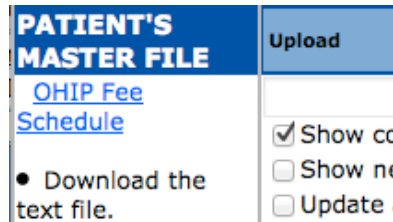


# INDIVICA

## Schedule of Benefits (with Assistant and Anesthetist Fees)

1. In OSCAR, click Admin. Under Billing, click Upload Schedule of Benefits.
2. Click on the text “OHIP Fee Schedule” in the top left corner.



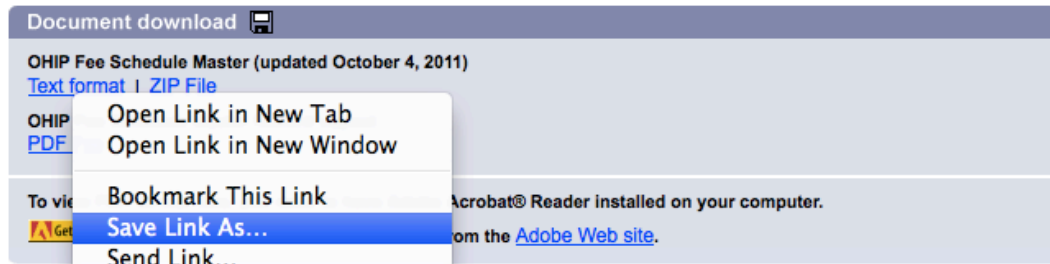
3. This will take you to an OHIP website where you can download the schedule of benefits or ‘OHIP Fee Schedule Master’.
4. Save the “Text Format”. Right click the link (on Mac OS, hold control and click) and select “Save Link As...” and then choose a destination to save it in on your computer. The default file name is MMMSOBYYYY.txt where MMM is the month and YYYY is the published year. After you save your file, close the window.



Updated October 4, 2011

The Fee Schedule Master below has been updated effective September 1, 2011. If your Medical Billing Software has **not** been updated by your vendor, you are encouraged to do so at your earliest convenience.

Please direct *technical* inquiries to your Billing Package Developer / Vendor.



# INDIVICA

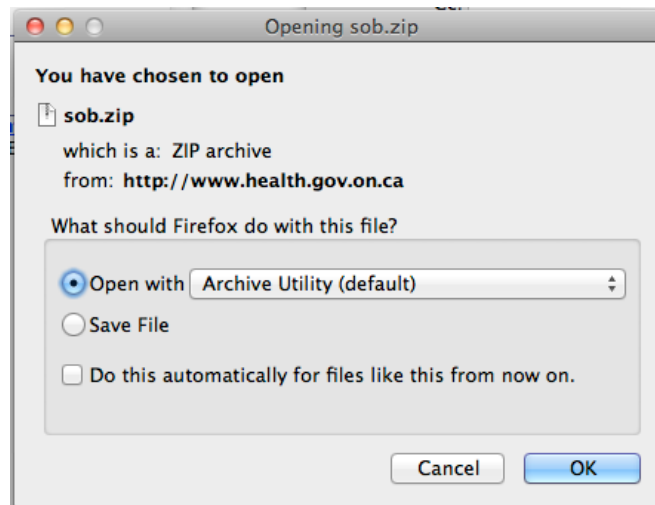
5. If your clinic does not use Assistant Fees and Anesthetist Fees, go to step 11.
  - a. Go to: [http://www.health.gov.on.ca/english/providers/program/ohip/sob/physserv/physserv\\_mn.html](http://www.health.gov.on.ca/english/providers/program/ohip/sob/physserv/physserv_mn.html)
  - b. Click "Download Schedule as single document".

The screenshot shows the Ontario Ministry of Health and Long-Term Care website. The header includes the Ontario logo and the text 'Ontario Ministry of Health and Long-Term Care'. Below the header is a search bar and a navigation menu with options: 'Public Information', 'Health Care Providers', 'News Media', and 'Text Only Version'. The main content area is titled 'Section Health Care Professionals' and features the heading 'Schedule of Benefits for Physician Services under the Health Insurance Act'. A 'RSS Feed' icon is visible next to the heading. Below the heading, it states 'effective April 1, 2012' and includes a disclaimer: 'This information requires knowledgeable interpretation and is intended primarily for members of the professional health care community.' A link 'Download Schedule as single document' is highlighted with a red box, with a note below it stating 'ZIP format, size is 2.7 MB'.

