Exa® PACS/RIS

Feature Summary

Fee Schedules

## Contents

exa-PLATFORM

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.
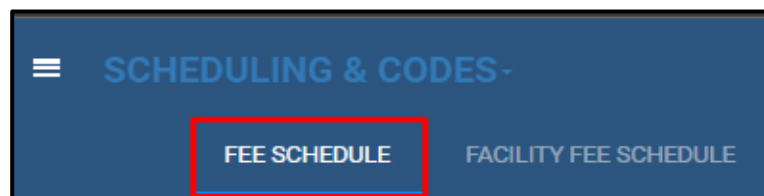
To access fee schedules:

Burger > **SETUP...**
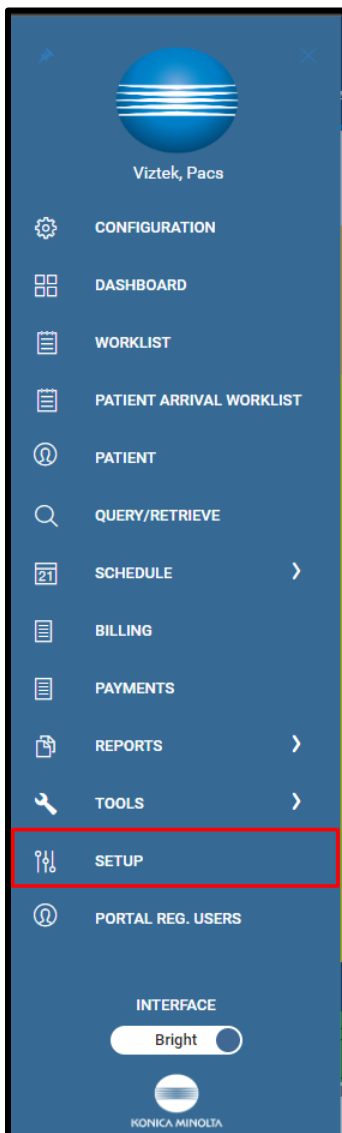
...OFFICE > **Scheduling & Codes...**
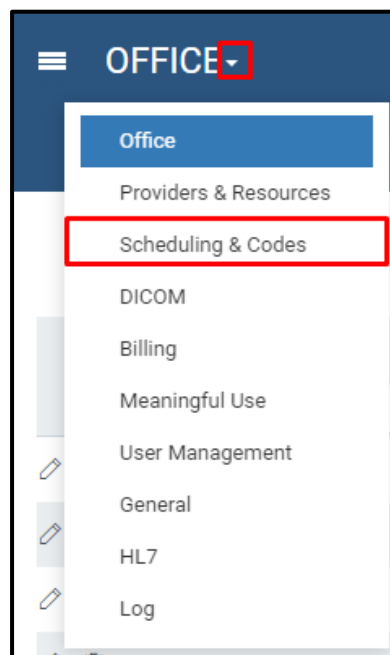
...**FEE SCHEDULE**
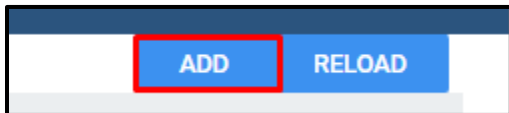
Import a Fee Schedule

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
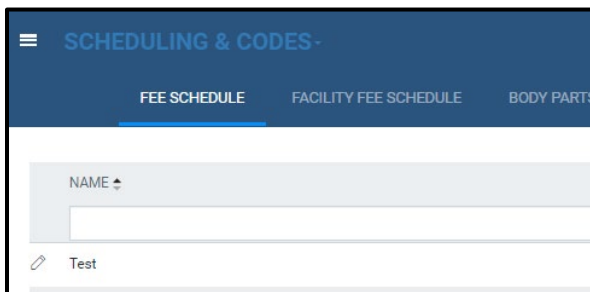
Add a Fee Schedule

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.

