Fee Schedule Review Worksheet

A pricing, reimbursement, payer comparison, profitability, and update-planning worksheet for healthcare practices

Purpose

Use this worksheet to evaluate whether current fees, payer allowed amounts, procedure costs, reimbursement trends, and discounting patterns support sustainable practice performance. It is designed for medical practices, dental practices, ASCs, and office-based surgical settings that need better visibility into pricing and reimbursement.

How to Use This Resource

- Complete the worksheet using current fee schedules, payer contracts, top procedure reports, cost information, and reimbursement data.
- Prioritize high-volume, high-cost, high-denial, and strategically important procedures first.
- Compare current charges, payer allowed amounts, collection patterns, supply/labor cost, and provider time.
- Document recommended updates, payer negotiation opportunities, and implementation timing.

1. Fee Schedule Inventory

☐	Checklist item	Notes / owner
☐	Collect the current practice fee schedule, payer fee schedules, contracted rates, cash-pay pricing, package pricing, and discount policies.	
☐	Identify the last date fees were reviewed and the person responsible for approval.	
☐	Identify services with outdated pricing, inconsistent pricing, missing codes, or unclear package rules.	
☐	Confirm who may approve fee changes, discount exceptions, write-offs, and payer negotiations.	

2. Top Procedure and Revenue Review

☐	Checklist item	Notes / owner
☐	Identify the top procedures by volume, revenue, profit contribution, provider time, payer mix, and strategic importance.	
☐	Review reimbursement by payer for each high-priority procedure.	
☐	Identify procedures with low reimbursement, high supply cost, high labor time, high denial risk, or frequent adjustments.	
☐	Determine whether current fees support profitability, capacity planning, and practice growth goals.	

3. Payer and Contract Comparison

☐	Checklist item	Notes / owner
☐	Compare allowed amounts across major payers for priority services.	
☐	Identify payer contracts below acceptable thresholds or below cost-to-deliver estimates.	
☐	Review payer-specific denial issues, bundling rules, prior authorization requirements, and payment delays.	
☐	Document payer negotiation opportunities and supporting data needed for negotiation.	

4. Cost and Margin Review

☐	Checklist item	Notes / owner
☐	Estimate direct costs for high-priority services, including supplies, implants, lab fees, clinical labor, provider time, facility time, equipment use, and anesthesia or recovery resources when applicable.	
☐	Review indirect cost assumptions, including overhead, billing cost, administrative support, room time, and compliance burden.	
☐	Calculate estimated margin or contribution for selected services.	
☐	Identify services that require pricing updates, workflow changes, payer renegotiation, or strategic reconsideration.	

5. Compliance and Communication Review

☐	Checklist item	Notes / owner
☐	Confirm fee updates are implemented consistently across systems, locations, providers, and patient-facing materials.	
☐	Review patient estimates, financial policies, prompt-pay discounts, membership plans, and cash-pay pricing for consistency.	
☐	Confirm coding, billing, and collection practices match payer contracts and applicable rules.	
☐	Document staff communication, patient communication, and implementation timing for approved changes.	

6. Fee Schedule Analysis Worksheet

Use this worksheet to capture fee review findings and recommended changes.

Code / service	Current fee / payer allowed / recommendation	Notes / owner
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7. Implementation Action Plan

Use this section to document approved updates, payer follow-up, system changes, and communication tasks.

Priority	Recommended change	Owner / target date
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High		
Medium		
Low		
Follow-up		

Resource Page Intro Copy

Use this worksheet to review fee schedules, payer reimbursement, procedure profitability, pricing consistency, discounts, and payer negotiation opportunities.

Website CTA Copy

Need help evaluating your fee schedule, payer reimbursement, or procedure profitability? Solstice Group can help organize the data, identify underperforming services, and build a practical update plan.

Disclaimer

This resource is provided for general business and compliance education only. It is not legal, medical, accounting, tax, financial, regulatory, or clinical advice. Organizations should consult qualified legal, compliance, privacy, financial, and professional advisors regarding their specific obligations and risk profile.