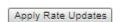# Home Health Care

PointClickCare®

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

7. Click **Accept**.

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

   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.