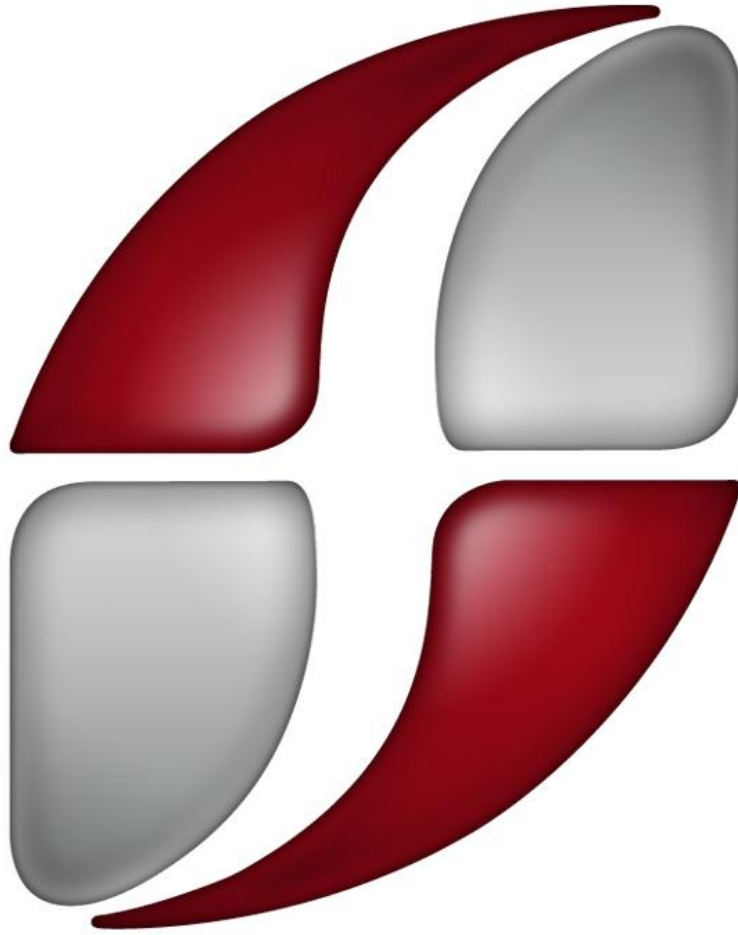


# Futura's 2012 Medicare Fee Import Guide



**FUTURA**  
INTERNATIONAL™



**NOTE:**

*Please verify a backup has been done before proceeding with this update.  
If you are an ASP hosted client your backups are automatic.*



**The following instructions are the steps to import the current 2012 HCPC Code listing and Fee's from CMS.**

\*\*\*\*\*

## **IMPORTANT!**

\*\*\*\*\*

Before you get started, make sure you do a backup of your data before performing this fee modification.

Once you run the utility you will not be able to revert back to your previous data/fees unless you have a backup.

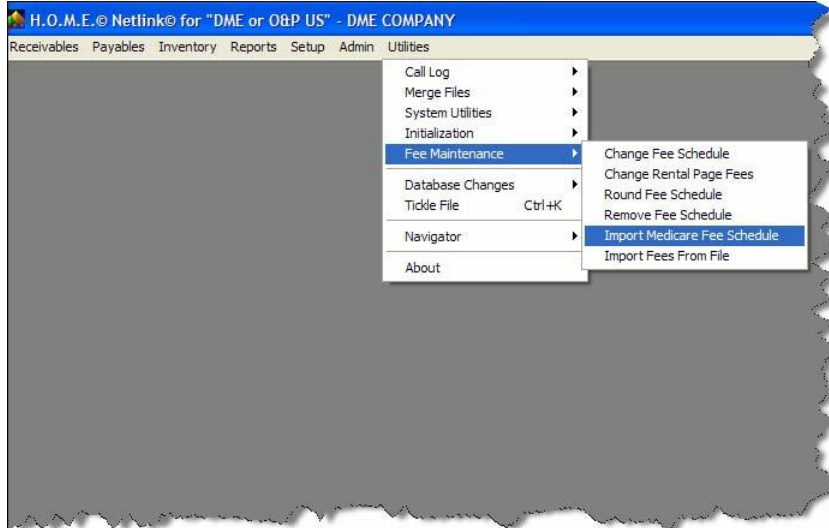
All users **must** be logged out of the Futura program before running the fee import utility.