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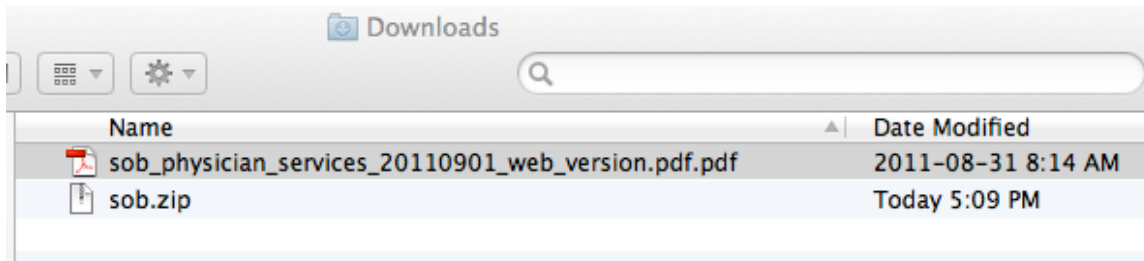
[Numeric Index](#)

6. When you click the link you will have two choices, 'Open with' and 'Save File':



# I N D I V I C A

7. Choose to open with 'Archive Utility (default)' (on Mac OS) and then hit OK. On Windows, depending on your version, you can choose Open.  
Note: Older versions of Windows do not come with the ability to open .zip files. A third-party program is required. Please contact Indivica for assistance if your system cannot open these files.
8. The file will be placed in the “Downloads” folder by default unless you have changed it.
9. In your downloads folder you'll now see:



10. Open the pdf file with adobe acrobat and go to page 873 where you will see:

<b>Assistant Fees</b>	<b>\$12.04</b>
<b>Anaesthetist Fees</b>	<b>\$15.01</b>

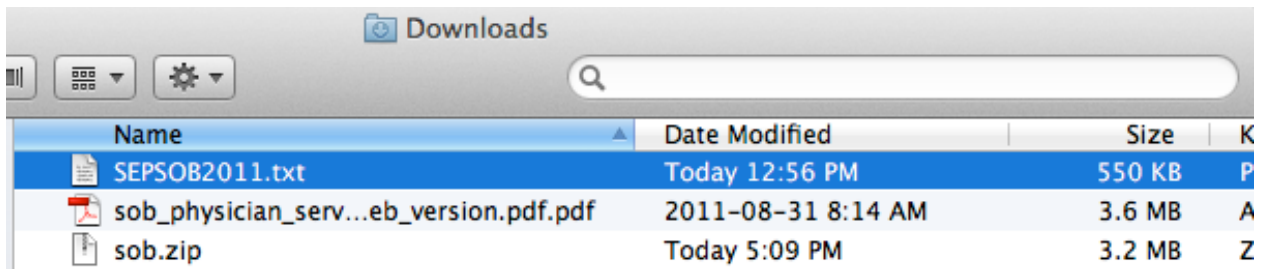
11. Go back to Admin. Under Billing, click Upload Schedule of Benefits.
12. Check the box “Update all new and changed fees”  
Note: If you would like to see the codes with changed prices and/or new codes, check off the appropriate boxes.
  - a. If you are updating Assistant Fees and Anaesthetic Fees, check off those boxes and enter the values retrieved in step 10.



# I N D I V I C A

Show codes with changed fees  
 Show new codes  
 Update all new and changed fees  
 Update assistant fees   
 Update anaesthetist fees

13. Click 'Browse...' then select and open the MMMSOBYYYY.txt file retrieved in step 4.



Note: If you are unable to find the .pdf file or .txt file after downloading it, you can use the search function on your computer to find where it is located.

14. Click the Import button at the top.  
Note: This is a lengthy procedure and could take several minutes to complete. In addition, data returned can be large and if the connection is slow it may take a while to see the result.

