

ALPHA HTN INC.

HOW TO PROCESS A FEE CODE UPDATE FILE IN VISUAL PRACTICE

1. Obtain the update file. This can be downloaded from OHIP's web site. Make sure you download a plain text file, not a ZIP or PDF file.

For example, you can go to:

http://www.health.gov.on.ca/english/providers/program/ohip/sob/schedule_master.html

Or, go to www.health.gov.on.ca, select English, then Health Care Professionals, then Programs and Services → OHIP for Health care Professionals → Schedule of Benefits, then OHIP Fee Schedule Master.

Depending on your web browser, you may be able to right-click on Text Format and select Save Target As, or select Text Format and then go in the File menu (or Page menu) to Save As, etc. Save the file somewhere on your computer, e.g. on your Windows desktop, or under My Documents, etc.

The file name will include the month and year in which the file was created, separated by the letters "SOB", for example JANSOB2001.001 or FEBSOB2011.txt.

Note: OHIP's web site is large and constantly changing. As a result, the information above is subject to change, and we are unable to provide support in receiving the fee code update file from OHIP. For assistance in downloading files from OHIP's web site, contact OHIP or your Internet provider.

If you don't have Internet on the computer(s) where Visual Practice is installed, you can download the file on another computer (e.g. at home, etc.), save it into portable media (e.g. floppy disk, CD, DVD, USB device, etc.), and bring it to your Visual Practice computer.

If you want us to send the update file to you, there will be a small fee (e.g. \$25 plus tax).

2. Process the update file.

First, close Visual Practice on all computers except one. Also, inside Visual Practice, make sure all windows are closed, e.g. patients, appointments, bills, etc.

Next, go in the File menu to Ministry of Health → Import New Rates.

Another dialog box will appear asking for Assistant Fee and Anaesthetist Fee. Enter the "base" dollar amounts assigned by OHIP. These are currently \$12.04 and \$15.01

respectively (although they will probably continue to increase on a regular basis). If you don't have these numbers, contact OHIP, or check their web site.

Next, an Open dialog box will be displayed. Select the update file (see step 1 above). If you downloaded it from the web, it may be located on your Windows desktop, or under My Documents, etc. If you have the update file on a portable device (e.g. floppy disk, CD, DVD, USB device, etc.), it may be located on drive A:, D:, E:, etc.

Note that any new code in the update file (that does not exist in your database) will be added to your database, however only the code (e.g. A123) and the dollar amounts to bill will be added; any other information (e.g. description, restrictions, premium amounts, etc.) must be added manually. Also, you cannot use the new code until you activate it manually. To manually modify a fee code:

- In the toolbar, select Form → Lists → Item Codes.
- In the toolbar, select Search, and then select the code you want to modify. Or, in the toolbar, use the Previous/Next buttons to find the code you want to modify.
- In the toolbar, select Update.
- In the Item Codes window, Billing Type (third line, right side) must be set to ON (for OHIP fee codes). Then, on the OHIP tab, Computer Billable must be on. You can also enter/modify any other information, e.g. description, amount to bill, etc.
- In the toolbar, select Save.

If you need assistance with step #2 above, you can contact us:

(416) 975-4891

(888) 437-6778

support@htninc.com

(416) 975-0307 FAX

If you need assistance with step #1 above, please contact OHIP or your Internet provider.