - Fee Schedule Loader Version 2.0.4491.25146

Database: pcm\_ATRIO

File Help

Excel Criteria Fee Schedule Export

Dx Code Year: Current

Px Code Year: Current

Fee Schedule Type: Professional

Short Name: MED LAB/DME 201110 \* Required

Long Name: MED LAB/DME 201110

Contract FSS: MED DME OR (C) PRIMARY

Eff Date: 10/1/2011 Term Date:

Base FS Modifier: MEDICARE RULES PROF

Anesthesia Time Interval:

Payment Method: Flat Rate

Load Option: Append

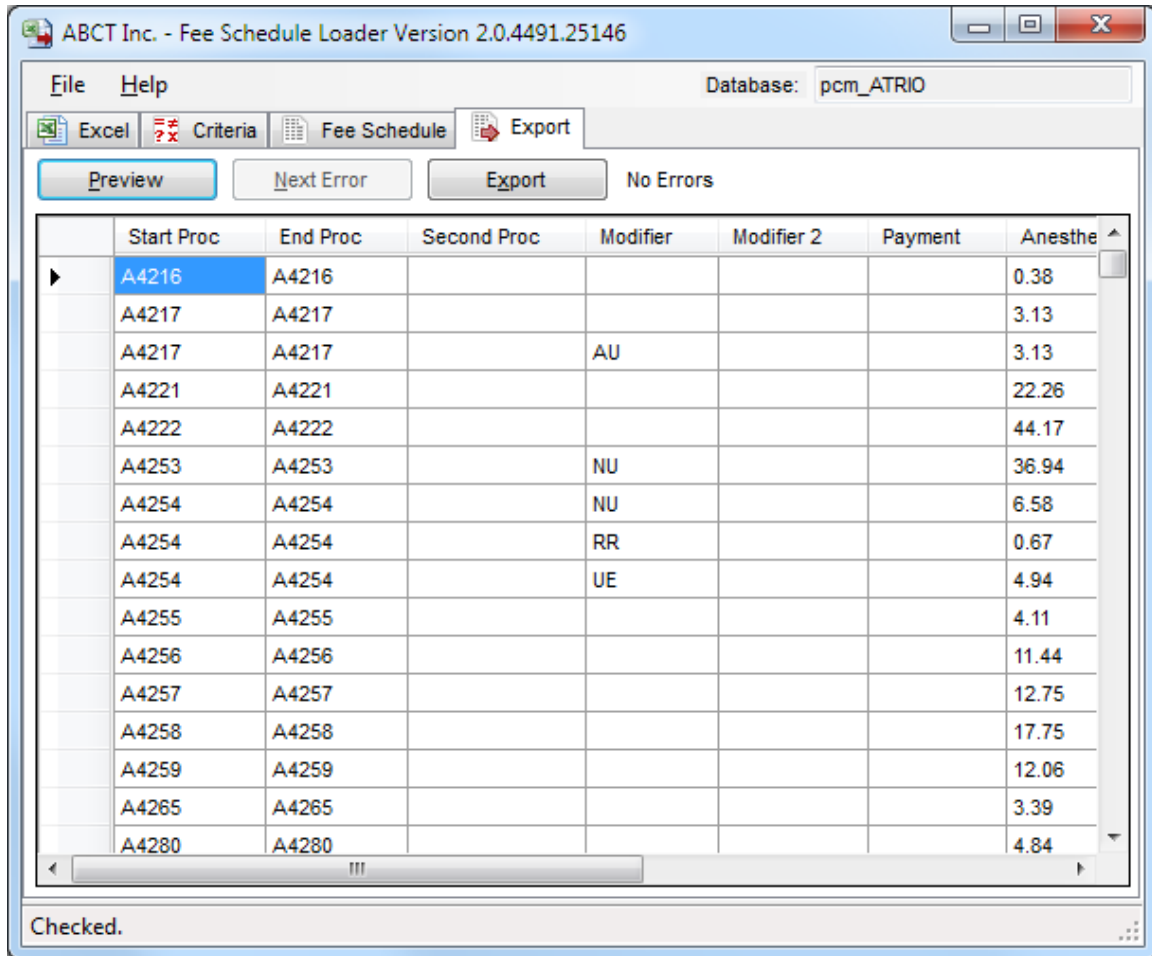
Fee Schedule: Append exists and will be appended to.  
Update  
Replace ME 201110 exists.

