How to update procedure fees in Open Dental

This guide shows you how to update procedure fees in Open Dental. You can copy an existing fee schedule into a new one, edit individual fees, or change all fees by a percentage. You can also apply the updated fees to all patients with the Global Updates tool.

Prerequisites

- Access to the **Procedure Codes** list in Open Dental.
- The name of the existing fee schedule you want to copy from, such as Office Fees.
- The effective date for the fee change.
- If you use fee overrides, the provider or clinic they apply to.

Steps

1. Open the Procedure Codes window

To copy your existing fees, first create a blank fee schedule. Start in the Procedure Codes window.

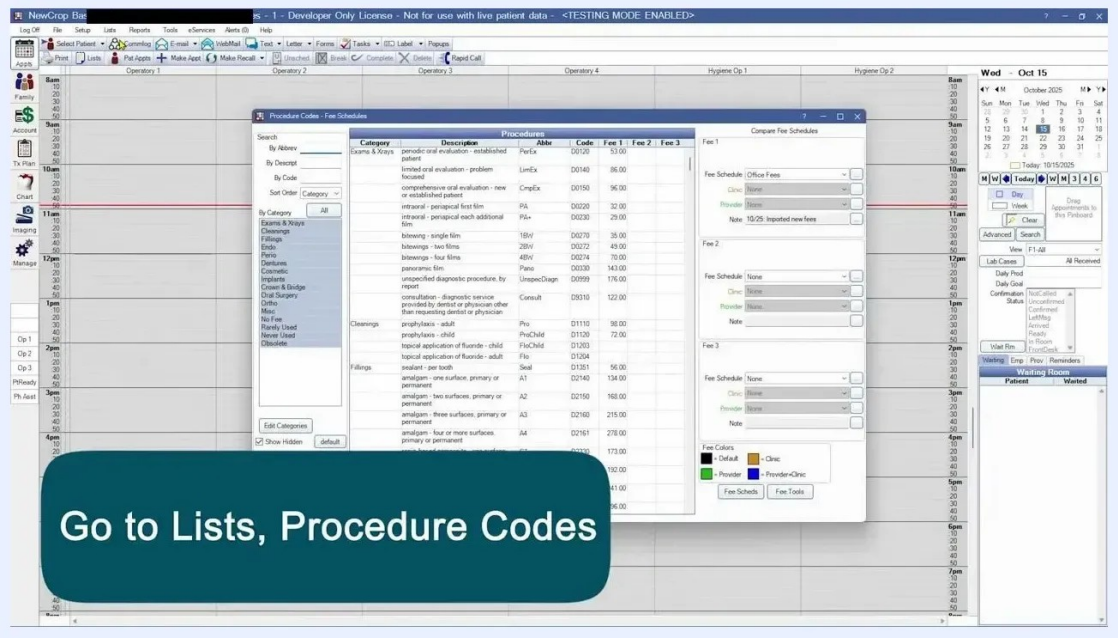
1. In the top menu, select **Lists**.
2. Select **Procedure Codes**.

The "Procedure Codes - Fee Schedules" window opens. It shows categories, procedure descriptions, codes, and fee columns.

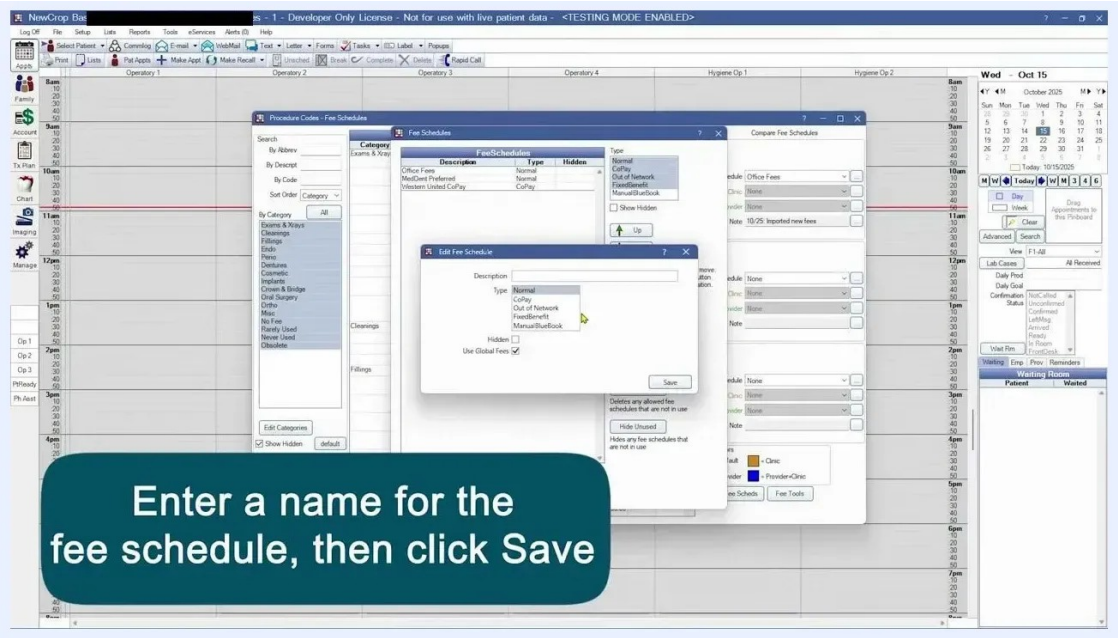
2. Create a new fee schedule

1. In the "Fee Schedules" section, click the button to add a new fee schedule. The "Edit Fee Schedule" dialog opens.
2. Enter a name in the "Description" field.
3. Select a "Type" from the dropdown. The options are Normal, CoPay, Out of Network, FixedBenefit, and ManualBlueBook.
4. Check or uncheck "Use Global Fees" as needed.

