



VitalityHealth – fee setting within The PPR Release Notes & User Guide

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1 Background and Introduction

Tariff validation has delivered benefits to both hospital providers and insurers by:

- improving the accuracy of invoices
- reducing the suspense time for claims processing
- enabling payment to be made on time

Working with VitalityHealth in this regard, we are pleased to inform you that the bill validation process will be enhanced for bills submitted to them. Price validation is intended to add a layer of intelligence to the validation process and will specifically deliver the above-mentioned benefits to you.

Healthcode's Pricing Matrix will enable you to have visibility of your contracted fees with VitalityHealth and propose your intended fees when applying for recognition with VitalityHealth.

This document summarises the functionality and provides a quick reference guide to Pricing Matrix and how it relates to recognition and tariff validation with VitalityHealth

2 Functionality and Purposes

The Pricing Matrix via Guideline Pricing includes the following features and functionalities (most are specific to VitalityHealth):

- Ability to record the intended fees you are proposing to charge for services and procedures to VitalityHealth members when applying for VitalityHealth recognition
- Visibility of your contracted fees with VitalityHealth
- Submitted invoices will be screened against your contracted fees - reduces the suspense time for claims processing at VitalityHealth and enabling you to be paid on time
- Ability to auto-populate fee on an invoice on one click

3 Recognition Application

VitalityHealth has requested additional mandatory functionality within The PPR to capture the intended fees specialists are proposing to charge for services and procedures when applying for recognition. Until recognition has been granted by VitalityHealth the status on the insurer tab on The PPR will read "Pending – Awaiting Fees". **PLEASE NOTE that if you do not set any fees after 21 days the status will change to "Not Recognised"**.

It is anticipated that if you are already recognised with VitalityHealth your fees will be automatically loaded, but there may be instances when you are still asked to set them. If you are requesting VitalityHealth recognition but do not undertake procedures, you will still need to go through these steps to add your non-procedural service fees.

It is important that you are sure that the fees submitted are what you intend to use; these will become your contracted rates and only VitalityHealth will be able to amend them. This is not a function that Healthcode will be able to undertake on your behalf.

PLEASE NOTE that any guideline pricing and messages regarding fees are provided and maintained by VitalityHealth and NOT Healthcode. Any queries about these should be raised directly with the insurer.

4 Quick Reference Guide

Steps to Follow

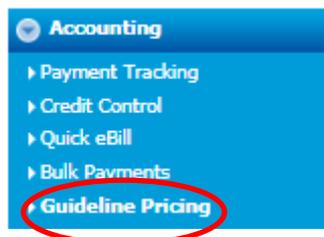
- Add VitalityHealth to the Pricing Matrix within Healthcode ePractice
- Add a list of services that you wish to perform
- Set the fees against the list of services