Errors: None

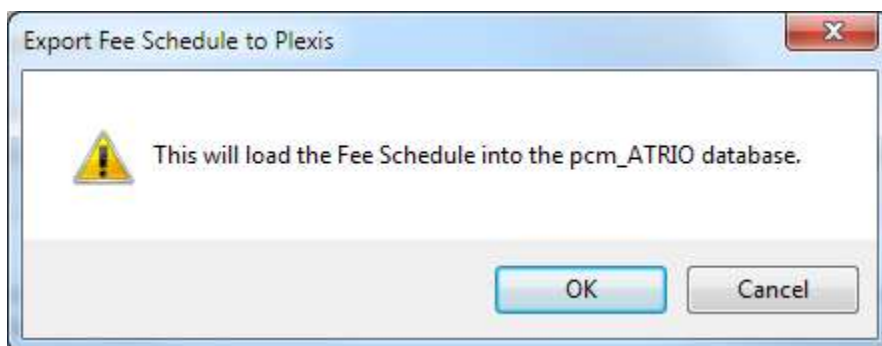
Excel Data Loaded.

### Export Tab

Once you are satisfied with the Criteria and Fee Schedule settings, select the Export tab and click on Preview. Make sure to check the Payment column to determine that the rounding is correct. If this is an Anesthesia file, check to see that amounts are in the Anesthesia column. If the information is not correct, click on Criteria tab and/or Fee Schedule tab, correct the set up, and then click on Export Tab and Preview until this file is exactly as needed.



If there are no errors, and file is displayed correctly, click on **Export** to PCM. You will get a confirmation dialog. Select OK if you are ready to load the fee schedule.



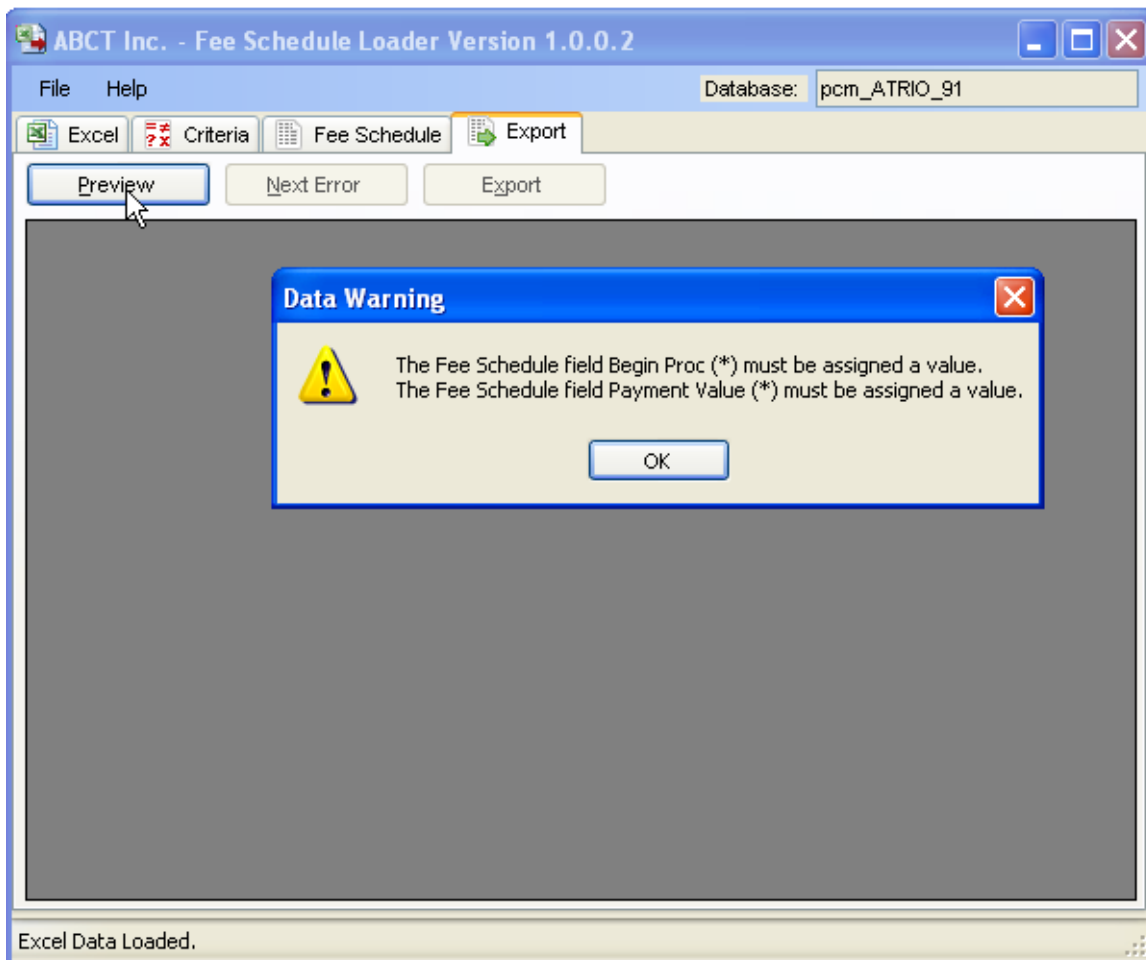
## Error Corrections

If there are errors, return to the Criteria tab and/or Fee Schedule tab and correct the settings. The file will not export if there are errors.

