

HEALTHCARE IT

Exa® PACS/RIS

Feature Summary

Fee Schedules

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Fee schedules are comprehensive and standardized lists of charges that healthcare providers use to determine the costs of various medical services and procedures they offer. They outline the prices for specific treatments, tests, consultations, surgeries, and other healthcare services provided by the medical practice.

To access fee schedules:





...OFFICE > Scheduling & Codes...



...FEE SCHEDULE



Import a Fee Schedule

When importing a new fee schedule, select the All type to ensure you can see all active fee schedules and avoid duplicates.

Exa Billing uses four types of fee schedules:

- Allowed Fee Schedule Used to calculate the expected pay rate
- Billing Fee Schedule Shows what is billed per procedure
- Default Fee Schedule Lists standard allowable and billable rates for the facility
- Self-Pay Fee Schedule Used for self-pay procedures, must be mapped to a Self Pay payer

Add a Fee Schedule

Select ADD.



Enter the following criteria:

- Fee schedule name
- Date range of validity
- Type of fee schedule to import



Select **Save**. The new fee schedule appears in the fee schedule list.

	SCHEDULING & CODES-								
		FEE SCHEDULE	FACILITY FEE SCHEDULE	BODY PARTS					
	NAME 🗢								
D	Test								

Adding Fees to a Fee Schedule

Select the edit button or double-click the fee schedule to edit.

The fee schedule must be in Excel format to import. You can download fee schedules from the payer website, and then modify it for Exa Billing to import the fees correctly.

Extract the data to fit the following format.

Column A – Procedure Codes (procedure_code)

Column B – The Technical fee (tech_fee)

Column C – The Professional Fee (prof_fee)

Column D – The Global Fee (global_fee)

· · · · · · · · · · · · · · · · · · ·					
	А	В	С	D	
1	procedure_code	tech_fee	prof_fee	global_fee	
2	Alphanumeric	Numerical	Numerical	Numerical	
3	128	8	8	8	
4	70450	209	0	209	
5	70460	306	0	306	
6	70470	367	0	367	
7	70470	367	0	367	
8	70480	392	0	392	
9	70481	481	0	481	
10	70482	431	0	431	
11	70486	277	0	277	
12	70487	318	0	318	
13	70488	403	0	403	
14	70490	288	0	288	
15	70491	383	0	383	
16	70492	469	0	469	
17	70496	902	0	902	
18	70498	900	0	900	
19	70540	836	0	836	
20	70542	985	0	985	
21	70543	813	0	813	
22	70544	533	0	533	
23	70545	564	0	564	

Box 1

Box	2
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	А	В	С	D	
1	procedure_code	tech_fee	prof_fee	global_fee	
2	Alphanumeric	Numerical	Numerical	Numerical	
	128	8	8	8	
4	70450	209	0	209	
5	70460	306	0	306	
6	70470	267	0	267	

To ensure accurate importing of data, you must add a row above the data for each column (see Box 2, row 3). If you do not intend to bill a specific fee type (such as Professional, Global, or Technical), fill the column with 0s.

Importing

To import, open the fee schedule to import and select **IMPORT FEESCHEDULE**.

	ADD PROCEDURE	IMPORT FEESCHEDULE	EXPORT FEESCHEDULE	RELOAD	SAVE	BACK	HELP	
Choose File No file chosen		Update	IMPORT	CANCEL				

In the Fee Schedule Import dialog, correct any validation errors or duplicate codes in the fee schedule. Correcting these errors is crucial to prevent incorrect data.

Fee Schedule Import		8	
spreadsheetFormat :	PASS	VALIDATE IMPORT PRINT	SAN
Total Number of Records : VALID FOR IMPORT :	255 224		
Failed Validation :	31		
Procedure codes do not exist :	31	71045,71046,71047,71048,72081,72082,72083,72084,73501,73502,73503,73521,73522,73523,73551,73552,74018,74	
Required Field Missing :	0		
Formatting Errors :	0		
Special Characters : Character Types :	0		
Exceed Character Counts :	0		

If there are no validation errors, select **IMPORT**.

VALIDATE IMPORT PRINT

۹ exatraining.kmhcit.com says	4
Total Records: 254, Records Inserted: 225 Records updated	0
	ок
۲	

A message appears confirming the fee schedule was imported.

Adding Procedure Codes to Fee Schedules

If the fee schedule does not contain a required procedure code, you can add it. This process is specific to adding codes not already in the fee schedule.

Select the fee schedule and select ADD PROCEDURE.