4.1 Add VitalityHealth to the Pricing Matrix

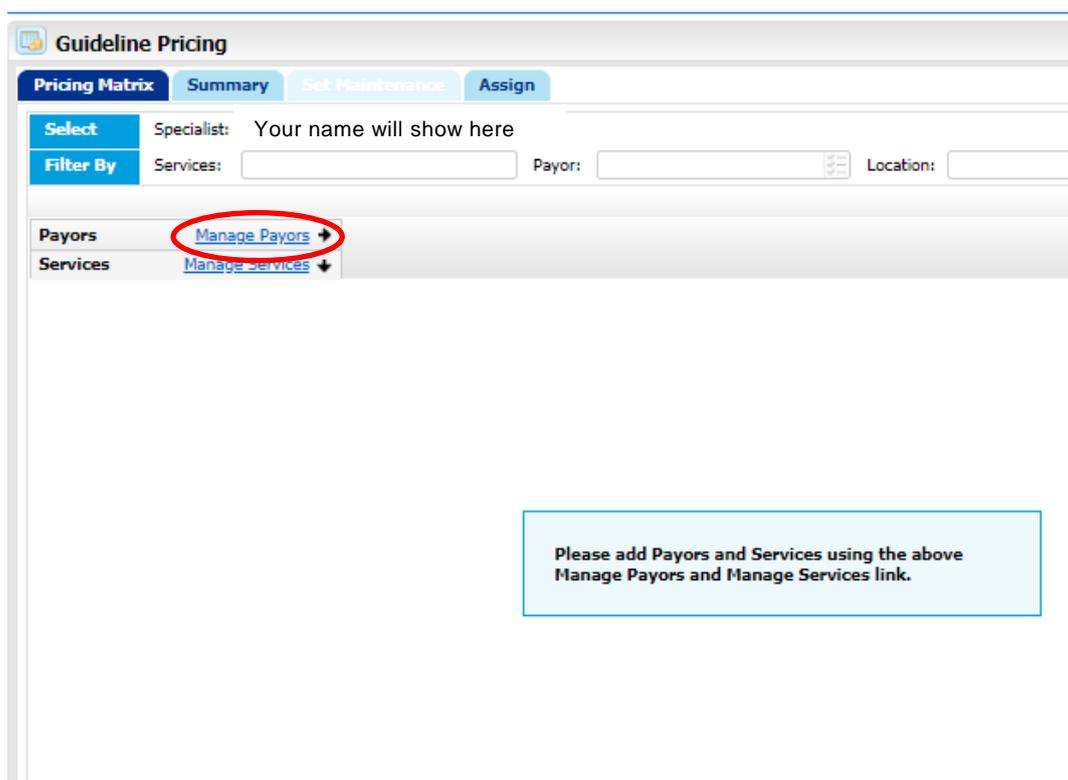
Within ePractice click on the Accounting tab on the left of the screen:



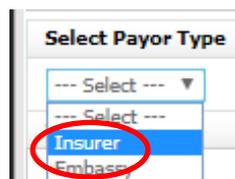
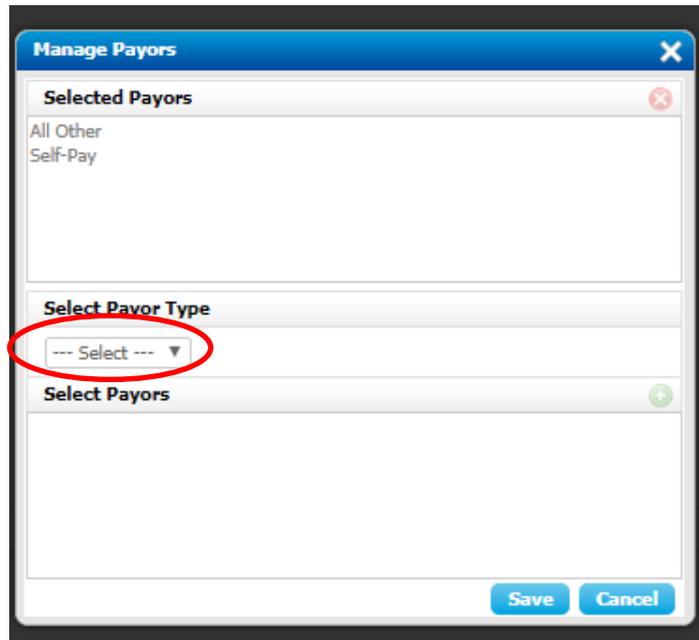
From the drop-down menu click Guideline Pricing



