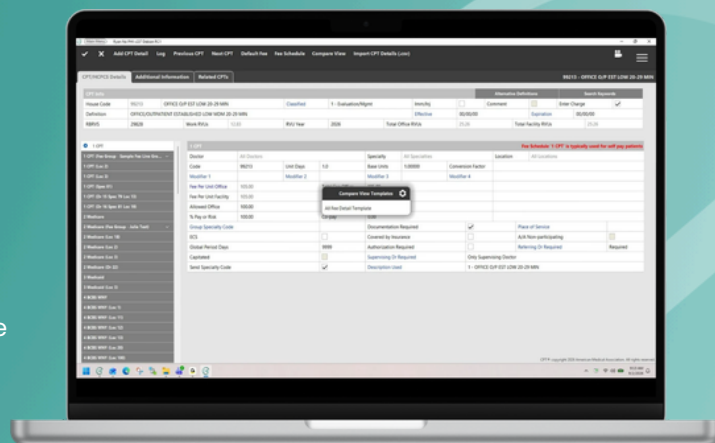


So you need to update the fee for a CPT code in medent.

What's next?

There are several ways to update the fee for a CPT code: manually, compare view reimport for 1 CPT code (all fee lines) or import fee utility (all CPT code).



Manually Edit Fee Per Unit

Practice Management > Practice Management Setup > CPT/HCPCS Codes > CPT/HCPCS Codes

- Click **Edit/View**.
- Select the CPT code you would like to update.
 - a. If you need to change the fee for one specific fee line, click on that fee line #/Name on the left to open the line detail.
 - Fee Per Unit – Click directly into the field and change the fee amount.
 - b. Click **Default Fee** at the top to default the fee from Fee Schedule 1 to selected or all fee lines.
- Click the check mark to save.

NOTE: You can manually open each fee line and change the fee, if desired.

Compare View

Reimport the file and update the Fee Per Unit to all fee lines for the CPT code.

NOTE: The user must have security for Import CPT Details to use this feature.

- In the CPT code, click **Compare View** at the top.
- Select **All Fee Detail Template**.
- The detail will open in Excel format. Enter the fee you want in all cells in Column M (Fee Per Unit).
- Save as .csv file.

NOTE: Fee Per Unit field may have additional columns if any fee line is set to Use Charge by Effective Date.

Compare View continued...

- In the CPT screen in medent, click **Import CPT Details (.csv)** at the top.

NOTE: An exception report will generate with the columns/fields that did not adhere to the character limits. If nothing is imported, a message will pop up on the screen.

Import Fee Utility

Generate an Excel file of the CPT codes and fees:

- Practice Management > Practice Management Setup > CPT/HCPCS Codes > CPT/HCPCS Codes
- Click **Generate XML**.
- Click **Worksheet**.
- Select the fee schedule you want to work with.
- Select **Only Activated** or **Activated/Deactivated**.
- Select **Open with Microsoft Excel**.

In the Excel file:

- Enter the new fee in Column J.
- Remove Columns B (CPT Code), C (Description), G (Units), H (Current Fee) and I (Total Fee).
- Remove Columns D, E & F if the same fee will be imported to all lines regardless of Doc, Spec, Loc.
- Remove all Column Headers.
- Save as .csv.
- Practice Management Setup > CPT/HCPCS Codes > CPT/HCPCS & Fee Utilities > CPT/HCPCS Code and Fee Schedule Utility Sub-Menu > CPT/HCPCS Code and Fee Schedule Utility 2nd Sub-Menu > Import Fee Per Unit for Fee Category



For assistance importing, [submit a ticket to medent support](#) with the file attached.