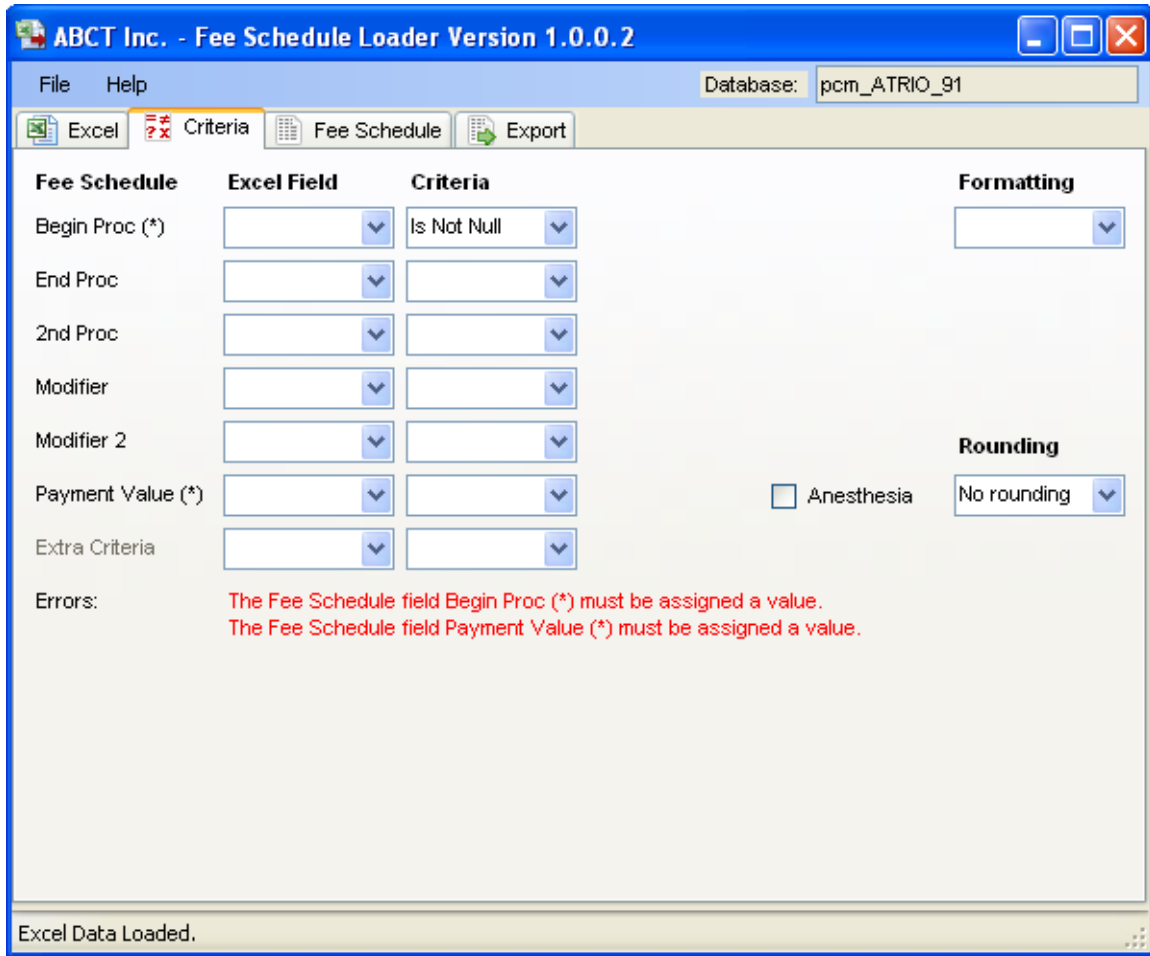
The following are examples of errors and how to correct those errors.

No Begin Procedure code

No Fee Schedule Payment value



Click on the Criteria Tab and enter the appropriate Beginning Procedure code and Fee Schedule payment value.