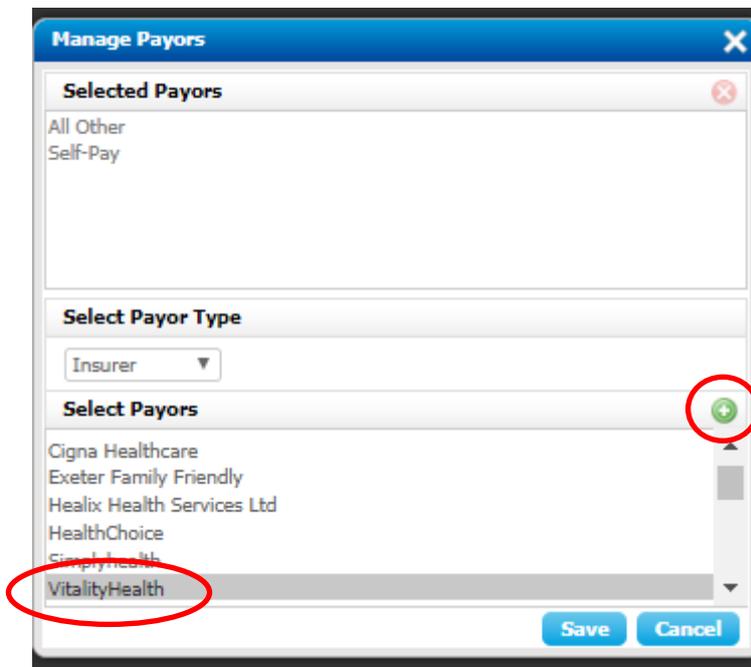
The following screen will appear. Click on [Manage Payors](#):

A screenshot of the "Guideline Pricing" interface. The title bar says "Guideline Pricing". Below it are four tabs: "Pricing Matrix" (selected), "Summary", "Set Maintenance", and "Assign". There are two columns: "Select" and "Filter By". The "Select" column has a "Specialist" field with the text "Your name will show here". The "Filter By" column has "Services", "Payor", and "Location" fields. Below the filters are two rows: "Payors" with a "Manage Payors" link circled in red, and "Services" with a "Manage Services" link. A light blue box at the bottom right contains the text: "Please add Payors and Services using the above Manage Payors and Manage Services link."

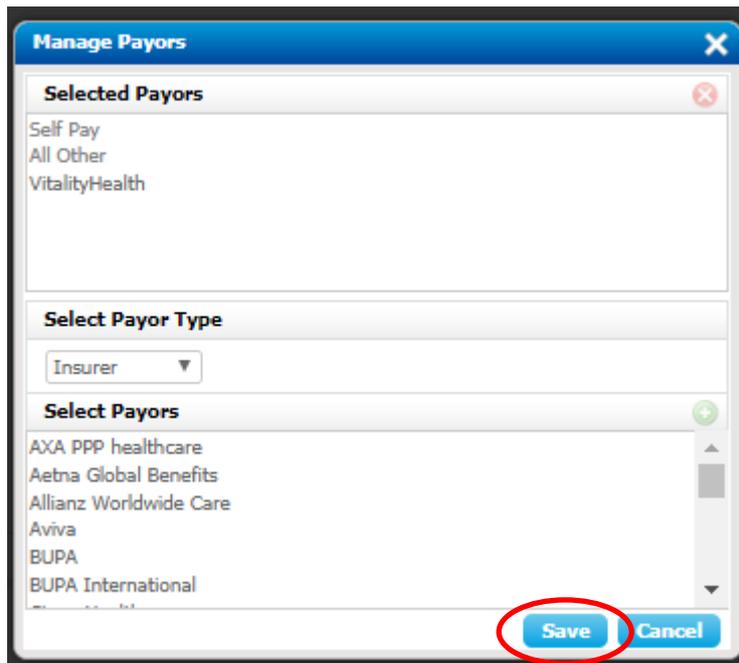
The following pop-up box will appear. Click the ▼ symbol against “Select Payor Type” and click “Insurer”.



A drop-down list will appear. Scroll down and highlight VitalityHealth:



Click on the green + symbol to add VitalityHealth to the Selected Payors. “All Other” and “Self-Pay” will be automatically pre-loaded.



Click Save.

Three columns will now show along the top of the matrix.

