

# THE CHILDREN'S HEALTH NETWORK



**Children's**<sup>®</sup>  
*Healthcare of Atlanta*

## CONTRACTING TOOL TRAINING MANUAL

## TCHN CONTRACTING TOOL

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## TCHN CONTRACTING TOOL

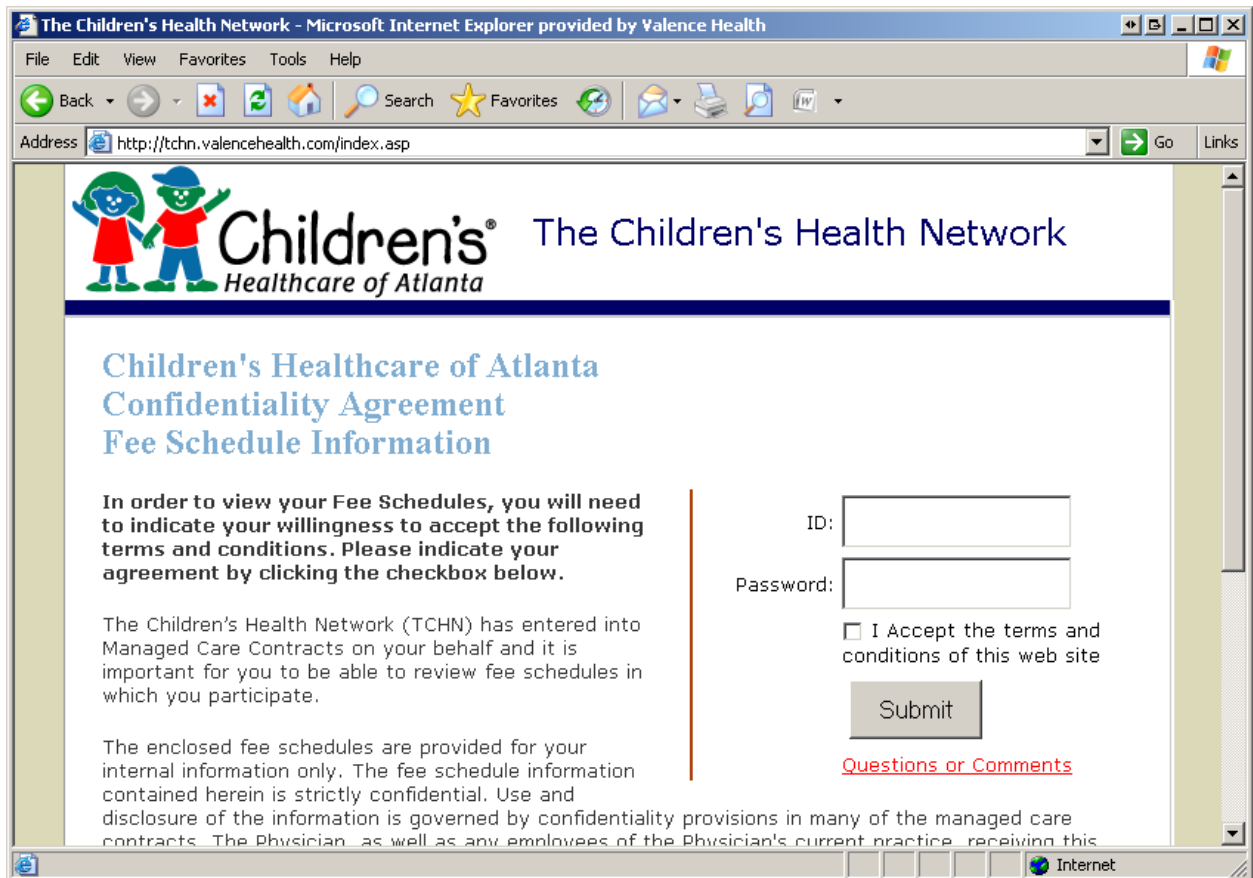
### OVERVIEW

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](http://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>



