How to Download a Fee Schedule

This Document Covers

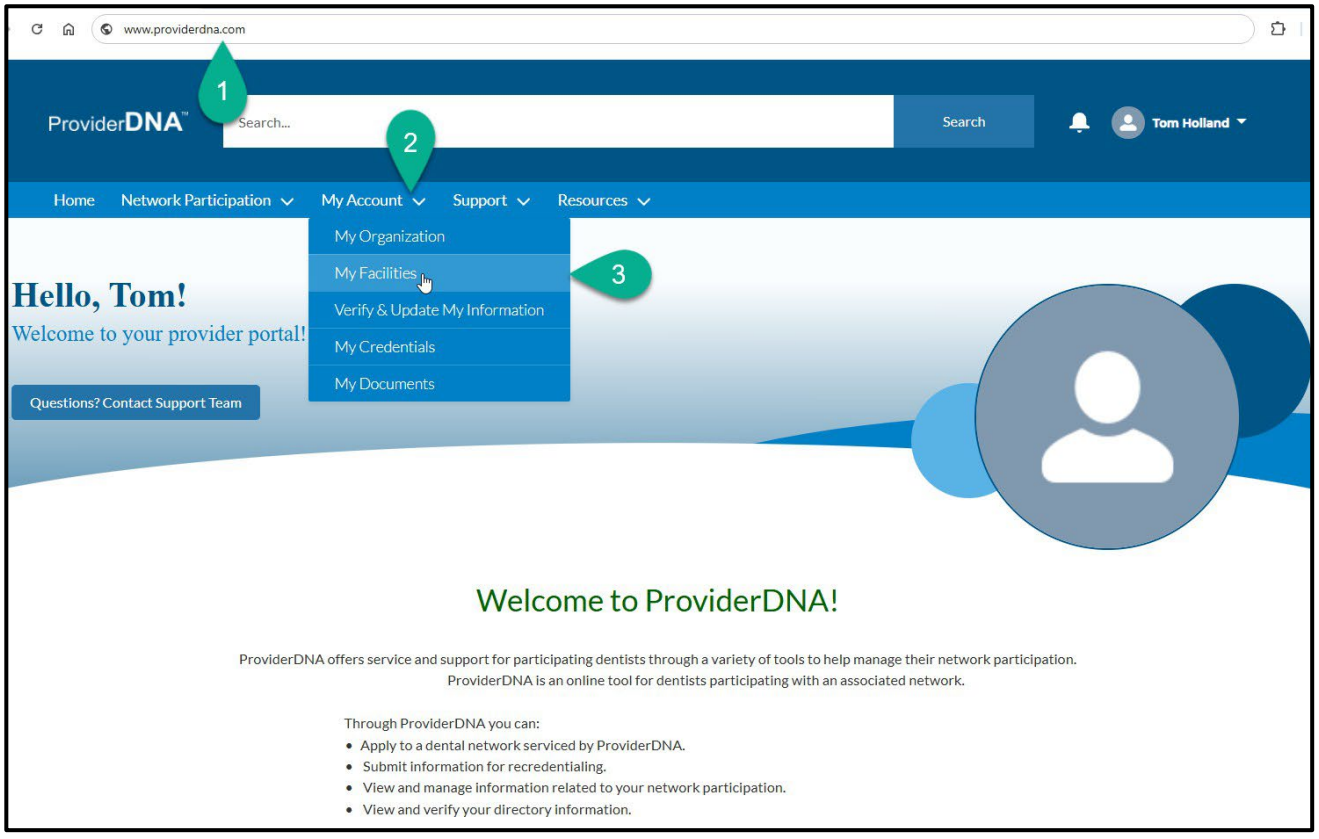
- ✓ How to download a fee schedule for a facility

Overview

Each facility (a physical practice location) will have its own fee schedule. You can view a fee schedule for any facility by downloading it using the ProviderDNA Portal.

How to Download a Facility Fee Schedule

1. In your web browser, navigate to https://providerdna.com/ and sign in.
2. Click on the "**My Account**" tab.
3. Select "**My Facilities**" from the drop-down menu.