≡ SCH	SCHEDULING & CODES-								
	FEE SCHEDULE FACILITY FEE SCHEDULE BODY PARTS DIAGNOS								>
Add To Facilities Code Short Descrip	Test SAVE		Modalities Ref. Code NDC Code Service Type	RF BD MG MR Select	ů V	•	SEARCH CLEAR	BACK RELO	ND .
COD	ODE \$ DESCRIPTION	FACILITY	MODALITY		SERVICE TYPE	REF.CODE	NDC COL	E	
000	001F HRT FAILURE ASSESSED	Nuckapella,Hodorville,Dave's Hospital,Konica Minolta Healthcare Arr				0001F			Î
000	005F OSTEOARTHRITIS ASSESSED	Nuckapella,Hodorville,Dave's Hospital,Konica Minolta Healthcare Arr F	Radio Fluoroscopy,Compute	ed Tomography,Other	Diagnostic X-ray	0005F			
0010	0100 ANESTHESIA SALIVARY GLANDS WITH BIOPSY	Nuckapella,Hodorville,Dave's Hospital,Konica Minolta Healthcare Arr				00100			
0010	0102 ANESTHESIA CLEFT LIP INVOLVING PLASTIC REPAIR	Nuckapella,Hodorville,Dave's Hospital,Konica Minolta Healthcare Arr				00102			
0010	0103 ANESTHESIA EYELID RECONSTRUCTIVE PROCEDURE	Nuckapella,Hodorville,Dave's Hospital,Konica Minolta Healthcare Arr				00103			
0010	0104 ANESTHESIA ELECTROCONVULSIVE THERAPY	Nuckapella,Hodorville,Dave's Hospital,Konica Minolta Healthcare Arr				00104			
0012	0120 ANESTHESIA EXTERNAL MIDDLE & INNER EAR W/BIOPSY	Nuckapella,Hodorville,Dave's Hospital,Konica Minolta Healthcare Arr				00120			
001:	0124 ANES EXTERNAL MIDDLE & INNER EAR W/BX OTOSCOPY	Nuckapella,Hodorville,Dave's Hospital,Konica Minolta Healthcare Arr				00124			

Add To: The fee schedule you to which you want to add the procedure code.

Facilities: Select facilities that use the fee schedule.

Code: Type the procedure code. To search for a code, select **SEARCH**.

Short Description: Type a description of the code.

Modalities: Select the modality(-ies) to which the code is applicable.

Ref. Code: Re-type the procedure code.

NDC Code: Add associated NDC codes.

Service Type: Select the type of service for which this code is applicable.

Save

Mapping a Fee Schedule to Insurance

When mapping a fee schedule to insurance, add the fee schedule as the Allowable Fee Schedule. This controls the expected payment for the service rendered.

To map an allowable fee schedule:

Burger > Setup > Billing > Select insurance



	BILLING-				
	INSURANCE	E PROVIDER INSURANCE PROVIDER PAYE	R TYPES PR	OVIDER LEVEL CODE F	POS MAP
	CODE	NAME 🗢	PAYER ID	PROVIDER TYPE	CONTACT INFOR
01	304	MEDICARE PART B	SMTX0	Medicare	P.O. BOX 660031
01	MEMOPOB22000001	MEMORIAL HERMAN MEDICARE	MHHNP	Medicare	POB 226526,DAL
0	4066	MOLINA MEDICARE	Z1161	Medicare MGD	PO BOX 22811,L
0 i	DI-5502	Molina Medicare	Z1161	Medicare	P.O. Box 22668,L
01	DI-5475	Mutual of Omaha Medicare Advantage		Medicare	PO Box 5084,TR
0	1115 I	RAILROAD MEDICARE	SRRGA	Medicare MGD	P0 B0X 10066,A
01	I REL23900	RELIANCE MEDICARE ADVANTAGE	RHP01	Medicare MGD	23900 ORCHARE

						PREV	NEXT	SAVE	SAVE & CLOSE	BACK
Code	304	Inactive		Market	NONE SELECTED -					
Insurance Name *	MEDICARE PART B	Require AUC		Facilities *	ALL SELECTED (45) -					
Payer ID *	SMTX0			Provider Type	Medicare				~	
Address Line 1 *	P.O. BOX 660031			SOP Payer	Select				~	
Address Line 2				Fee Schedule	Select v					
City/State/ZIP	DALLAS	TX ¥ 75266 ZIP Plus		Allowed Fee Schedule	Select V					
Phone No.	(877)567-9230			Trading Partner ID	CMSMED					
Fax No.				Website	https://pasteredi.com					
Additional Phone Number	ers			Insurance Dravides Alexte	Intps://orreven.com					
Reference Note	Phone No.			Insurance Provider Alerts						
CIRALADY										
SUMMART										
O Patients		O Study	O Encounter							
From Date/To Date *	MM/DD/YYYY	MM/DD/YYYY 2 C0								

Link a fee schedule to an insurance policy to determine how the fees are billed on a claim. If the allowable fee schedule is linked, it can help you manage your accounts receivable (A/R) more efficiently because your fees will already match the anticipated amount.

