TCHN CONTRACTING TOOL

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TCHN CONTRACTING TOOL

OVERVIEW

This online tool is designed to allow TCHN members to perform comprehensive fee schedule analysis. A provider can review the fees for the contracts that he or she currently participates in through TCHN. These fee schedules can be compared to the Atlanta Medicare fee schedule on a CPT code specific basis as well as on a weighted average basis using national utilization data specific to a specialty. The provider is also encouraged to input their own annual utilization or download the information into Excel to better analyze and manipulate the data.
TCHN CONTRACTING TOOL

Step by Step Instructions

1. Go to www.choa.org/tchn. Scroll down to “Resources for Members” and click the “View your Fee Schedules (powered through Valence)” link. You will be redirected to http://tchn.valencehealth.com

2. Enter your:
   - Username
   - Password
   - Accept the terms and conditions
   - Click submit
3. You have reached the Main Menu Options:

A. View sample fee schedule

- Select your specialty from the table on the left, scroll down, and click the Submit button. (Proceed to Page 7).

B. Create New List

Note: Use this option to view fees not included on the sample fee schedule. In addition you may input practice specific utilization.

- Select “Create New List” the table on the right, scroll down, and click the Submit button.
Creating your own Custom Utilization

Note: When analyzing contracts, you are encouraged to build a list specific to your practice using your practice’s annual volume numbers.

- 1) Enter the first procedure code, procedure modifier (if applicable) and quantity (number of procedures done in an average year)
- 2) Click “Add”. The code will appear on the bottom of the screen.
- Repeat the above steps 1) and 2) to add the rest of the codes for your custom list.
- When you have finished
  - Enter a name for your list in the “Save list as” box.
  - Once the custom list is saved, hit “Continue” and you will be taken to the screen shown on page 7 to compare your list to existing fee schedules.
Accessing previously entered Customized List

Step 1.
Select a typical utilization based on your specialty.

- Pediatric Medicine

Step 2.
Select a representative commercial service distribution for your specialty.

- Create New List
- 90291
- 90648
- Customized List

- Click on the name of the list you want
- Click on Submit
- You will be taken to a screen where you can add or remove procedure codes (as seen on page 5)
4. Comparing the Fee Schedules

A. Sorting the results:

- You may sort either by CPT code (default) or by distribution; click on the button to change sort option.

B. Selecting which fee schedules to compare:

- The default compares your utilization to all fee schedules. If you wish to exclude one or more fee schedules, click on the box next to the fee schedule to uncheck the box, then click “Update.”
The screen will refresh, showing a comparison of your utilization between the selected fee schedules.

5. To Export to Excel, click on the “Export to Excel” button. The following screen may pop up:

If you see this screen, Click on “Open.” Please note, if your toolbar has pop-up blocking software enabled, you will need to select “download file” to open the spreadsheet.
You will then be able to work with the fee schedules in an Excel spreadsheet.

To save the excel file, click on the File menu and then “Save As...”. A “Save As” menu will then pop up.

To save the file, first select the location where you would like the file saved. To select the location, click on the down arrow next to the “Save in” box. Double-click on the desired location, then select the folder where your file will be saved. Name the file and then select to save it as an Excel file type. Then click “Save.”

Note: If you are not given an option to save the file as an Excel File, you may copy and paste the spreadsheet above into Excel.
7. Logging Off

IMPORTANT:
- Once you have finished your work with the fee schedules, log off to prevent unauthorized access to this information. You will be taken back to the sign in page. However, it is possible to again access the TCHN Contract site using your browser’s “Back” button. For maximum security, please close your browser completely before stepping away from your desk.