Make sure that management has agreed on whether or not to override the current Medicare fee schedule or to create a new fee category for 2012.

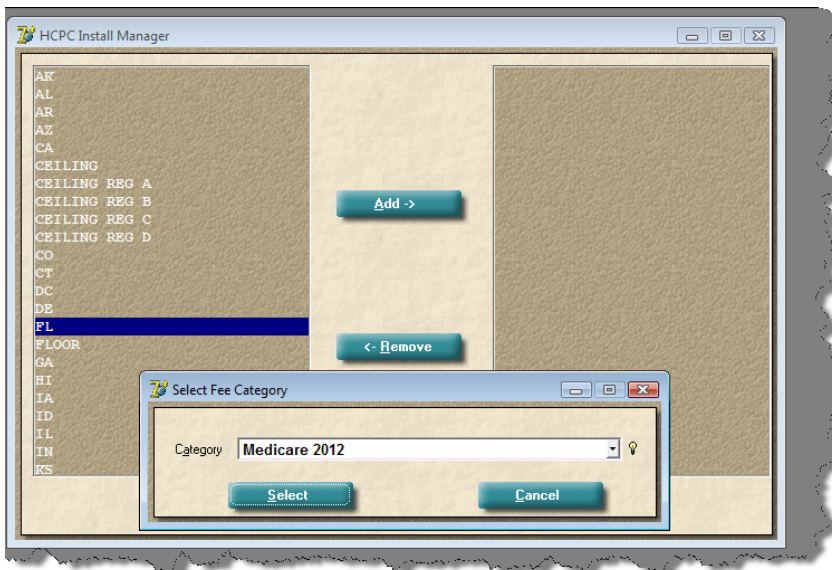
If you create a new schedule you will need to attach that new fee category to the correct insurance companies to ensure proper billing fees.

We have included some screen captures to help you visually.

First, go to Futura main menu and select **Utilities > Fee Maintenance > Import Medicare Fee Schedule**