ABCT Inc. - Fee Schedule Loader Version 1.0.0.2

File Help Database: pcm\_ATRIO\_91

Excel Criteria Fee Schedule Export

Fee Schedule	Excel Field	Criteria	Formatting
Begin Proc (*)	HCPCS	Is Not Null	
End Proc			
2nd Proc			
Modifier			
Modifier 2			
Payment Value (*)	OR		
Extra Criteria			

Anesthesia

**Rounding**  
No rounding

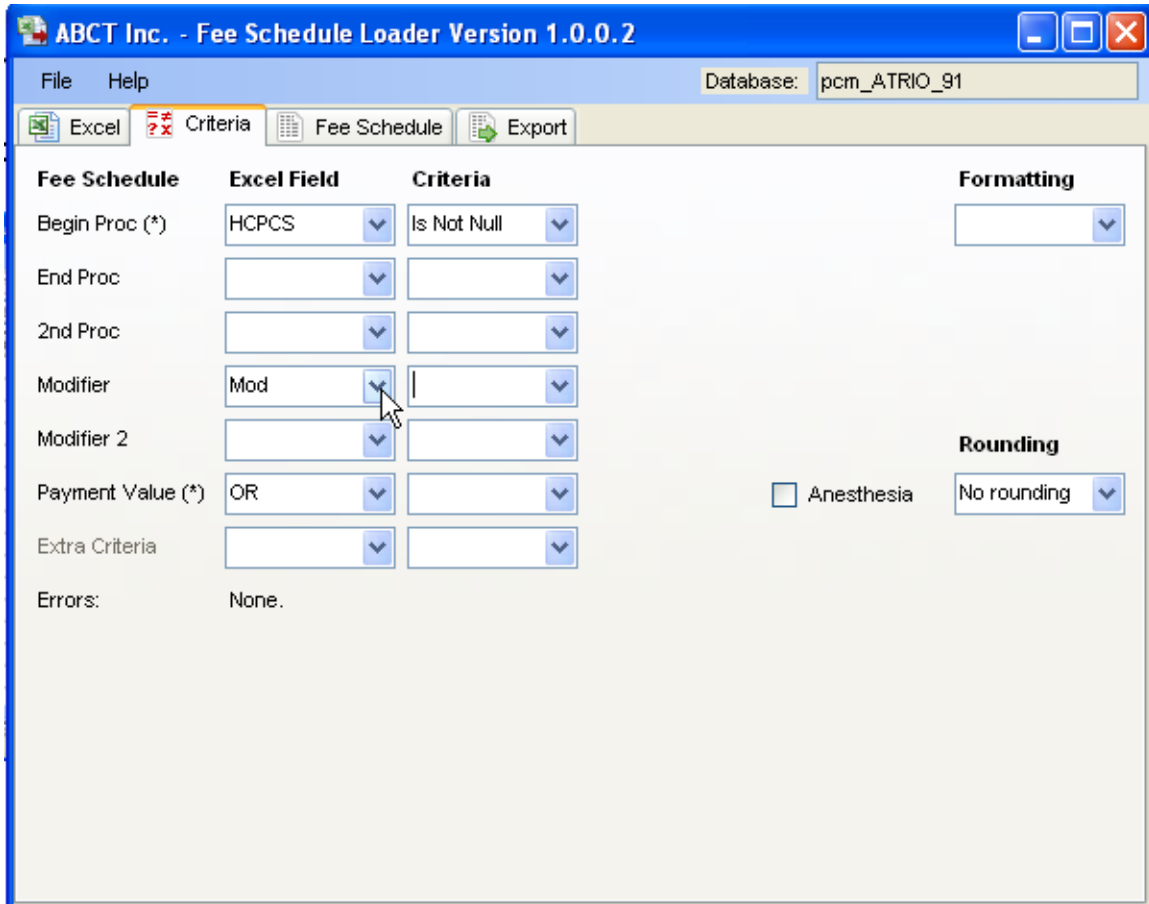
Errors: None.

Return to the Export tab and click on preview:

In the case below, there are 100+ duplicates and 100+ existing procedure codes. This program will only display the first 100 errors.

	StartProc	EndProc	SecondProc	Modifier	Modifier2	Payment	Anesthesia
▶	A4216	!	A4216			0.38	
	A4217	!	A4217			3.13	
	A4217	!	A4217			3.13	
	A4221	!	A4221			22.26	
	A4222	!	A4222			44.17	
	A4253	!	A4253			36.94	
	A4254		A4254			6.58	
	A4254	!	A4254			0.67	
	A4254	!	A4254			4.94	
	A4255	!	A4255			4.11	
	A4256	!	A4256			11.44	
	A4257	!	A4257			12.75	
	A4258	!	A4258			17.75	
	A4259	!	A4259			12.06	
	A4265	!	A4265			3.39	
	A4280	!	A4280			4.84	

To correct above problem, return to the criteria tab and select the Modifier excel field. Notices when returning to the Export tab and clicking on Preview, the duplicates are reduced.



