

Getting started with contracts

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The basics

Two critical steps must be completed in order to have your contract prices appear when posting insurance payments.

- **Step 1:** You must create the contract in the Codes section.
- **Step 2:** Once the Contract is created, the next step is to associate the contract with an insurance company.

Important: Both steps need to be completed prior to posting any insurance payments. Not doing so will cause the Insurance Allowed and Paid columns to be displayed as \$0.00.

As payments are posted and your office begins to track what's allowed vs. what's paid, we recommend running the **Contract Analysis by Contract** report as well as the **Contract Analysis by Payer** report to keep track of payment trends and negotiate future contracts with insurance companies.

Add an empty contract

Create an empty contract if you would like to include all of your codes, but want the values at \$0. That way you can return and enter the prices manually.

Follow the steps below to manually add a new contract.

1. Select **Customer Setup > Codes... > Contracts**.
2. Click the **New Contract** button.
3. Select the **Create an empty contact** option.
4. Click the **Show Preview** button.
5. Add the contract name in the **Name** field.
6. Use the **Type** drop-down menu to select whether the contract will be **FFS** (Fee For Service) or **CAP** (Capitated).

 This is only used for tracking purposes.

7. Place a check in the box if you want to **Allow users posting payments to update prices**

8. The **Sequence#** will be auto-populate once the contract is saved.
9. In the table below you will find all the codes that have been added or created for your account.

 To learn how to add or create codes, please visit our [Procedure Codes Help Article](#).

10. In the **Price** column, enter your contract price for each billing procedure code as agreed upon with the payer.
11. **Optional:** If the Payer does not cover a particular procedure, place a check in the **Exclusion** box. Checking this box will make any remaining balance due to the patient after the insurance payment; the status of the charge will be set to Balance Due Patient automatically.
12. Open the **Payers** window to associate this contract with a payer.

 To learn how to associate contracts with the payer, please visit our [Add Payer Association Help Article](#).

13. Click **Save**.

Add a contract

Follow the steps below to create a new contract based on an existing contract (i.e., duplicate prices and options), based on the Medicare Fee Schedule, or based on payments entered.

1. Select **Customer Setup > Codes... > Contracts**.
2. Click the **New Contract** button.
3. Select how you want to base the contract from:
 1. **From an existing contract?**
 1. Select the **Set prices based on another contract** option.
 2. Use the **Specify Contract** drop-down menu to select the existing contract.
 2. **From the Medicare Fee Schedule?**
 1. Use the **Medicare Fee Schedule Year** drop-down menu to select which Medicare Fee Schedule year to use.

2. Enter your **Zip code** to enter the **Carrier** and **Locality**.
3. Select the **Pricing Method**, you can **Use Non-Facility Pricing** or **Use Facility Pricing**.

 The Medicare Fee Schedule includes the **Medicare Physician Fee Schedule (MPFS)** and the **Medicare Clinical Laboratory Fee Schedule**. Procedure codes associated with a lab or test will be priced by the Clinical Laboratory Fee Schedule, while other procedures will be priced by the Medicare Physician Fee Schedule. Please note that the **Medicare Clinical Laboratory Fee Schedule** consists of a single price, either local or national, in contrast with the **Medicare Physician Fee Schedule**, which is determined based on the specific zip code location.

Medicare Clinical Laboratory Fee Schedule
Code: 81400

Year: 2025

Medicare Allowables

Pricing Indicator:	National
CLIA Waived:	No
Price:	\$63.96

Medicare Physician Fee Schedule
Code: 10081

Year: 2025 Type: Global

Medicare Allowables **RVUs**

Location	Non-Facility Price	Facility Price	Provider Work	Practice Expenses	Malpractice
123 OLD BAY DRIVE CRAB SHACK	\$298.75	\$157.47	1	0.877	0.933
70A TEST PRACTICE 333 TEST WAY	\$322.30	\$170.88	1	0.94	1.467
ADD PRACTICE 1497 EAST HWY	\$322.30	\$170.88	1	0.94	1.467
AKEDRAS MEDICAL PRACTICE 2 ZOLA WAY	\$306.08	\$156.92	1	0.526	0.665
ALEX PRACTICE 11 123 TEST LANE	\$322.30	\$170.88	1	0.94	1.467
ALEX PRACTICE 12 535 RED BUG ROAD	\$322.30	\$170.88	1	0.94	1.467
ALEX PRACTICE 13 123 TESTING LANE	\$322.30	\$170.88	1	0.94	1.467
ALEX PRACTICE 14 444 TESTING LANE	\$322.30	\$170.88	1	0.94	1.467
ALEX PRACTICE 15 OR WAIT IS IT 16 123 QHRRH BEHAVE WAY	\$322.30	\$170.88	1	0.94	1.467
ALEX PRACTICE TEST THREE 235 SIDELINES WAY	\$322.30	\$170.88	1	0.94	1.467
ALEX TEST 8 666777 TESTING ALAN	\$322.30	\$170.88	1	0.94	1.467
ALEX TEST 9 8888 TESTING LANE	\$322.30	\$170.88	1	0.94	1.467
ALEX TEST PRACTICE 20 325 TESTING LANE	\$322.30	\$170.88	1	0.94	1.467
ALEX TEST PRACTICE 21 999 WISCONSIN AVE	\$322.30	\$170.88	1	0.94	1.467
ALEX TEST PRACTICE 23 3646 TESTING LANE	\$322.30	\$170.88	1	0.94	1.467
ALEX TEST PRACTICE 419 MAYBE 98989898 NO IDEA	\$322.30	\$170.88	1	0.94	1.467

