

How to Update Fee Schedules for 2022

Behind the Scenes regarding the Fee Plans:

- Typically each Practice is setup with two fee schedules. Plan 1 is the fee schedule for Medicare/Medicare related plans and Plan 0 is the fee schedule for all other commercial type carriers.
- If necessary, additional fee schedules can be setup. Please access the FAQ link that explains how to add a plan for Medicare DMERC fees.
- Located in the Insurance entry is a field called Plan. Depending what number is filled in will determine what fee will be used based on the insurance entry on the patient chart and what CPT code is being billed on the claim.
 - However, a fee can always be temporarily changed by typing over the fee that is displayed on the claim.

Watch for the support alert to announce when you can process the update.

Medicare Fee Update: Step 1

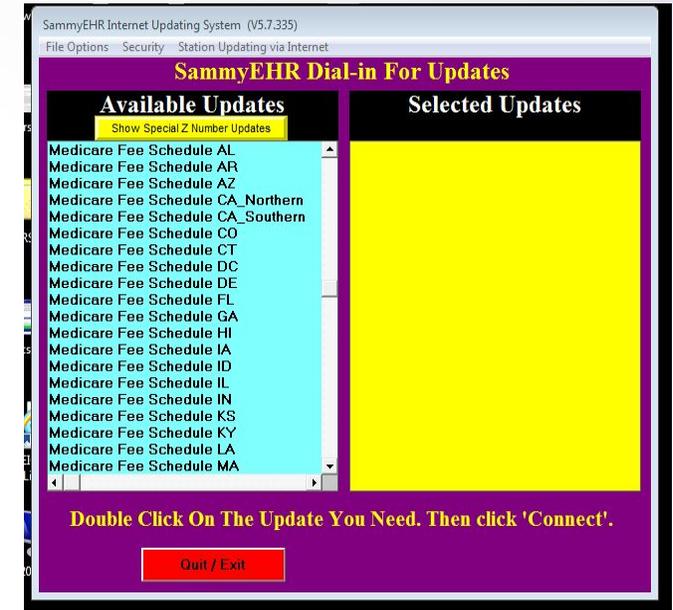
You are able to process updates for multiple Medicare carriers / regions, but they need to be done separately; one at a time.

It is recommended that you process the update for the carrier/region you bill the most frequently last so the 20% copay is calculated correctly.

1. Begin by accessing the Updating menu option found at the top of the main Sammy screen.
2. Click on the option Dial/Connect for an Update
3. In the Available Updates column, scroll down to the Medicare Fee Update for your state (2 letter designation)
4. After you double click on the update it will move to the Selected Updates column.
 - a. Note: If you choose the wrong update you can remove it by double clicking on the update
5. Click on the Connect button and follow the prompts to process the update.

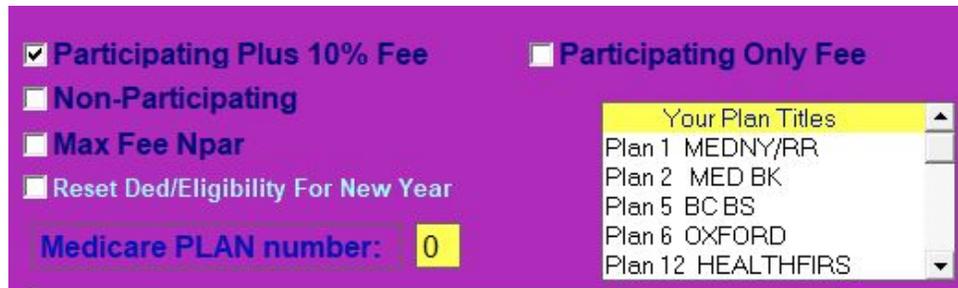
If you are not sure what Medicare region/locality your practice is in copy the link below into a browser so you can search for your region by zip code:

<https://www.cms.gov/files/document/cy2020-locality-key.pdf>



Medicare Fee Update: Step 2

1. Return to the Main Sammy Screen and click the Updating menu option again.
2. This time, click on the option Update Medicare Fees. Make sure the year is 2022.
3. Click on the button titled Let's Get Started.
4. If you did not process the Medicare fee update for your state first, your button will not say Let's Get Started. Go back to Step 1.
5. Check off the appropriate Medicare location/region your practice is in.
6. Check off boxes that will determine what fee amount will be downloaded.



