

Fee Schedules

Provider Portal User's Guide

Fee Schedules

This guide provides step-by-step instructions to look up a fee schedule in CareFirst Direct.

Log in to the Provider Portal at provider.carefirst.com.

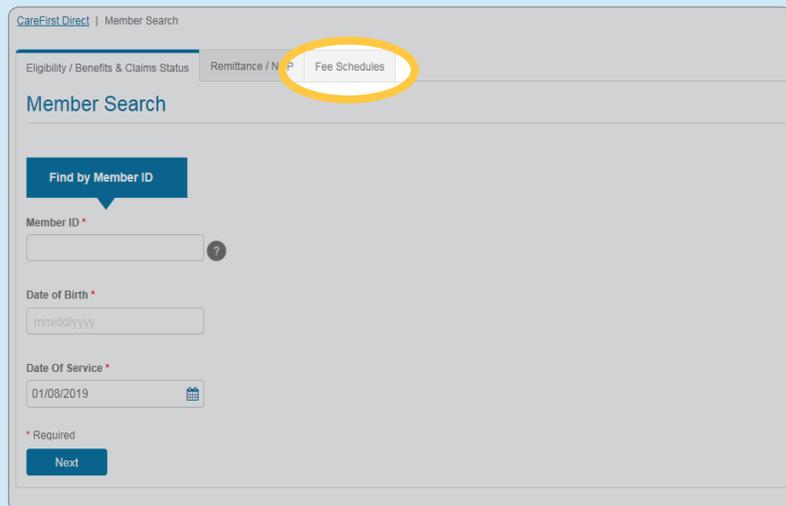


Once logged in, you will see the CareFirst Direct homepage and the *Member Search* screen.

The tabs across the top will appear based on the access you have within CareFirst Direct.

To begin the process of looking up a fee schedule, select the *Fee Schedules* tab.

Important Note: To view Fee Schedules, your office administrator will need to [grant you access through user management](#). You can also [request access within Settings > View Access on the Provider Portal Home Page](#).



From the *Fee Schedules* screen, you will complete the required search fields:

1. Tax ID—Organization
2. Select the Practice Name
3. Select the Practitioner Name

Note: Based on the fee schedules you have access to, the practitioner(s) name(s) and specialty will appear in the *Select Practitioner Name* field.

The screenshot shows the 'Fee Schedules' search interface. At the top, there are tabs for 'Eligibility / Benefits & Claims Status', 'Remittance / NOP', and 'Fee Schedules'. Below the tabs, the title 'Fee Schedules' is displayed. A 'Medical' category is selected. The search criteria are listed as 'I am Searching for'. Three fields are highlighted with yellow circles: 'Tax ID / Organization *' with the value '00000000 - ORG NAME', 'Select Practice *' with a dropdown menu showing 'PRACTICE NAME', and 'Select Practitioner *' with a dropdown menu showing 'PRACTITIONER'S NAME (Specialty)'.

From here, you can select the Commercial Networks you would like to view. The networks you participate with will display. You can view fee schedules for up to two networks at a time. To remove a network from your search, simply click on the 'X' next to the network name.

Note: If you participate in our Medicare Advantage network, you will see the % of the CMS Schedule you are paid. There is also a link provided to view the CMS Physician Fee Schedule.

The screenshot shows the 'Select Commercial Network(s) *' dropdown menu. Two networks are selected: 'PPO - RPN' and 'HMO - BlueChoice'. A dropdown arrow is visible on the right side of the menu.

The screenshot shows the 'Medicare Advantage Fee Schedule' details. The practice name is 'PRACTICE NAME 1' with the specialty 'Pathology'. The practitioner name is 'PRACTITIONER NAME - PRACTITIONER TYPE' with the specialty 'XXXXXXXXXX'. The payment rate is 'Pay at 100% of CMS Schedule'. A link is provided to 'View CMS Physician Fee Schedule'.

You can conduct your search in two ways. You can search by *Most Commonly Billed Procedure Codes* or you can conduct a *Procedure Code Search*.

The tool will default to *Procedure Code Search*.