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)

Box 1

	A	B	C	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 2

|	A	B	C	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

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.
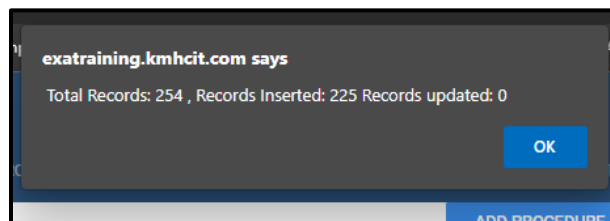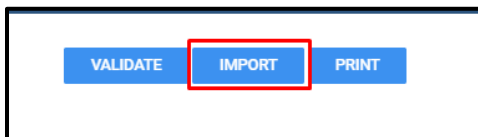
Importing

To import, open the fee schedule to import and select **IMPORT FEESCHEDULE**.
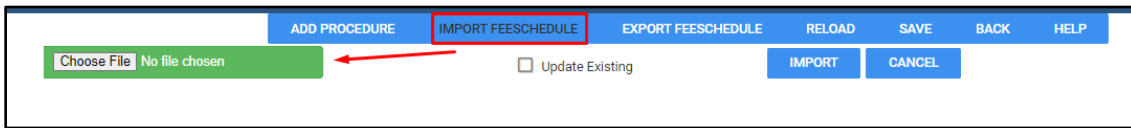
In the Fee Schedule Import dialog, correct any validation errors or duplicate codes in the fee schedule. Correcting these errors is crucial to prevent incorrect data.
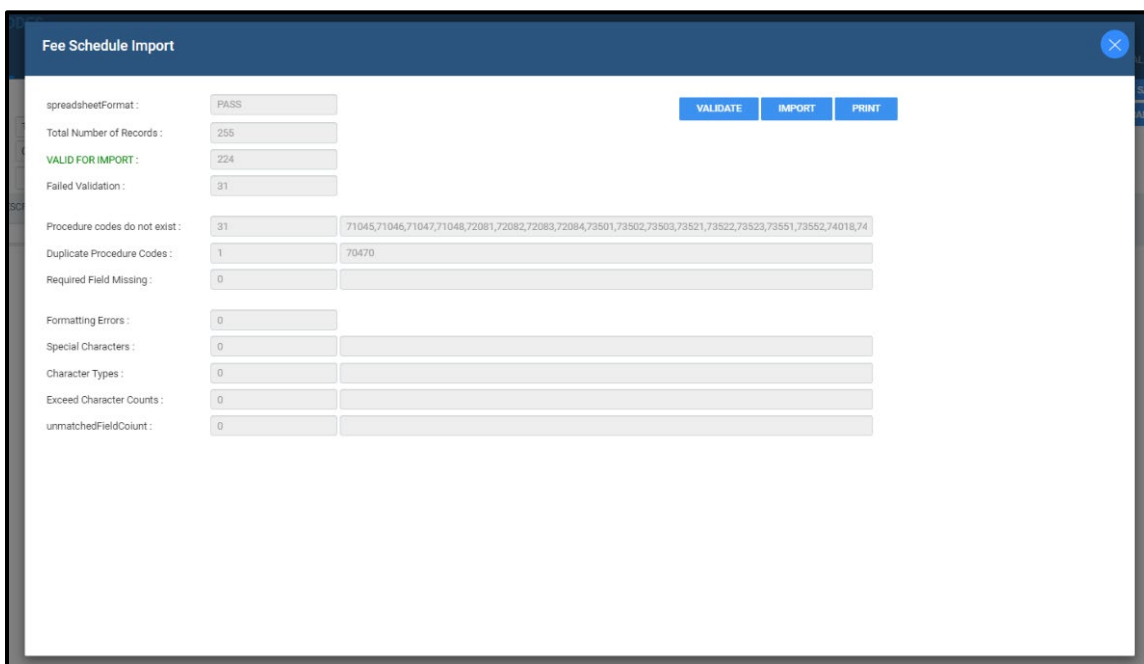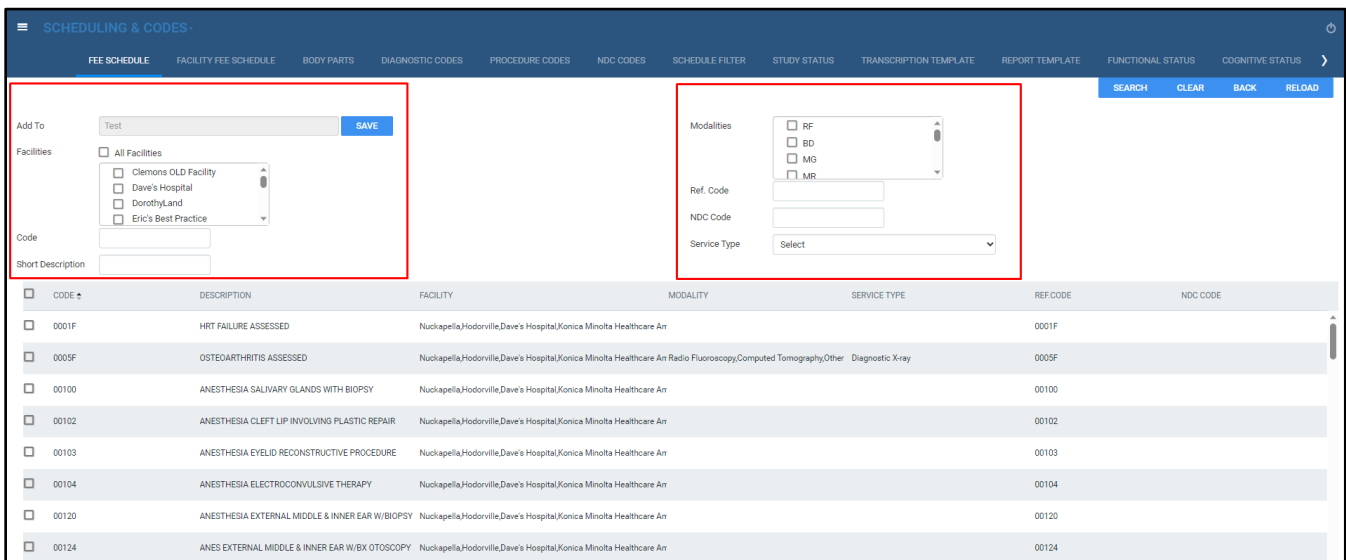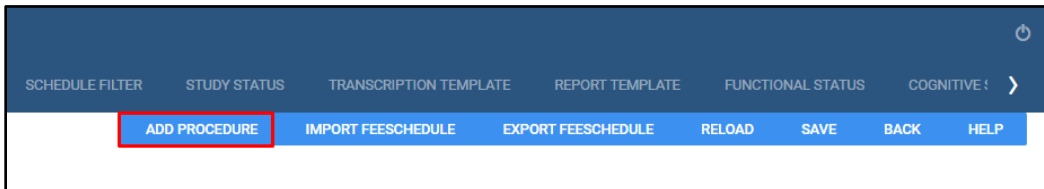