ABCT Inc. - Fee Schedule Loader Version 1.0.0.2

Database: pcm\_ATRIO\_91

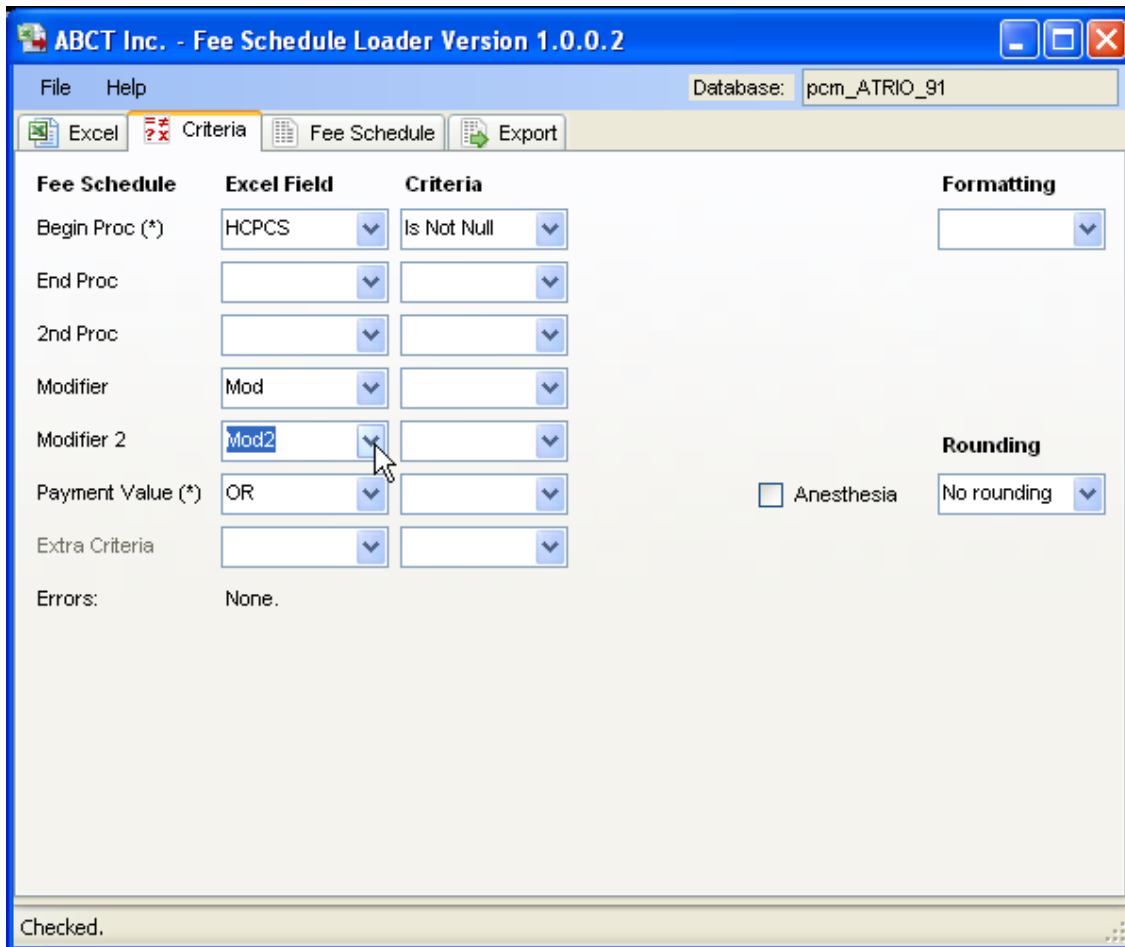
Excel Criteria Fee Schedule Export

Preview Next Error Export **33 Duplicates, 100+ Existing**

	StartProc	EndProc	SecondProc	Modifier	Modifier2	Payment	Anesthesia
▶	A4216	! A4216				0.38	
	A4217	! A4217				3.13	
	A4217	! A4217		AU		3.13	
	A4221	! A4221				22.26	
	A4222	! A4222				44.17	
	A4253	! A4253		NU		36.94	
	A4254	A4254		NU		6.58	
	A4254	A4254		RR		0.67	
	A4254	A4254		UE		4.94	
	A4255	! A4255				4.11	
	A4256	! A4256				11.44	
	A4257	! A4257				12.75	
	A4258	! A4258				17.75	
	A4259	! A4259				12.06	
	A4265	! A4265				3.39	
	A4280	! A4280				4.84	

Checked.