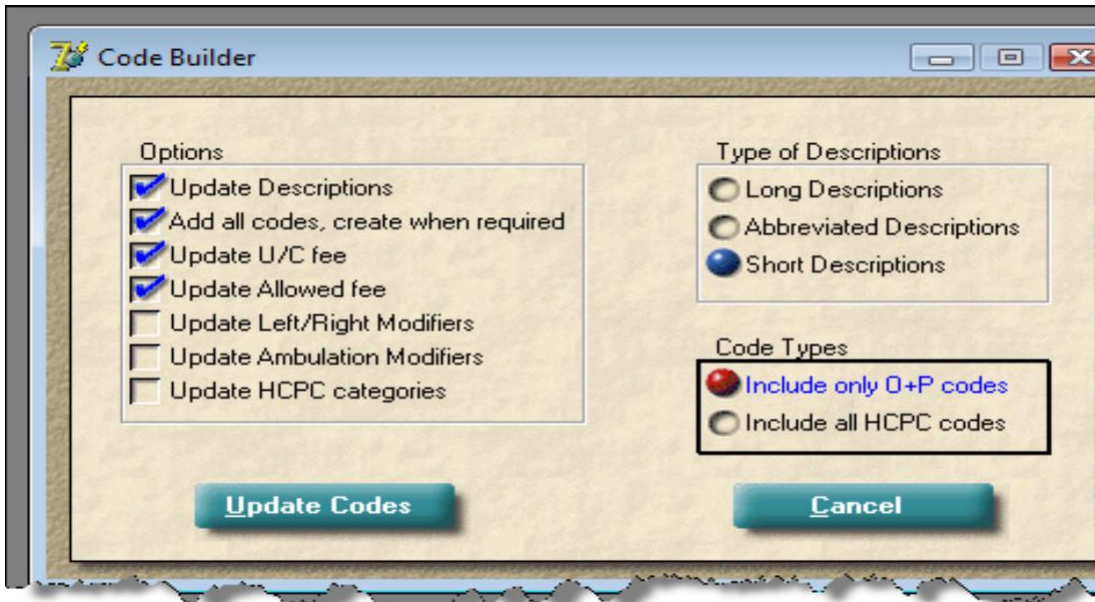
### HPCP Install Manager



**Note:**  
If you use multiple state schedules (i.e. FL, GA, AL) you can select them all at the same time during this process.

Pick your state(s) and "Add" them to the right column. Then select the fee category that you wish the current schedule to be placed. It is suggested that you create a new "Medicare 2012" fee schedule to preserve your old schedule for future reference, than select "Make Schedules".

**Next, a dialog box will appear with important Fee Import options.**



Include only O&P codes are primarily the codes used by Orthotic & Prosthetic providers and includes shoe codes.

Include all HCPC Codes includes O&P & DME such as wheelchairs, oxygen, walkers, commodes ECT.



"Update Descriptions", the software will overwrite any custom descriptions you have manually typed into the HCPC codes but this option is suggested and are the suggested descriptions from CMS.

Add all codes, create when required – this will replace any deleted code this is still active by CMS and will create missing codes that were not in your earlier lists.

You do not have to update the U/C fee if you are going to set the U/C to be a percentage above the Medicare Allowable, we will be doing that later in this document.

It is not necessary to update left and right modifiers or ambulation modifiers during this process.

Update HCPC Categories is not suggested during this process and are not from CMS. These decided at the time of software installation.

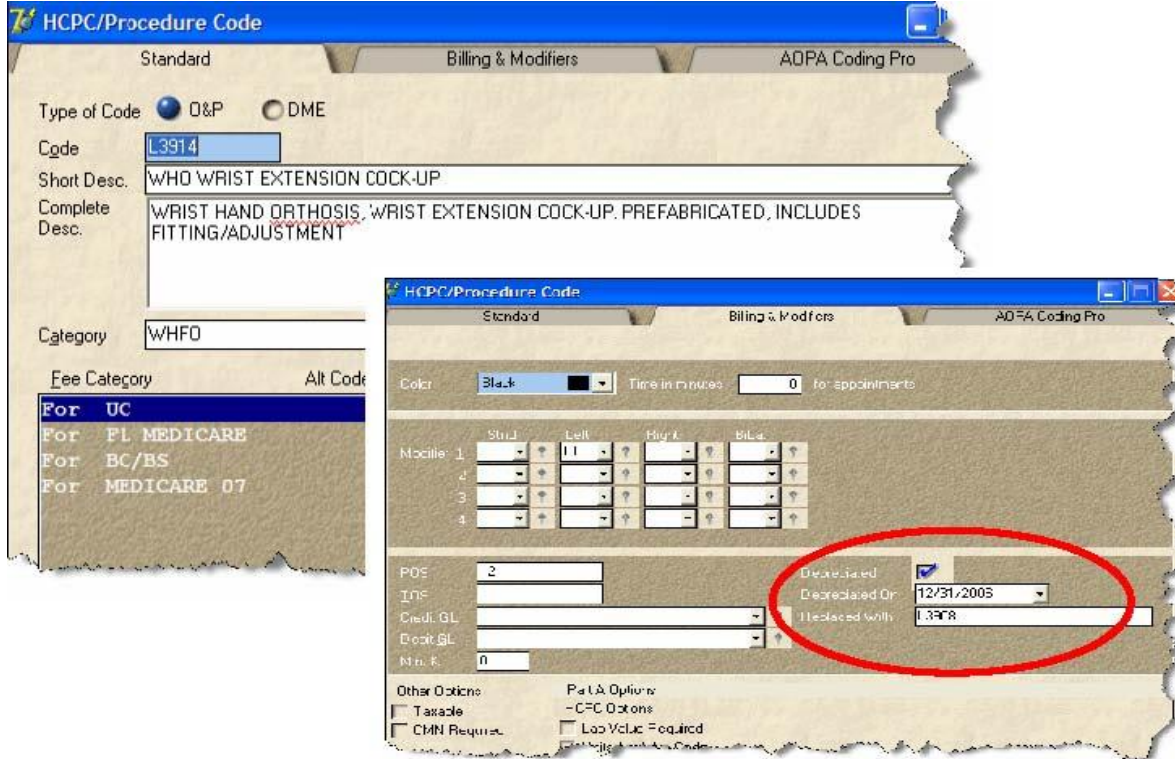
Short descriptions are what translate on your invoices and documentation in the program. See following screen shots to verify your version and the screen layout for HCPC Codes to determine options that are appropriate for your system.