Participating Plus 10% Fee **Participating Only Fee**
 Non-Participating
 Max Fee Npar
 Reset Ded/Eligibility For New Year
Medicare PLAN number:

Your Plan Titles

- Plan 1 MEDNY/RR
- Plan 2 MED BK
- Plan 5 BC BS
- Plan 6 OXFORD
- Plan 12 HEALTHFIRS

1. Checking the box labelled Reset Ded/Eligibility for New Year will clear the status of the eligibility recorded on the patient's chart.
2. Choose the plan number you use for the Medicare fees in your system. Typically, most practices are set up to have Medicare fees as Plan 1.
3. Click Let's Do It Now. This is the ONLY time you can print the entire list of your CPT codes and the fee changes.
4. Click Close. The update process is complete. If necessary, you can repeat this process for additional Medicare regions.

U&C Fee Update

Before updating the U&C fees you should update the Medicare fees. It is also assumed that your practice has the U&C fee plan set to be 0.

Updating the U&C fees is a different process than what is done for the Medicare fees as explained below:

1. Access the Procedure Library and click on Options
2. Click on Option Global Changes - Fees
3. Click the box that says Change All Procedures
4. Click the box that says Create Plan From Existing Plan > New Plan #
 - a. Type in a Zero (U&C Plan number)
5. Place a 1 in the box for Plan number to copy from. The 1 represents the Medicare fee plan.
6. As an example, enter 1.1 in the Multiply X box. This will bump up the Medicare fees by another 10% if you choose to do so. Click the button Change Fees As Above.
7. If you made a mistake, immediately access the Options tab in the Procedure library. Click Global Change--fees. Click the option to Undo. This will reverse the fee change.



Manually Change Fees

Once you have updated your fee schedules you may want to adjust individual fees for certain CPT codes. Below are the steps to follow.

1. Access the Procedure library and click Search for the CPT code that you want to adjust the fee.
2. Click in the field of the plan's fee you want to change either for Plan 1 Medicare or the U&C field or any other plan you may have set up and type over with the new fee.
3. Click the Save button located in the upper right side of the screen.

Repeat these steps for the other CPT codes and fees you want to adjust.

Procedure Library (V5.0.36)

File Options

Search Code Description 1 codes. Plan Titles

99202 INITIAL OV LEVEL 2 Save

View All Exit

Proc Code: 99202 Conv-Medicaid: Unit Type: U&C: 85.00

Description: INITIAL OV LEVEL 2 On RSlip T.O.S.: 1

Plan Name	Price	A	Plan Name	Price	A	Plan Name	Price	A	Plan Name	Price	A
01 MCRNY1	86.14		14	61.43		27	0.00		40	0.00	
02 MCRNY2	88.85		15	58.01		28	0.00		41	0.00	
03 MCRNY3	80.23		16	0.00		29	0.00		42	0.00	
04 NJ 99	81.06		17	0.00		30	0.00		43	0.00	
05 NJ 1	84.36		18	0.00		31	0.00		44	0.00	
06 FLR3	78.83		19	0.00		32	0.00		45	0.00	
07 FLR4	80.11		20	0.00		33	0.00		46	0.00	
08 PA 1	125.00		21	0.00		34	0.00		47	0.00	
09 PA 2	0.00		22	0.00		35	0.00		48	0.00	
10	51.71		23	0.00		36	0.00		49	0.00	
11	60.00		24	0.00		37	0.00		50	0.00	
12	0.00		25	0.00		38	0.00		51	16.87	
13	54.72		26	0.00		39	0.00				

To Delete a code, make the code number 00000.

Recap of Important Reminders

1. Release all Medicare claims from 2021 by using SENDNOW.
1. **If you are a practice that has Medicare Batch Eligibility engaged it is shut off for the first week of January**, allowing time for CMS to update their databases with the correct patient deductible information for 2022. It will resume on January 7, 2021.
1. Using Medicare Eligibility:
 - a. Medicare Eligibility should be checked from the patient chart! Eligibility results will be returned allowing you to double check on the status of patients' insurance.
 - b. It can also be done in batch mode when transmitting claims. Please access FAQ using keywords Medicare Eligibility.
1. In Autopost there is an option to turn on the under billing alert which will indicate you are underbilling when you Autopost eras.