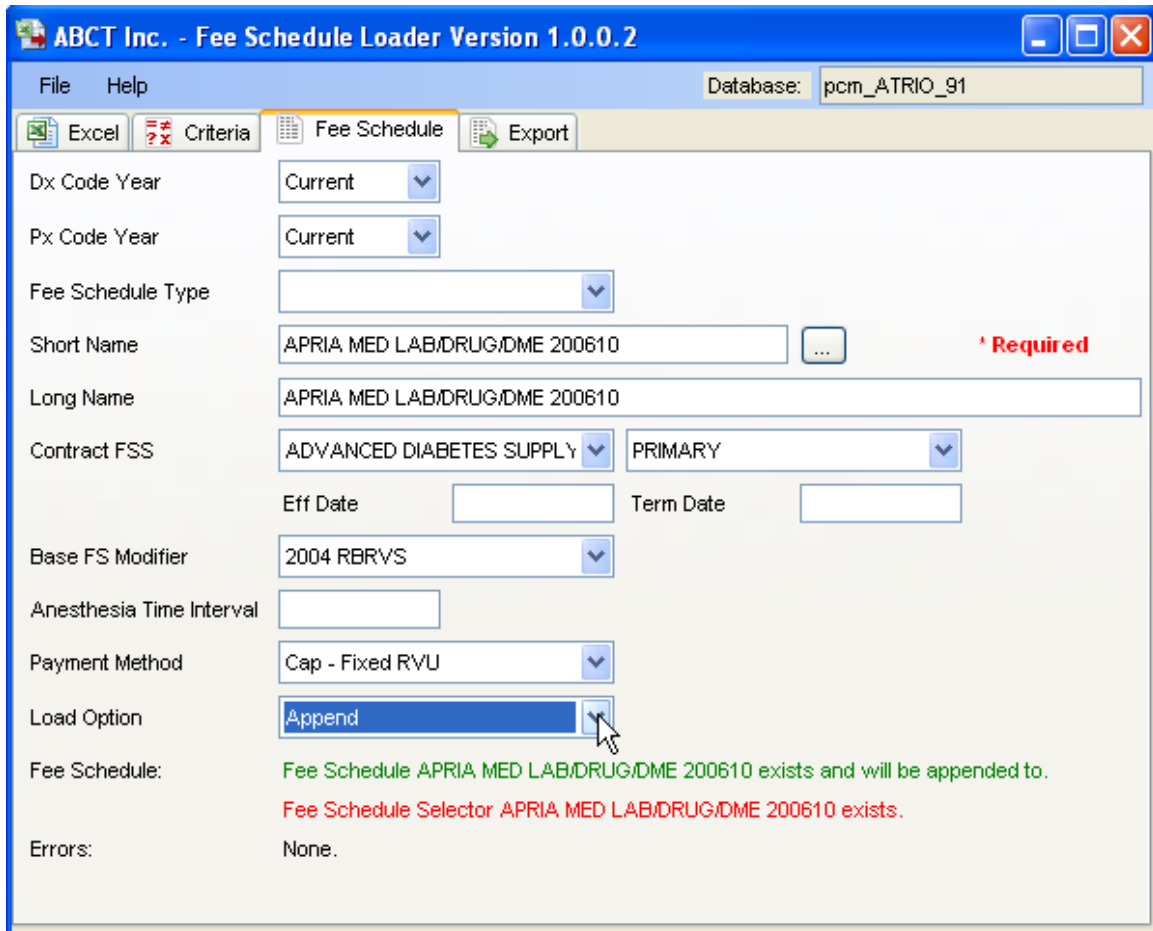
By adding an additional modifier column, (Mod2), then preview the outcome, the duplicate errors have been reduced to none.



There are 100+ existing codes flagged as errors (only shows the first 100 errors).

	StartProc	EndProc	SecondProc	Modifier	Modifier2	Payment	Anesthesia
▶	A4216	A4216				0.38	
	A4217	A4217				3.13	
	A4217	A4217		AU		3.13	
	A4221	A4221				22.26	
	A4222	A4222				44.17	
	A4253	A4253		NU		36.94	
	A4254	A4254		NU		6.58	
	A4254	A4254		RR		0.67	
	A4254	A4254		UE		4.94	
	A4255	A4255				4.11	
	A4256	A4256				11.44	
	A4257	A4257				12.75	
	A4258	A4258				17.75	
	A4259	A4259				12.06	
	A4265	A4265				3.39	
	A4280	A4280				4.84	

