

Quick Reference Guide: Applying Rate Updates

Overview

If a payer's rates change, you may need to apply the updated rates to patient claims.

Procedure

1. Navigate to the area where your rates are set:
 - If your Rates are set up under the Payer, Administration > Payer > Manage Rates
 - If your Rates are set up under the plan, Administration > Payer > Manage Plans > Manage Rates
 - If your Rates are set up under the client, Client > Financial Record > Services Rates

2. Click **Edit**.

3. Add the **Expiration Date**.

4. Click **Accept**.

5. Click **Copy**.

6. Enter required information:

- Change Effective Date
- Remove Expiration Date
- Change Bill Rate (if applicable)
- Change Reimbursement Rate

| Rate Order | Rev Code* | Procedure Code | Bill Rate* | Reimburse Rate* | Unit Mtr* | Unit Size* | 1st Modifier | 2nd Modifier | 3rd Modifier | 4th Modif |
|------------|-----------|----------------|------------|-----------------|-----------|------------|--------------|--------------|--------------|-----------|
| 1 | 0421 | 94131 | 18.00 | 90.00 | 0 | 1 | TP | | | |

7. Click **Accept**.

8. If you need the updated Rates applied retroactively to claims in a **New** status, click **Apply Rate Updates**. Note:

Apply Rate Updates

This applies only to claims in a **NEW** status and future generated claims for that payer.

9. Simply populate the 90-day window you are wanting to update and select the disciplines the updates apply to, select **update** to apply.

Rate Update Confirmation

Reviewed appointments associated to new claims within a 90 day window can be updated with the latest rate settings.

Select a date range to view disciplines with updated rates (must be 1-90 days):

04/23/2022 - 07/22/2022

Discipline *

- Filter
- Physical Therapist
- Home Health Aide
- Licensed Practical Nurse
- Occupational Therapist
- Certified Occupational Therapist Assistant

Cancel Update