Payors	Manage Payors →	Self Pay	All Other	VitalityHealth ⓘ
Services	Manage Services ↓			

4.2 Add a list of Services

Click on [Manage Services](#):

Payors	Manage Payors →	Self Pay	All Other	VitalityHealth ⓘ
Services	Manage Services ↓			

The following pop-up box will appear:

Manage Services

Services	Procedure Codes
<p>Enter the code or description in the search box (Partial codes and descriptions can be entered). Click Search and select the code from the resultant list.</p> <div style="display: flex; align-items: center;"> <input style="width: 80%;" type="text"/> <input style="margin-left: 10px;" type="button" value="Search"/> </div>	

If you are a surgeon or an anaesthetist, you must add the generic code for “Surgeons Fee For Surgery” or “Anaesthetists Fee For Surgery” before adding in any procedures. Type in “surgeon” or “anaesthetist” to the box and click Search:

Manage Services

Services

Enter the code or description in the search box (Partia can be entered). Click Search and select the code for

Manage Services

Services

Enter the code or description in the search box (Part can be entered). Click Search and select the code fr

The following pop-up box will appear. Click on "Surgeons Fee For Surgery"

Services [X]

Code	Description
C0000010	Surgeons Fee For Surgery
O00C2650	Syringing/Probing Of Nasolacrimal System By Surgeon
C0000000	Surgeons Fee - Multiple Procedures (Derived)

or “Anaesthetist Fee For Surgery”

Services	
Code	Description
C0000021	Anaesthetist Billing As Main Operator For Pain Relief
C0000100	Anaesthetist Fee, In-House Epidural
S0004270	Local Anaesthetic/IV Sedation by a Non-Anaesthetist
C0000020	Anaesthetists Fee For Surgery
C0000570	Pre-Assessment by Anaesthetist
C0000590	Group Practice Anaesthetist Charge
C0000610	Anaesthetist Fee, Post-op HDU Care

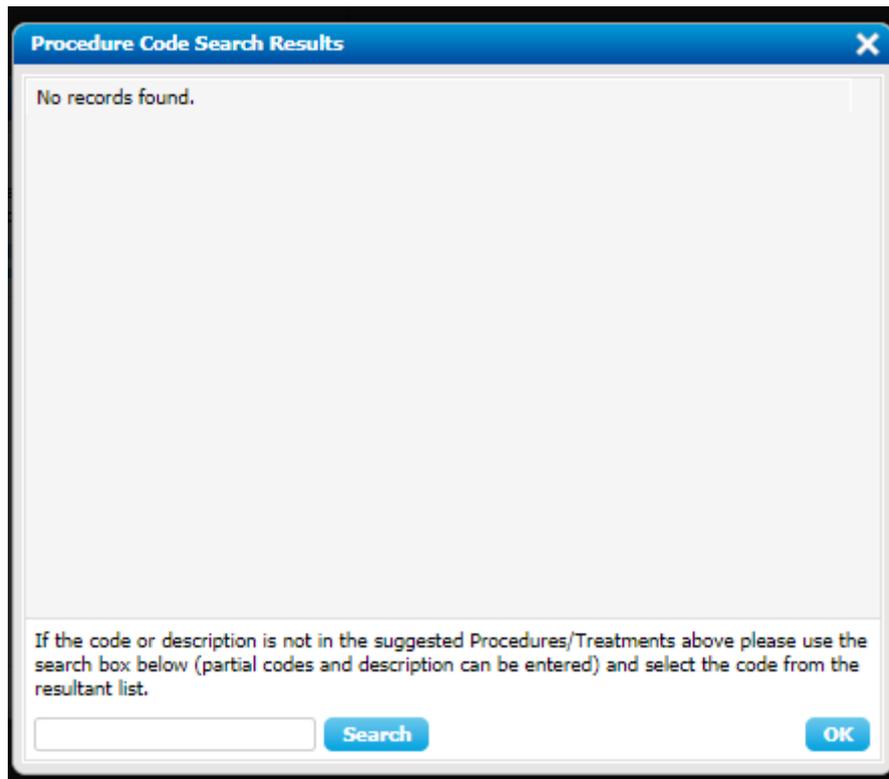
and the service will be added to the system. To add procedures, click on [Add Procedures/Treatments](#):

The screenshot shows the 'Manage Services' interface. It has a search box with the text 'Enter the code or description in the search box (Partial codes and descriptions can be entered). Click Search and select the code from the resultant list.' and a 'Search' button. Below the search box, a result is displayed: 'C0000010: Surgeons Fee For Surgery'. To the right of this result is a red 'X' icon and a blue link labeled 'Add Procedures/Treatments', which is circled in red.