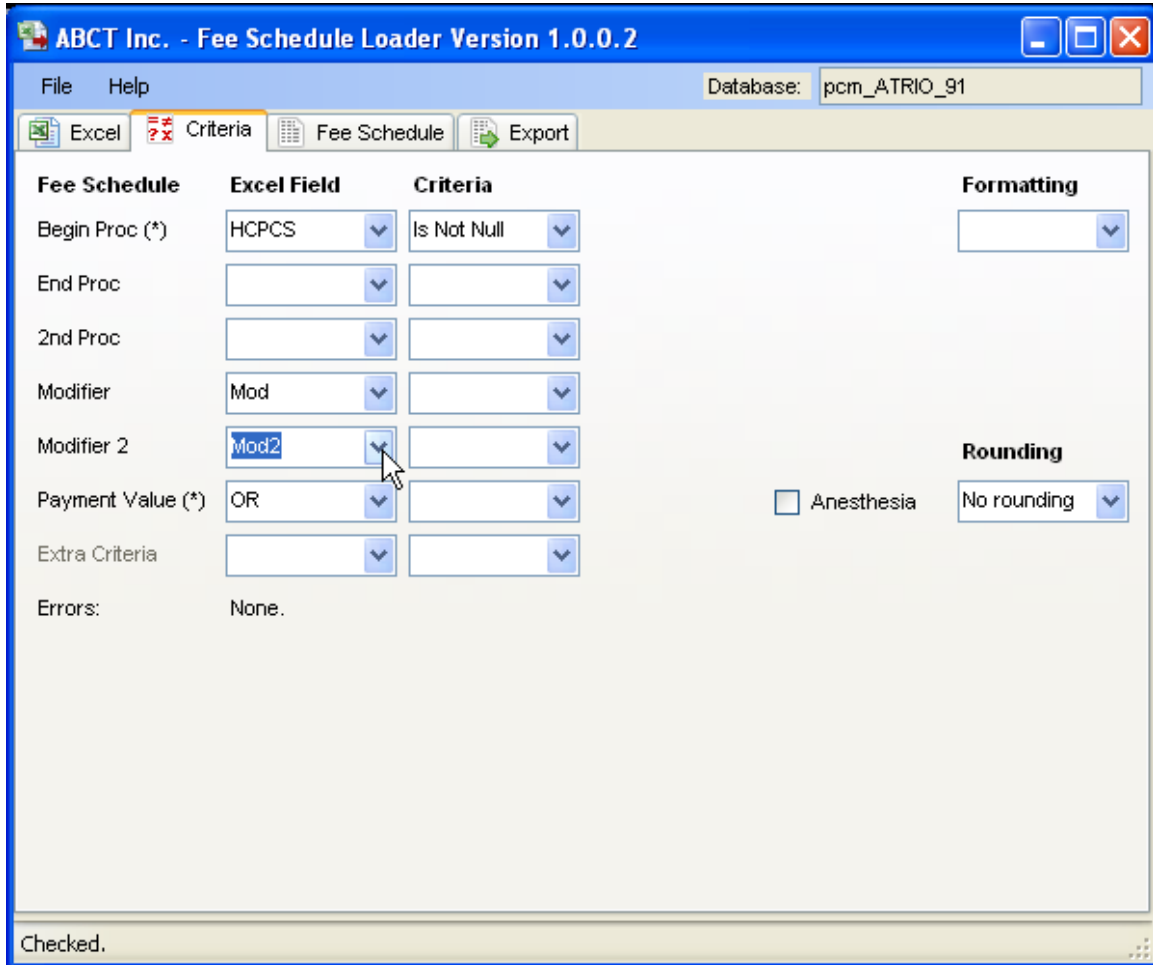
To resolve this problem, click on the Fee Schedule tab. The program is stating that this fee schedule already exists and the file will be appended. Change the option to 'Replace' under Load Option.



By changing and adjusting the options under Criteria and Fee Schedule Tabs, the file can be manipulated to show the correct format.

StartProc	EndProc	SecondProc	Modifier	Modifier2	Payment	Anesthesia
A4216	A4216				0.38	
A4217	A4217				3.13	
A4217	A4217		AU		3.13	
A4221	A4221				22.26	
A4222	A4222				44.17	
A4253	A4253		NU		36.94	
A4254	A4254		NU		6.58	
A4254	A4254		RR		0.67	
A4254	A4254		UE		4.94	
A4255	A4255				4.11	
A4256	A4256				11.44	
A4257	A4257				12.75	
A4258	A4258				17.75	
A4259	A4259				12.06	
A4265	A4265				3.39	
A4280	A4280				4.84	

If this is an Anesthesia file, if you check the Anesthesia box under Criteria for Anesthesia, when preview is clicked under Export, the amounts will be placed under the Anesthesia column for the fee schedule.