The screenshot shows a Microsoft Internet Explorer browser window titled "The Children's Health Network - Microsoft Internet Explorer provided by Valence Health". The address bar shows the URL <http://tchn.valencehealth.com/index.asp>. The page content includes the logo for "Children's Healthcare of Atlanta" and "The Children's Health Network". Below the logo, the page title is "Children's Healthcare of Atlanta Confidentiality Agreement Fee Schedule Information". The main text reads: "In order to view your Fee Schedules, you will need to indicate your willingness to accept the following terms and conditions. Please indicate your agreement by clicking the checkbox below." Below this text, there is a paragraph explaining that the Children's Health Network (TCHN) has entered into Managed Care Contracts on behalf of the user and it is important to review fee schedules. Another paragraph states that the enclosed fee schedules are for internal information only and are strictly confidential. To the right of the text, there is a login form with two input fields: "ID:" and "Password:". Below the password field is a checkbox labeled "I Accept the terms and conditions of this web site". A "Submit" button is located below the checkbox. At the bottom of the form area, there is a red link labeled "Questions or Comments".

2. Enter your:
  - Username
  - Password
  - Accept the terms and conditions
  - Click submit

### 3. You have reached the Main Menu Options:

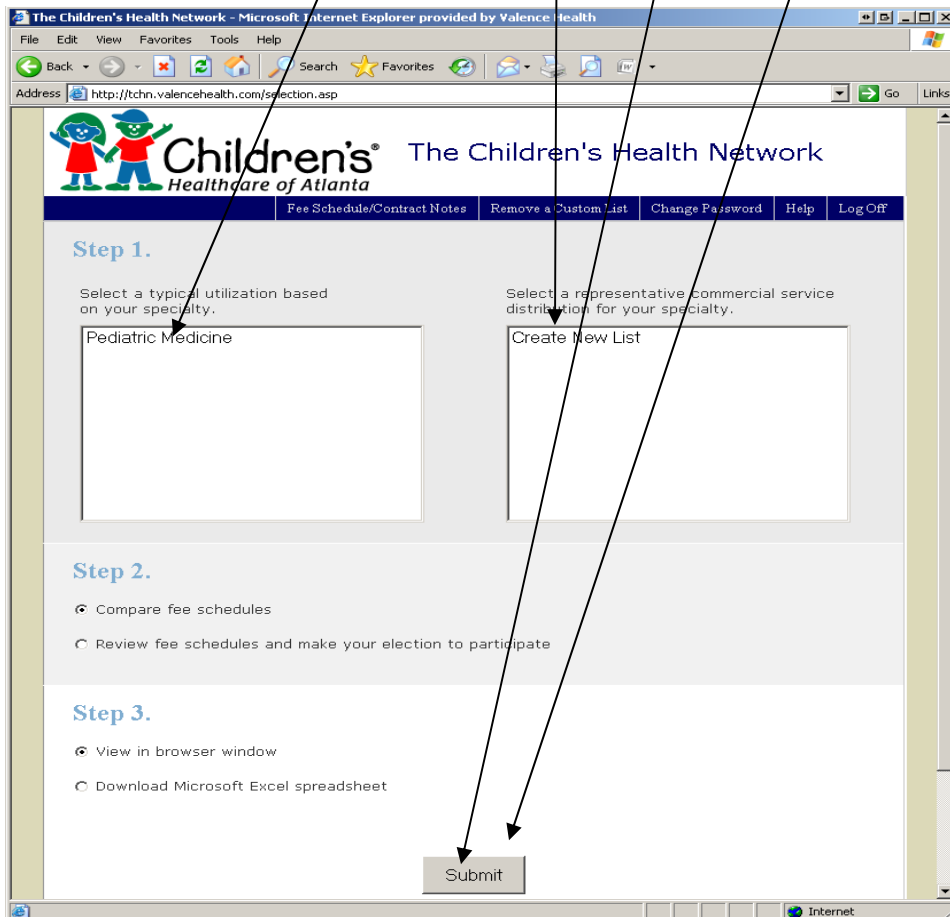
#### A. View sample fee schedule

- 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.