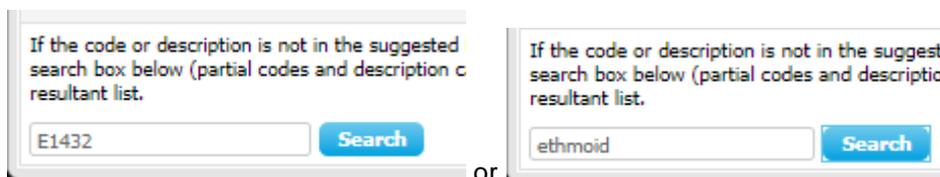
or

The screenshot shows the 'Manage Services' interface. It has a search box with the text 'Enter the code or description in the search box (Partial codes and descriptions can be entered). Click Search and select the code from the resultant list.' and a 'Search' button. Below the search box, a result is displayed: 'C0000020: Anaesthetists Fee For Surgery'. To the right of this result is a red 'X' icon and a blue link labeled 'Add Procedures/Treatments', which is circled in red.

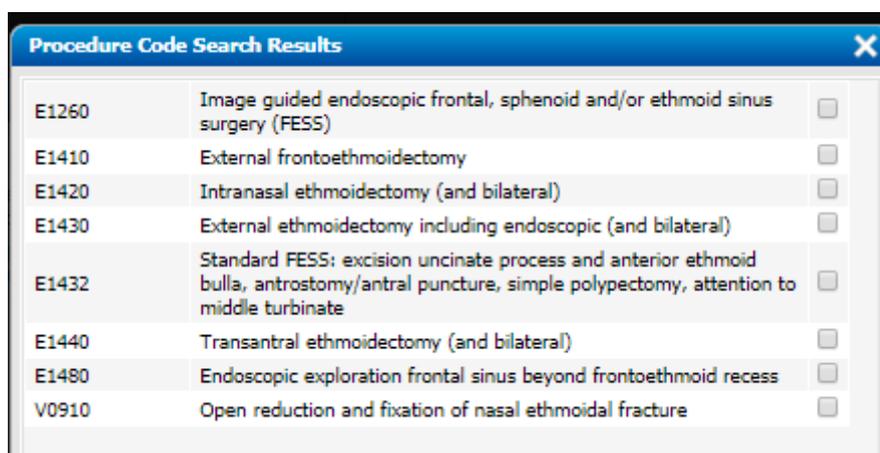
The following pop-up box will appear:



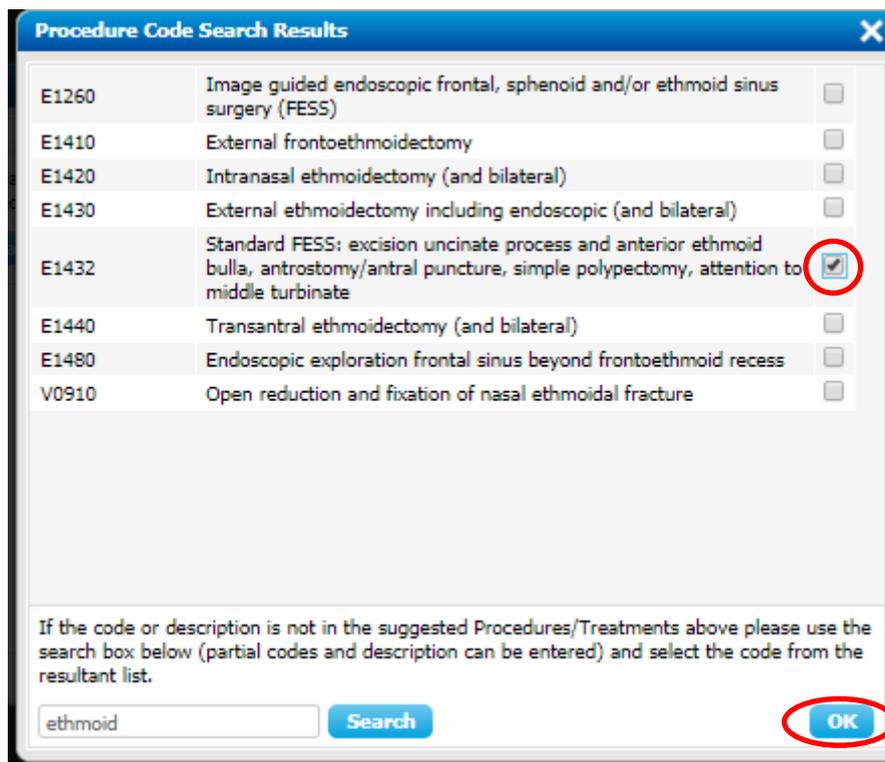
Either type in the CCSD code or part of the description into the box. Here we will use the example of "E1432: Standard FESS: excision uncinata process and anterior ethmoid bulla, antrostomy/antral puncture, simple polypectomy, attention to middle turbinate"