ABCT Inc. - Fee Schedule Loader Version 1.0.0.2

File Help Database: pcm\_ATRIO\_91

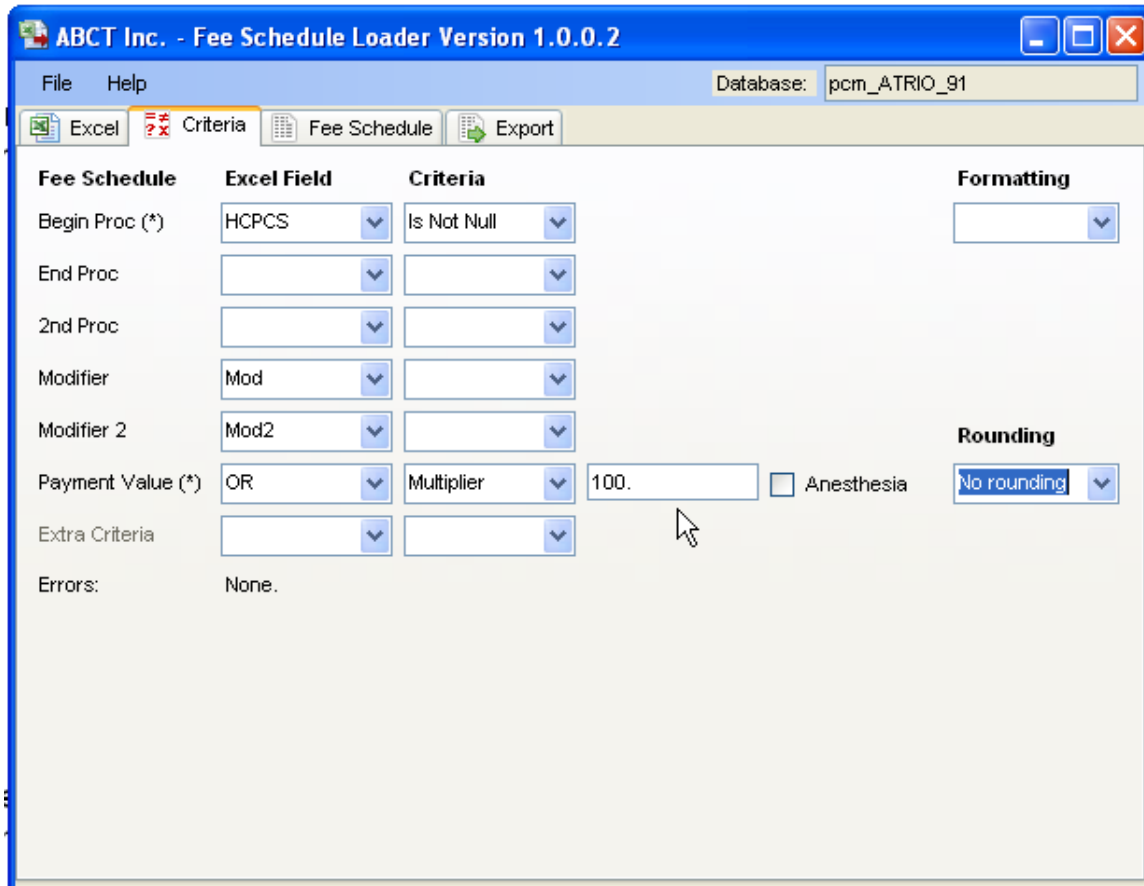
Excel Criteria Fee Schedule Export

Preview Next Error Export No Errors

StartProc	EndProc	SecondProc	Modifier	Modifier2	Payment	Anesthesia
A4216	A4216					0.38
A4217	A4217					3.13
A4217	A4217		AU			3.13
A4221	A4221					22.26
A4222	A4222					44.17
A4253	A4253		NU			36.94
A4254	A4254		NU			6.58
A4254	A4254		RR			0.67
A4254	A4254		UE			4.94
A4255	A4255					4.11
A4256	A4256					11.44
A4257	A4257					12.75
A4258	A4258					17.75
A4259	A4259					12.06
A4265	A4265					3.39
A4280	A4280					4.84

Checked.

If the Multiplier is selected for the Payment Value (under the Criteria tab), another field will appear. If you enter a multiplier, the values will change depending on value entered under the multiplier, as viewed when preview is selected under the Export tab.



	StartProc	EndProc	SecondProc	Modifier	Modifier2	Payment	Anesthesia
▶	A4216	A4216				38	
	A4217	A4217				313	
	A4217	A4217		AU		313	
	A4221	A4221				2226	
	A4222	A4222				4417	
	A4253	A4253		NU		3694	
	A4254	A4254		NU		658	
	A4254	A4254		RR		67	
	A4254	A4254		UE		494	
	A4255	A4255				411	
	A4256	A4256				1144	
	A4257	A4257				1275	
	A4258	A4258				1775	
	A4259	A4259				1206	
	A4265	A4265				339	
	A4280	A4280				484	