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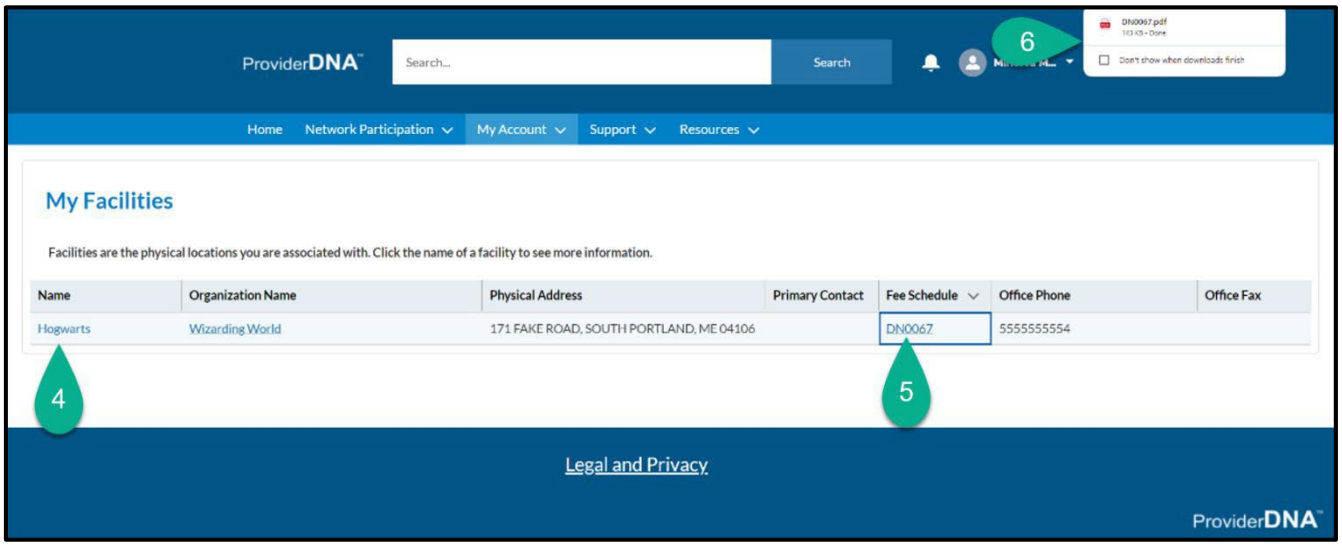
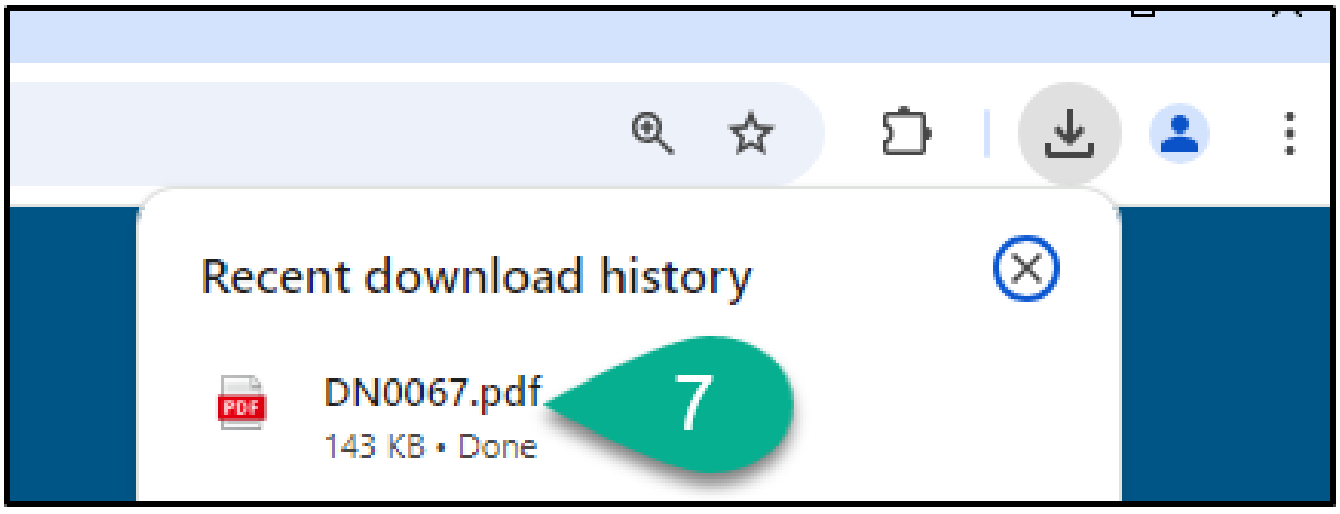
How to Download a Facility Fee Schedule *(continued)*

4. On the My Facilities page, you will see a list of all the facilities you are associated with.
5. Under the **"Fee Schedule"** column, there will be a clickable link to the fee schedule for this location. Click the link to begin your download. If you do not see a clickable link here, contact ProviderDNA support at **support@providerdna.com**.
6. You will see your download begin. Depending on your internet browser and settings, this may display differently.



7. Once your download is complete, you can open the PDF file to view your fee schedule.



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