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Main Menu Help Log Off

Procedure Code:  Procedure Modifier:  Quantity:

Message:

Add ->> Remove << Clear All <<

Save list as:  Continue [Help](#)

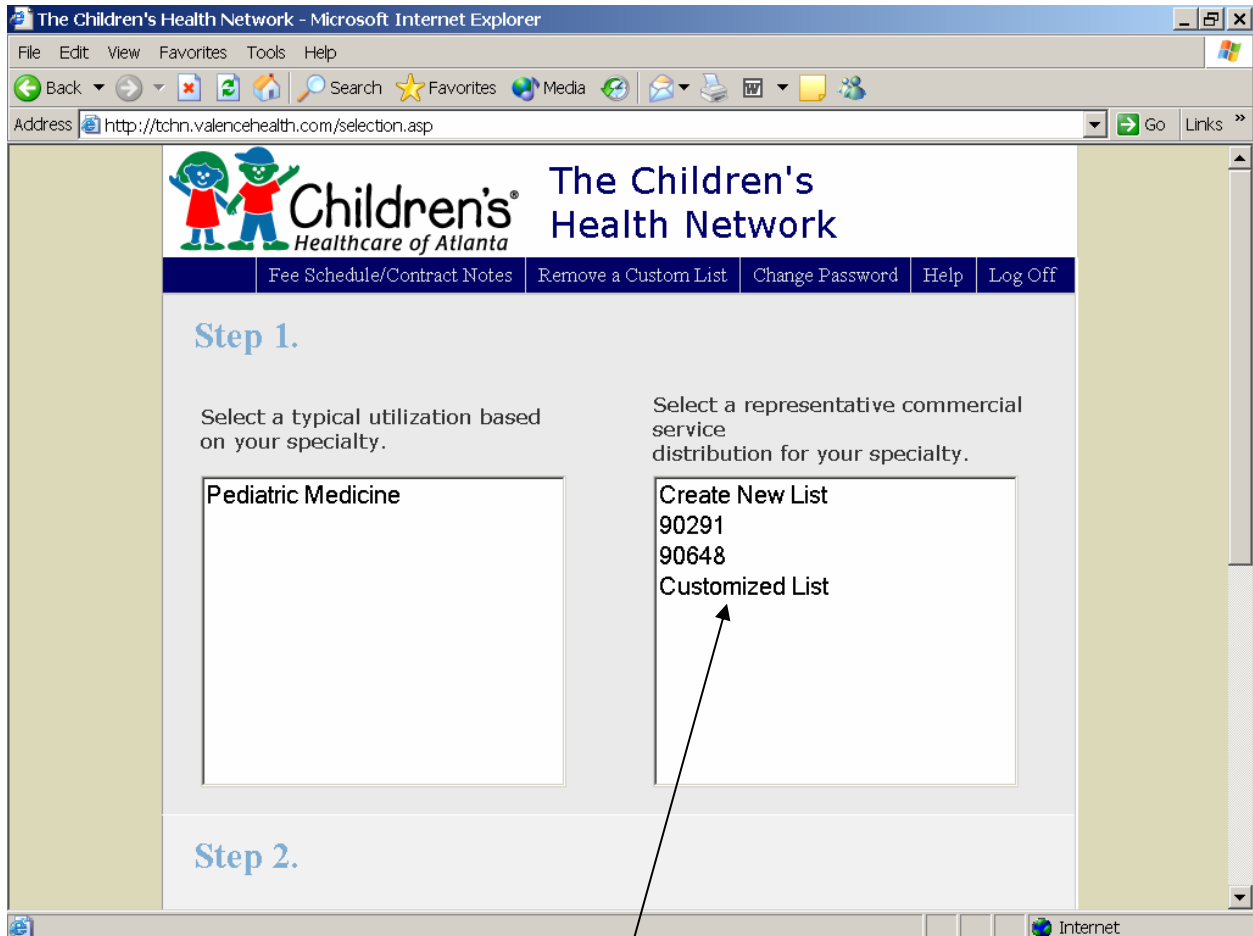
Items added to list:

Procedure Code	Modifier	Description	Quantity
99212		Office/outpatient visit, est	25
99213		Office/outpatient visit, est	50

Powered by Valence Health

- 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.