**IMPORTANT!**

You must be on the 6.5 version of OPS to take advantage of the “deprecated codes and cross walked code” feature. This information is an automated Pop-up that occurs when selecting HCPC codes on to a transaction service line to warn you of the changes..

Example: L3914 is no longer in use and has been replaced with L3908



**Note:** Before proceeding to update your U&C charges, you should verify that the fee’s imported correctly and the new allowable for your state schedule is correct.

**Changing your Standard to a specific % above Medicare allowable**

To set the standard fee of the Medicare fee schedule to be a percentage above the Medicare allowable. Go to **Utilities > Fee Maintenance > Change Fee Schedule** to open the fee schedule additions and modifications utility.

Select the fee schedule from which you want to pull the prices. Since we want to base the prices on Medicare's allowable, you should pick the new fee category “Medicare 2012”. Click on the down arrow to display the list of available fee categories.

Please see following example:

Since most people want to base the standard fee of the Medicare fee schedule off of the new 2012 Medicare allowable, choose that option in this example.

Insert the percentage amount we wish to adjust. In our example we are making the standard fee 20 percent above.

After importing the new Medicare fees with the current allowable, most users would NOT want to alter them any further. To specify this, make sure to select the last option "Do not modify".

Under options, check "Overwrite old schedules". This lets the system know you are not creating a new fee schedule, you are just making changes to an existing one.

Check "Create blanks for non-existing schedules". By checking this you tell the system to insert a 0.00 for any code that is not covered by Medicare.

Click on the Process button to run the utility.

The screenshot shows a software dialog box titled "Fee Schedule Additions and Modifications". It features several input fields and sections:

- Input from Fee Schedule:** A dropdown menu set to "Medicare 2012".
- Output to Fee Schedule:** A dropdown menu set to "Medicare 2012".
- Restriction:** A dropdown menu set to "Include All Codes".
- Standard Fees:** A section with "Take from input's" radio buttons. "Percent of Allowed Fee" is selected. Below it, a "% to adjust by" dropdown is set to "20".
- Allowed Fees:** A section with "Take from input's" radio buttons. "Do not modify" is selected.
- Options:** A list of checkboxes: "Create new schedules" (unchecked), "Overwrite old schedules" (checked), "Create blanks for non-existing schedules" (checked), and "Change multiple output schedules" (unchecked).
- Buttons:** "Process" and "Cancel" buttons are located at the bottom right.

Congratulations, you have completed the Medicare importing and changing process!



**IMPORTANT!** For each fee schedule you wish to modify, follow the same steps but make sure you are selecting the proper "Output" when selecting "Fee Category" and when you modify the Standard Fee's make sure you appropriately select the Allowed Fee column.