The screenshot shows the top portion of a web application interface. At the top, there is a dropdown menu labeled "Select Commercial Network(s) *" with two selected items: "PPO - RPN" and "HMO - BlueChoice". Below this is a "Search By *" section with two radio button options: "Most Commonly Billed Procedure Codes" (unselected) and "Procedure Code Search" (selected). A search input field is located below the radio buttons. The main area is divided into two columns: "Procedure Codes" on the left and "Selected 0 Procedure Codes" on the right. Between these columns are three buttons: "Add", "Remove", and "Remove All". At the bottom left, there is a "* Required" label and a "Search" button. At the bottom right, there is a note "Select up to maximum of 100".

To conduct a search by procedure code, select *Procedure Code Search*. Enter the procedure code you would like to search for in the search field. The corresponding code will populate in the *Procedure Codes* box.

As you add procedure codes, select each and then click *Add* to move them to the *Selected Procedure Codes* box. You can add up to 100 procedure codes for your search.

You can remove any codes you added in error by clicking on the code and selecting *Remove*.

Once you have added all your procedure codes, click *Search*.

This screenshot shows the search interface with a procedure code "XXXXX" entered in the search field. A dropdown menu is open below the search field, showing "Procedure Codes" and "XXXXX". The "Add" button is highlighted with a yellow circle. The "Selected 0 Procedure Codes" box is empty. The "Remove" and "Remove All" buttons are also visible. The "Select up to maximum of 100" note is at the bottom right.

This screenshot shows the search interface after the procedure code "XXXXX" has been added to the "Selected 1 Procedure Codes" box. The "Add" button is no longer visible. The "Remove" and "Remove All" buttons are still present. The "Search" button at the bottom left is highlighted with a yellow circle. The "Select up to maximum of 100" note is at the bottom right.

Here is an example of what will display when you search by Procedure Codes. At the top you will see a summary of your search criteria.

Then you will see the fee schedule results listed by specific procedure code for the networks you selected. If there are multiple pages of information, you will see arrows at the bottom of the screen to advance pages or return to a previous one.

You can also start another search by clicking *New Search*.

You Searched for

Provider: PROVIDER NAME 1 Practitioner: PRACTITIONER NAME - TYPE Speciality: SPECIALTY

Search Results

Procedure Code	PPO - Traditional Indemnity and PPO - RPN Network			HMO - BlueChoice Network		
	Facility Rates	ASC Rates	Non-Facility Rates	Facility Rates	ASC Rates	Non-Facility Rates
XXXXXX	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18

New Search

The fee schedules in CareFirst Direct are for your practice's primary location. The CPT Codes used in CareFirst Direct are the proprietary property of the American Medical Association. All rights reserved. CareFirst reserves the right to change pricing. Services listed in conjunction with a modifier may be subject to a modified rate. Proprietary and Confidential. May not be copied or transmitted in any form. If you have questions about the fee schedule information provided, please contact your Professional Provider Representative for assistance.
* NA - Not Available

To search by *Most Commonly Billed Procedure Codes*, select *Most Commonly Billed Procedure Codes* and then click *Search*.

Select Commercial Network(s) *

PPO - RPN X HMO - BlueChoice X

Search By *

Most Commonly Billed Procedure

Procedure Code Search

Search

Procedure Codes

Add

Remove

Remove All

Selected 0 Procedure Codes

Select up to maximum of 100

* Required

Search

Here is an example of what you will see when you search by *Most Commonly Billed Procedure Codes*.

Like the *Procedure Code Search*, you will see a summary of your search criteria, and the fee schedule results listed by procedure code for the networks you selected.

You can click on the arrows at the bottom of the screen to advance pages or return to a previous one.

You can also start another search by clicking the *New Search* button.

You view your search results as a PDF document by clicking the *View as PDF* option in your search results.

Here is an example of how your results will look as a PDF document.

Procedure Code	Traditional Indemnity and PPO PAR and RPN Network			HMO BlueChoice Network		
	Facility Rates	ASC Rates	Non-Facility Rates	Facility Rates	ASC Rates	Non-Facility Rates
	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18