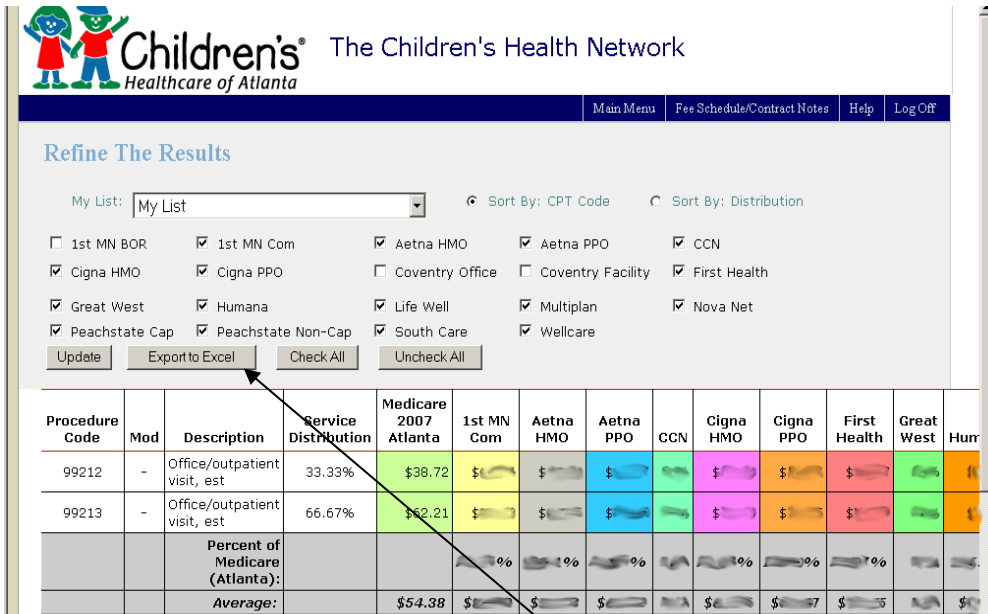
## Accessing previously entered Customized List



- 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)



The screen will refresh, showing a comparison of your utilization between the selected fee schedules.



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Main Menu Fee Schedule/Contract Notes Help Log Off

Refine The Results

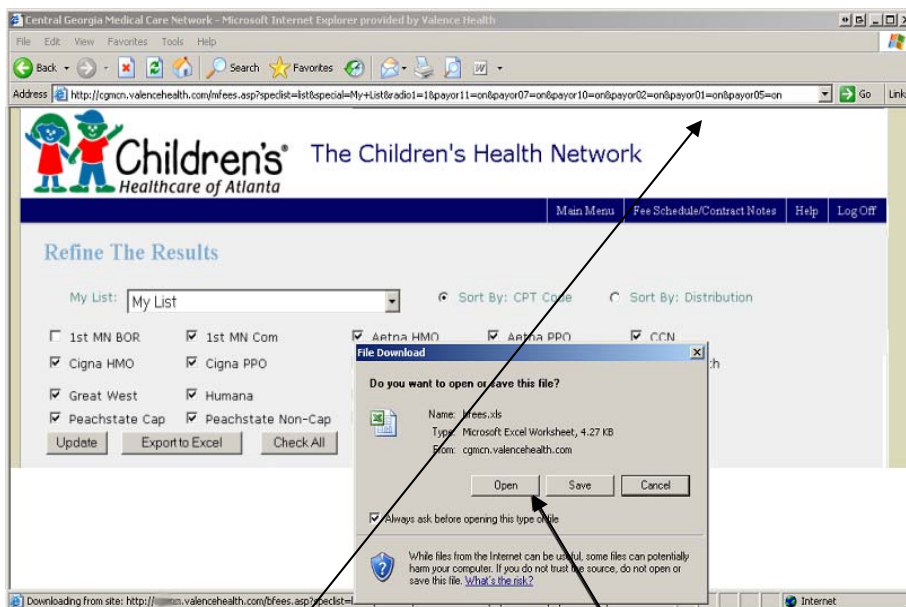
My List: My List    Sort By: CPT Code    Sort By: Distribution

1st MN BOR     1st MN Com     Aetna HMO     Aetna PPO     CCN  
 Cigna HMO     Cigna PPO     Coventry Office     Coventry Facility     First Health  
 Great West     Humana     Life Well     Multiplan     Nova Net  
 Peachstate Cap     Peachstate Non-Cap     South Care     Wellcare

Update    Export to Excel    Check All    Uncheck All

Procedure Code	Mod	Description	Service Distribution	Medicare 2007 Atlanta	1st MN Com	Aetna HMO	Aetna PPO	CCN	Cigna HMO	Cigna PPO	First Health	Great West	Hun
99212	-	Office/outpatient visit, est	33.33%	\$38.72	\$	\$	\$	\$	\$	\$	\$	\$	\$
99213	-	Office/outpatient visit, est	66.67%	\$62.21	\$	\$	\$	\$	\$	\$	\$	\$	\$
Percent of Medicare (Atlanta):					%	%	%	%	%	%	%	%	%
Average:				\$54.38	\$	\$	\$	\$	\$	\$	\$	\$	\$

- 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.