Mapping a Fee Schedule to an Ordering Facility

Ordering facilities can be found on the FACILITY tab. Burger > Setup > Office > Facility

=	OFFICE-		
	COMPANY		FACILITY

Select the edit button to edit the ordering facility.

=							
		COI		FACILITY		P CHAT ROOMS	
	 ✓ 	Hide Inactive	9				
		CODE ≑				NAME	
Ø	Ū	123				123 ME	
Ø	Ū	сс				Clemons OLD Faci	ity 123 ME
ð	Ū	CCL				Clemons New Faci	lity
Õ	Ū	CRF				Cesar's Facility	
ð	Ē	DEM				Dave's Hospital	
ð	Ē	DORO				DorothyLand	
Ø	Ū	FP				Fred's clinic	
Ø	III	Hodor				Hodorville	

Identify the ordering facility to map the fee schedule to the right ordering facility. Open the fee schedule and then link by scrolling to the bottom right of the facility page.

Billing Setup	
 Dining Setup	
NPI No.	Enable Insurance Eligibility
Federal Tax ID	Enable Insurance Claims
Imagine Provider ID	
Default Billing Provider	× *
Service Facility	× *
POS Type	Select 🗸 🗖 Always Set POS to This Value
Fee Schedule	× *
Rendering Provider	X V

Facility Fee Schedules

To find facility fee schedules:

Burger > SETUP > Scheduling & Codes > FACILITY FEE SCHEDULE.

	SCHEDULING & CODES-							
FEE SCHEDULE FACILITY FEE SCHEDULE								

Create facility fee to assist with specific modality pricing.

SCHEDUL	ING & CODES-			
FEES	CHEDULE FACILITY FEE SCHEDULE B	BODY PARTS		PROCEDU
Fee Name *	Schedule Name Inactive			
Start Date/End Date *	MM/DD/YYYY 2 MM/DD/YYYY 2			
Facilities *	All Facilities Select facilities			
Modalities	All Modalities Mod	dality Fee (+	
Summary				

Fee Name: The name of the fee schedule.

Start date: The activation date.

Facilities: Assign the fee schedule to one, multiple, or All facilities.

Modalities: Select one, multiple, or All modalities.

Modality fee: Enter a fee for the selected modalities. To modify the fee, select the modality and override

the fee. The new fee appears in the summary.

Summary: Lists the modalities and fees as they are added, in real-time.

Modifying and Updating a Fee Schedule

You can manually update fee schedules by opening the fee schedule and selecting the edit button.

Fee Schedule Name *	All Facilities
From Date/To Date *	04/05/2018 21 04/05/2030 21
Туре	Billing Fee Schedule 🗸
CODE	DESCRIPTION
10021	FINE NEEDLE ASPIRATION W/O IMAGING GUIDA
10022	FINE NEEDLE ASPIRATION WITH IMAGING GUID
19102	BIOPSY BREAST NEEDLE CORE W/IMAGING GUI

In the Fee Details dialog you can update Global, Professional, and Technical fees (the code and description are unavailable).

JTY FEE SCHEDULE BC	Fee Details:					⊗.	
	Code	10021				E	SCHEDULE
Inactive	Short Description	FINE NEEDLE ASPIRATIOI					
04/05/2030	Description	FINE NEEDLE ASPIRATIO					
• •	Global Fee	538.00	1				
ч	Professional Fee	0.00				0	F. FEE
	Technical Fees	0.00					
ASPIRATION W/O IMAGING GU	SAVE					o	
ASPIRATION WITH IMAGING G						o	
AST NEEDLE CORE W/IMAGING						o	
SY VACUUM ASSISTED/ROTAT						o	
LOCALIZATION WIRE BREAST						o	
LMT MTLC LOCLZJ CLIP PRQ E			_			0	
CLE PERCUTANEOUS NEEDLE				Nuckapella, Jones Place, Shuin 1120.00	0.00	0.00	
E TROCAR/NEEDLE SUPERFICIAL				Nuckapella, Jones Place, Shuin 560.00	0.00	0.00	

To update the existing fee schedule, follow the directions under "Adding Fees to a Fee Schedule" to ensure the CSV file is in the required format. Select Import and check the box for Update Existing.

	ADD PROCEDURE	IMPORT FEESCHEDULE	EXPORT FEESCHEDULE	RELOAD	SAVE	BACK	HELP
Choose File No file	chosen		Update Existing	IMPORT	CANCE	EL	