3. From Payments Entered?

1. Use the **Specify Payer** drop-down menu to select which payer payments to use.
 2. Enter the number of **Days** you would like to base your contracts off of.
4. Select one of the **Adjust Prices** options to determine how you would like to adjust the prices for your new contact based from the existing contact.
 1. **Do not adjust the prices of the new contract** Do not adjust any of the procedure code prices on this contact.
 2. **Increase prices by:** Increase the procedure code prices by adding a percentage of change to the original amount.

 If a procedure code with a price of \$200 is **increased** by 140% it will calculate for a total of \$480. (\$200 + \$280 (140% of the price)).

3. **Decrease prices by:** Decrease the procedure code prices by subtracting a percentage of change from the original amount.

 If a procedure code with a price of \$200 is **decreased** by 40% it will calculate for a total of \$120. ($\$200 - \80 (40% of the price)).

4. **Adjust prices to:** Adjust the procedure code prices by a set percentage based off of the original price.

 If a procedure code with a price of \$200 is adjusted by 140% it will calculate for a total of \$280.

5. **Round prices up the next whole dollar amount** Automatically adjust the prices to the nearest whole dollar amount
5. Click the **Show Preview** button to review the price adjustments.
6. Type the name for this contact in the **Name** field.
7. Use the **Type** drop-down menu to select whether the contract will be **FFS** (Fee For Service) or **CAP** (Capitated).

 This is only used for tracking purposes.

8. Place a check in the box if you would like to **Allow users posting payments to update prices**
9. The **Sequence#** will be auto-populate once the contract is saved.
10. The table below will display all the codes that have been added or created for your account.

 To learn how to add or create codes, please visit our [Procedure Codes Help Article](#).

11. In the **Price** column, enter your contract price for each billing procedure code as agreed upon with the payer.
12. **Optional:** If the payer does not cover a particular procedure, check the **Exclusion** checkbox. Checking this box will make any remaining balance due to the patient after the insurance payment; meaning, the status of the charge will be set to **Balance Due Patient** automatically.
13. Open the **Payers** window to associate this contract with a payer.

 To learn how to associate contracts with the payer, please visit our [Add a Payer Association Help Article](#).

14. Click **Save**.

Add a contract from Imported Prices

Follow the steps below to add a new contract based on imported prices.

Part 1: Create a Spreadsheet

1. The first row of the spreadsheet should only contain **column names**.
2. Label the **First** column of the spreadsheet as **Code**, it should contain the list your **billing codes**.
3. Label the **Second** column of the spreadsheet as **Description**, it should contain the list of **code descriptions**.

 If the code is not in your local list, it will be added with this description.

4. Label the **Third** column of the spreadsheet as **Default**, it should contain the list of **default billing prices**.

 If the code is not in your local list, it will be added with this default price.

5. Label the **Fourth** column of the spreadsheet as **Price**, it should contain list of **contract prices**.

Example Format			
Column headers must be the first row. Columns marked with a * are required.			
Code *	Description	Default	Price *
99212	If the code is not in your local list, it's added with this description. OFFICE VISIT	If the code is not in your local list, it's added with this default price. 45.00	50.25

6. **Save** the spreadsheet as a Comma delimited (.csv), Excel (.xls or .xlsx) file.

 Only the first sheet/tab will be imported.

Part 2: Importing into CollaborateMD

1. Select **Customer Setup > Codes... > Contracts**.
2. Click the **New Contract** button.
3. Select the **Import Prices** option.
4. Use the **File to Import** field to upload the spreadsheet.
5. Click the **Show Preview** to import the spreadsheet.
6. Type the name for the contact in the **Name** field.
7. Use the **Type** drop-down menu to select whether the contract will be **FFS** (Fee For Service) or **CAP** (Capitated).

 This is only used for tracking purposes.

8. Place a check in the box to **Allow users posting payments to update prices**.
9. The **Sequence#** will auto-populate once the contract is saved.
10. In the table below, you'll find all the codes that have been added or created for your account.

 To learn how to add or create codes, please visit our [Procedure Codes Help Article](#).

11. In the **Price** column, enter your contract price for each billing procedure code as agreed upon with the payer.
12. **Optional:** If the payer does not cover a particular procedure, check the Exclusion checkbox. Checking this box will make any remaining balance due to the patient after the insurance payment; meaning, the status of the charge will be set to **Balance Due Patient** automatically.
13. Open the Payers window to associate this contract with a payer.

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14. Click **Save**.

