

How to Read & Update Your Treatment Fees

We understand that keeping your treatment fees and insurance contracted rates up to date is essential for the success of your practice. That's why we have created this step-by-step guide to help you understand how to read and update your treatment fee guide with OrthoFi.

How to Read an OrthoFi Treatment and Network Details Guide

OrthoFi Treatment Details Page

Your OrthoFi Treatment Details Page is a dynamic tool, customized with the details provided by your practice, to present flexible financing options and as accurate out-of-pocket estimated expenses as possible.

In addition to fueling OrthoFi's reporting suite, every selection made on the Treatment Details Page builds your patient's payment slider, service contract, and claim submission form. The Treatment Details Page also calculates benefit estimates and applicable in-network discounts in real time! The options on the Treatment Details Page are an interpretation of your fees and coding to optimize your OrthoFi treatment recommendation process.

- **Treatment Type:** (patient-facing) Category for the procedure; helps populate the ADA procedure code. Must select from:
 - **Phase 1**
 - **Phase 2**
 - **Comprehensive**
 - **Limited**
 - **Re-treatment**

- **Dentition:** Stage of the patient's teeth development; helps populate the ADA procedure code. Must select from:
 - **Primary (deciduous) dentition** - Refers to the deciduous or primary teeth in the dental arch.
 - **Transitional (mixed) dentition** - Refers to a mixed dentition; begins with the appearance of the permanent first molars and ends with the exfoliation of the deciduous teeth.
 - **Adolescent dentition** - Refers to the stage of permanent dentition prior to cessation of skeletal growth.
 - **Adult (permanent) dentition** - Refers to the permanent teeth in the dental arch.
- **Severity:** YOUR verbiage used for doctor and treatment coordinator to communicate treatment fees. Each severity is automatically associated with your fee and a current CDT procedure code for Orthodontic treatment. (*OrthoFi verifies orthodontic benefits only*).
- **Treatment Option:** (patient facing) Customized to match your in-office language; the label that the patient will see on their payment slider and contract (i.e. metal braces, Invisalign, etc).
- **Additional Costs:** (patient facing*) Adjunctive services to be itemized in the initial fee presentation and/or on the claim submission form (one claim is created per OrthoFi contract signed).
 - Additional costs may be used to create more detailed claims to network requirements to maximize total in-network reimbursement.
 - *IF a more holistic treatment fee presentation is desired, additional costs may be marked as included in your total fee. Associated procedure codes are still itemized on claim submission form.
- **Courtesies:** (patient-facing) Those courtesies you offer frequently, for ease of use and consistent reporting.

- **Miscellaneous Charges** (patient-facing) Anything you wish to charge for instead of or after the patient’s contract for treatment. You will find these on a separate tab!
 - In addition to the OrthoFi treatment details page, services and retail offerings beyond the treatment “start” may be managed in OrthoFi as well. OrthoFi will not verify coverage details for these miscellaneous charges, nor will estimated benefits or in-network discounts automatically be calculated.
 - You may opt to extend financing options to your patients and/or submit insurance claims as the circumstance and your office policies dictate.

How to update your OrthoFi Treatment and Network Details Guide

Step 1: Contact Your OrthoSuccess Manager (OSM)

To access the fee guide for your practice or organization, please reach out to your OSM. They will provide you with a link to the fee guide that is specific to your practice.

Step 2: Access the Editable File

Once you have received the link, use it to access the editable file for each practice that needs updating. You can do this by clicking on the link and following the prompts.

Step 3 : Highlight the Updates

Once you have accessed the file, please make sure that any updates are highlighted using the following rules:

- New Additions: Highlight in Green
- Updates to Existing Items: Highlight in Yellow
- Removal of Existing Items: Highlight in Red

Step 4 : Download the File and Email Updates

After you have made the necessary updates, download the file to Excel and email the updates to your OSM. They will then forward the updates to our Treatment & Network Details Team for processing. Please expect any updates to be completed within 7-10 business days.

Step 5: Schedule a Call

If you have any questions or need additional support with updating your treatment fees or contracted rates, please schedule a call with your OSM and our Treatment & Network Details Team member.