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Main Menu Fee Schedule/Contract Notes Help Log Off

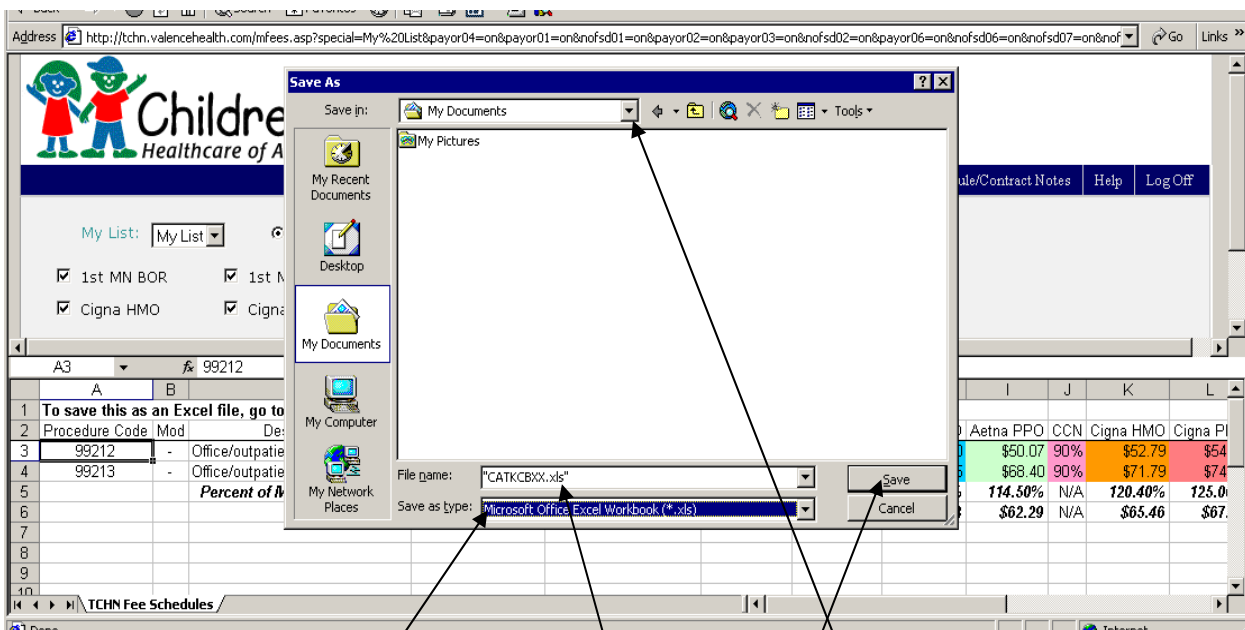
My List: MyList Sort By: CPT Code Sort By: Distribution

1st MN BOR     1st MN Com     Aetna HMO     Aetna PPO     CCN  
 Cigna HMO     Cigna PPO     Coventry Office     Coventry Facility     First Health

Procedure Code	Mod	Description	Service Distribution	Medicare 2007 Atlanta	1st MN BOR	1st MN Com	Aetna HMO	Aetna PPO	CCN	Cigna HMO	Cigna PI
99212	-	Office/outpatient visit, est	33.33%	\$38.72	\$38.75	\$66.44	\$47.70	\$50.07	90%	\$52.79	\$54.38
99213	-	Office/outpatient visit, est	66.67%	\$62.21	\$52.50	\$90.38	\$65.15	\$68.40	90%	\$71.79	\$74.38
<b>Percent of Medicare (Atlanta):</b>					<b>88.10%</b>	<b>151.50%</b>	<b>109.10%</b>	<b>114.50%</b>	N/A	<b>120.40%</b>	<b>125.00%</b>
<b>Average:</b>				<b>\$54.38</b>	<b>\$47.92</b>	<b>\$82.40</b>	<b>\$59.33</b>	<b>\$62.29</b>	N/A	<b>\$65.46</b>	<b>\$67.38</b>

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.