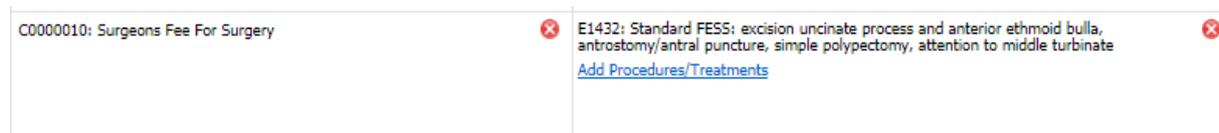
When using a description, rather than the code, the list of possible options will be much larger:



Click on the box next to the correct procedure and then click OK.

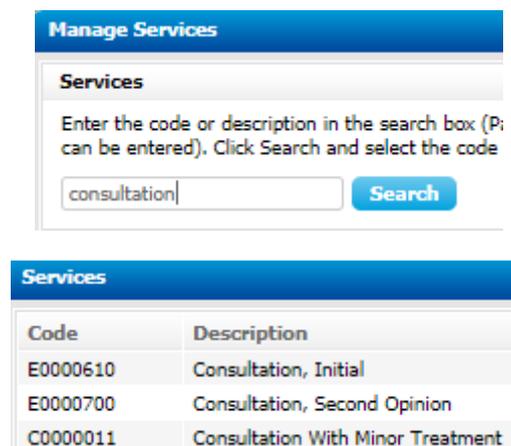


The procedure is now added to the list:



Continue to add more procedures as required.

You may also need to add consultation services:



Manage Services

Services

Enter the code or description in the search box (code can be entered). Click Search and select the code.

C0000010: Surgeons Fee For Surgery

E0000610: Consultation, Initial

When the sections are populated (although not everything needs to be added at the same time) click Save.

4.3 Set the Fees

You will now have several services showing in the left-hand column. In the VitalityHealth column you will have to provide fee details where it says “Set Fee” before you can submit a bill. Where it shows Add/Edit Fee you can add a fee if you provide this service, but please note that items can only be billed if the service exists on VitalityHealth’s fee schedule.

Guideline Pricing

Pricing Matrix

Summary

Set Maintenance

Assign

Select

Specialist: Anderson Amanda

Filter By

Services:

Payor:

Location:

Payors Manage Payors →	Self Pay	All Other	VitalityHealth i
Services Manage Services ↓			
Consultation, Initial	Add/Edit Fee	Add/Edit Fee	Add/Edit Fee
Surgeons Fee For Surgery - E1432: Standard FESS: excision uncinatate process and anterior ethmoid bulla, antrostomy/antral puncture, simple polypectomy, attention to middle turbinate	Add/Edit Fee	Add/Edit Fee	Set Fee

Click “Set Fee”.