If there are no validation errors, select **IMPORT**.

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**.

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.

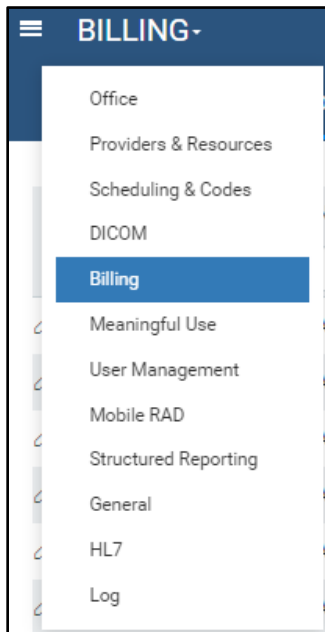Service Type: Select the type of service for which this code is applicable.

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

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.
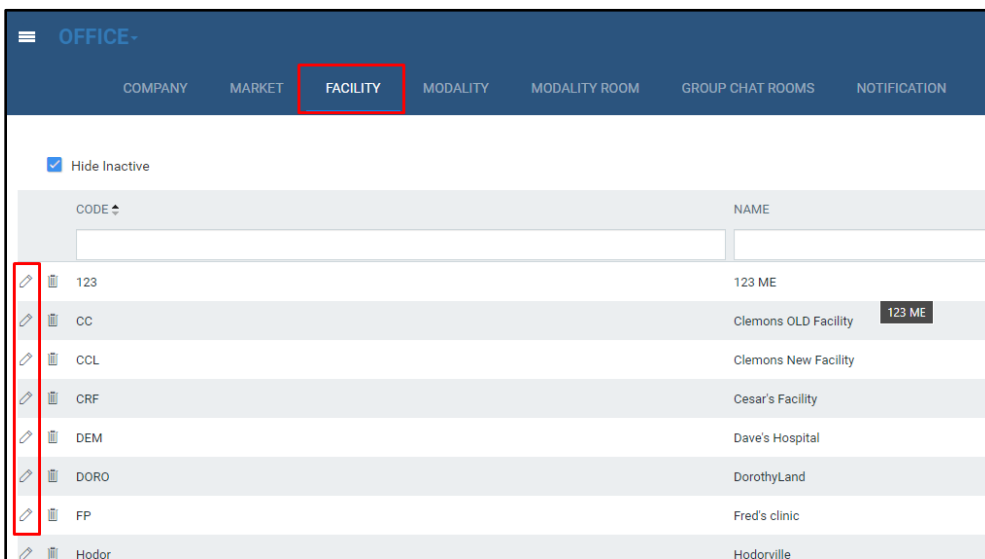
Mapping a Fee Schedule to an Ordering Facility

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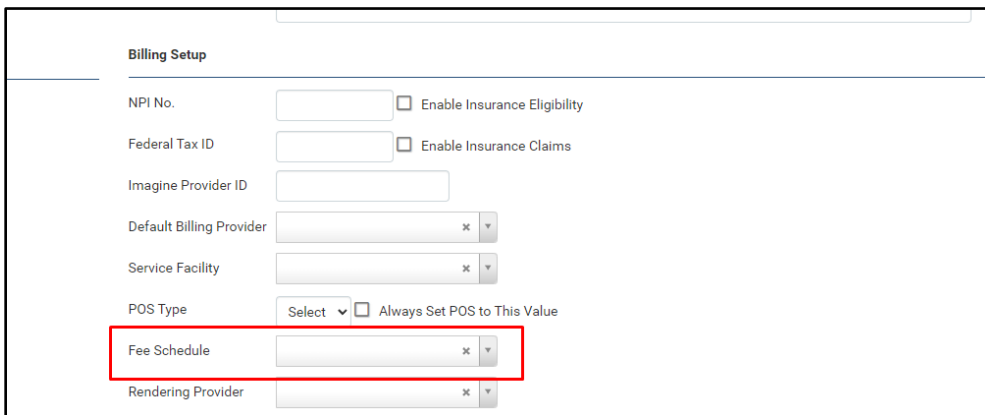
Burger > Setup > Office > Facility
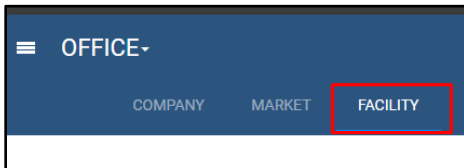
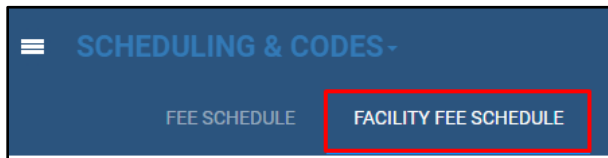

Select the edit button to edit the ordering facility.

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.

Facility Fee Schedules

To find facility fee schedules:

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

Create facility fee to assist with specific modality pricing.

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.

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

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.