VitalityHealth gives you a guideline range of fees typically charged by other recognised specialists. Any messages shown are provided and maintained by them.

Insurer Fee Agreement

A message from VitalityHealth here will show the range of fees they would expect recognised specialists to use.

Agreed Fee: Vary Fee By Treatment Site

Type in the proposed fee.

Set Fee [X]

Payor: VitalityHealth **Service:** Surgeons Fee For Surgery
- E1432: Standard FESS: excision uncinata process and anterior ethmoid bulla, antrostomy/antral puncture, simple polypectomy, attention to middle turbinate

Insurer Fee Agreement



A message from VitalityHealth here will show the range of fees they would expect recognised specialists to use.

Agreed Fee: Vary Fee By Treatment Site

A further guidance message from VitalityHealth may be shown here.

Save **Cancel**

If you work from various sites, there is an option to charge different fees for each of them. If this function is required tick the box “Vary Fee By Treatment Site”.

Set Fee [X]

Payor: VitalityHealth **Service:** Surgeons Fee For Surgery
- E1432: Standard FESS: excision uncinata process and anterior ethmoid bulla, antrostomy/antral puncture, simple polypectomy, attention to middle turbinate

Insurer Fee Agreement



A message from VitalityHealth here will show the range of fees they would expect recognised specialists to use.

Agreed Fee: Vary Fee By Treatment Site

A further guidance message from VitalityHealth may be shown here.

Configure Fee For Locations

Location	Fee
Treatment site 1	<input type="text" value="0.00"/> [X]
Treatment site 2	<input type="text" value="0.00"/> [X]
Treatment site 3	<input type="text" value="0.00"/> [X]

It is important that the “Agreed Fee” is the maximum you will charge from any of the sites.

If you enter a fee within the guideline price, no further messages are generated. However, if a higher price is entered either of these messages will be shown:

 A warning message from VitalityHealth will appear here if a fee outside the range is chosen. The fee can be amended.

[Save](#) [Cancel](#)

 A rejection message from VitalityHealth will make the specialist aware that they would be unable to agree the fee. The fee can be amended.

[Save](#) [Cancel](#)

VitalityHealth will expect you to review the fee you are planning to set at this stage.

Click Save.

Set Fee ✕

Payor: VitalityHealth **Service:** Surgeons Fee For Surgery
- E1432: Standard FESS: excision uncinat process and anterior ethmoid bulla, antrostomy/antral puncture, simple polypectomy, attention to middle turbinate

Insurer Fee Agreement



A message from VitalityHealth here will show the range of fees they would expect recognised specialists to use.

Agreed Fee: Vary Fee By Treatment Site

A further guidance message from VitalityHealth may be shown here.

[Save](#) [Cancel](#)

The fee box will now be greyed out. The “Edit Fee” button will be available to allow you to edit any fees you have set at various treatment sites. Continue setting fees for the other services listed that require it.

Surgeons Fee For Surgery - E1432: Standard FESS: excision uncinat process and anterior ethmoid bulla, antrostomy/antral puncture, simple polypectomy, attention to middle turbinate	Add/Edit Fee	Add/Edit Fee	Any Location	£480.00
			Edit Fee	

The specialist’s status for VitalityHealth within The PPR will change to “Pending” whilst VitalityHealth processes the application. Once this has been done the status will change to reflect your recognition status with VitalityHealth.

5 Product Support

Healthcode provides comprehensive support services to meet the needs of our customers. Our dedicated and professional Customer Services desk offers first line help, advice and support for system queries. Requests and faults can be made via email or telephone. All calls are logged and tracked to complete with constant customer updates.

Customer Services desk:

08:00-18:00

Monday – Friday (except public holidays)

Tel: 01784 263 150

Email: custserv@healthcode.co.uk

Answers to queries regarding the fees you can charge and other issues regarding your recognition with VitalityHealth can be found at:

www.vitality.co.uk/healthcare-providers/i-am-a-consultant/

If you are still unsure you can email practitionerqueries@vitality.co.uk