5. Click **Save**.



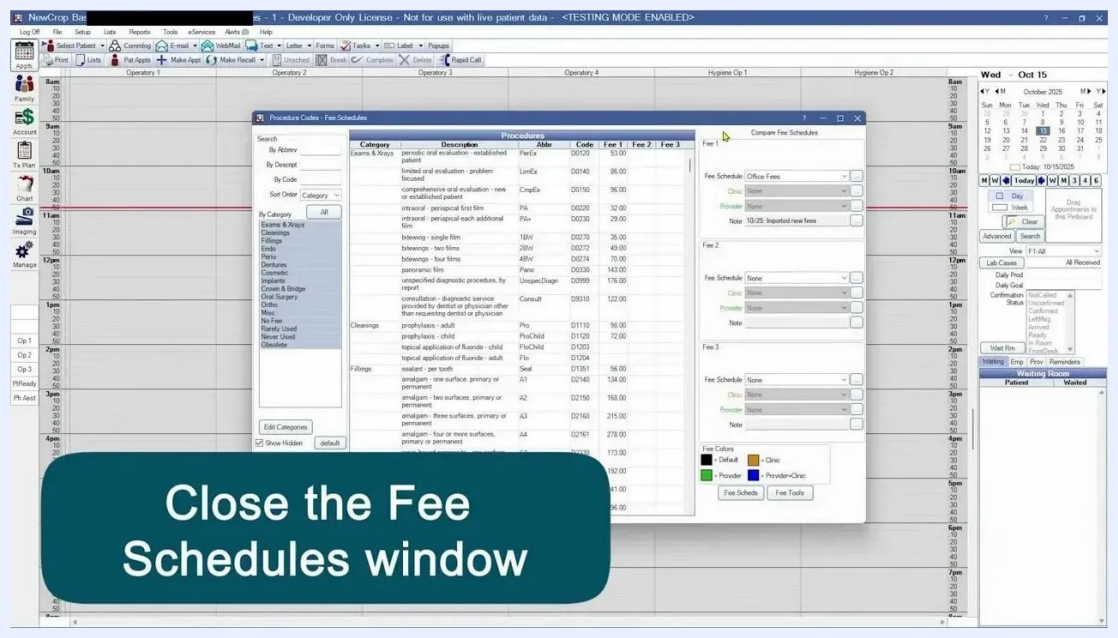
A person in a beige turtleneck and green dress is seated at a desk, typing on a keyboard. On-screen text reads: "To make a copy of your existing fees, first create a blank fee schedule."



The Edit Fee Schedule dialog with the Description and Type fields, where you name the new fee schedule and click Save

3. Close the Fee Schedules window

After you save the new fee schedule, close the "Fee Schedules" window. This returns you to the main Procedure Codes screen.

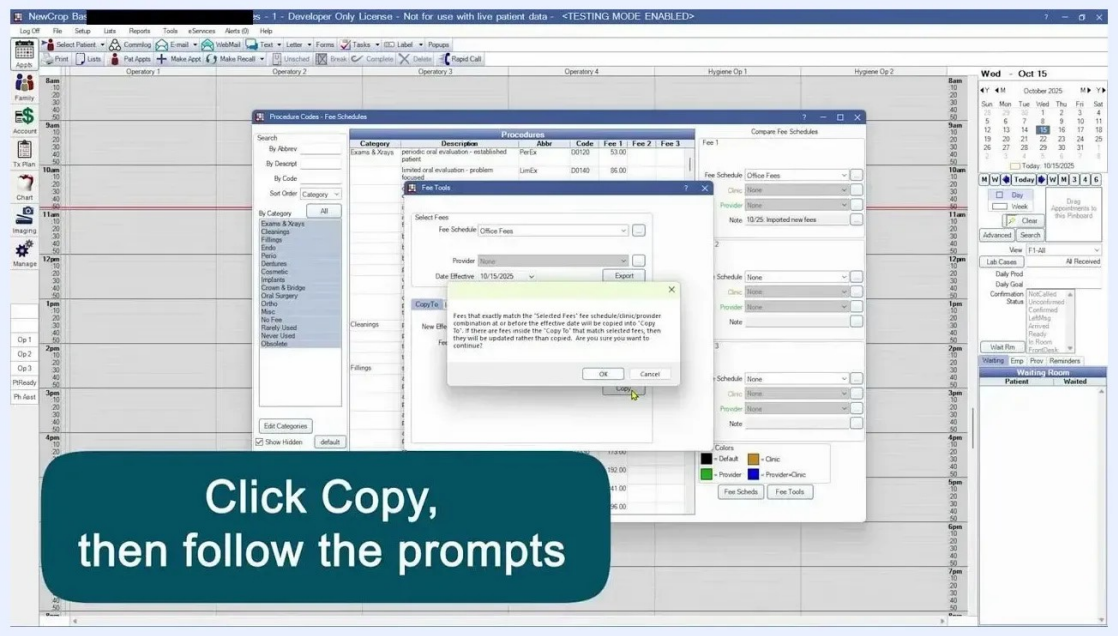


The Procedure Codes - Fee Schedules window, ready to be closed after saving the new schedule

4. Copy existing fees to the new schedule

1. In the main Procedure Codes window, select the fee schedule you want to copy from.
2. Click **Copy**. The "Fee Tools" dialog opens.
3. For **Fee Schedule**, select the source fee schedule, such as Office Fees.
4. For **Provider**, select the provider if applicable.
5. For **Date Effective**, set the effective date, such as 10/15/2025.
6. Click **Copy**.

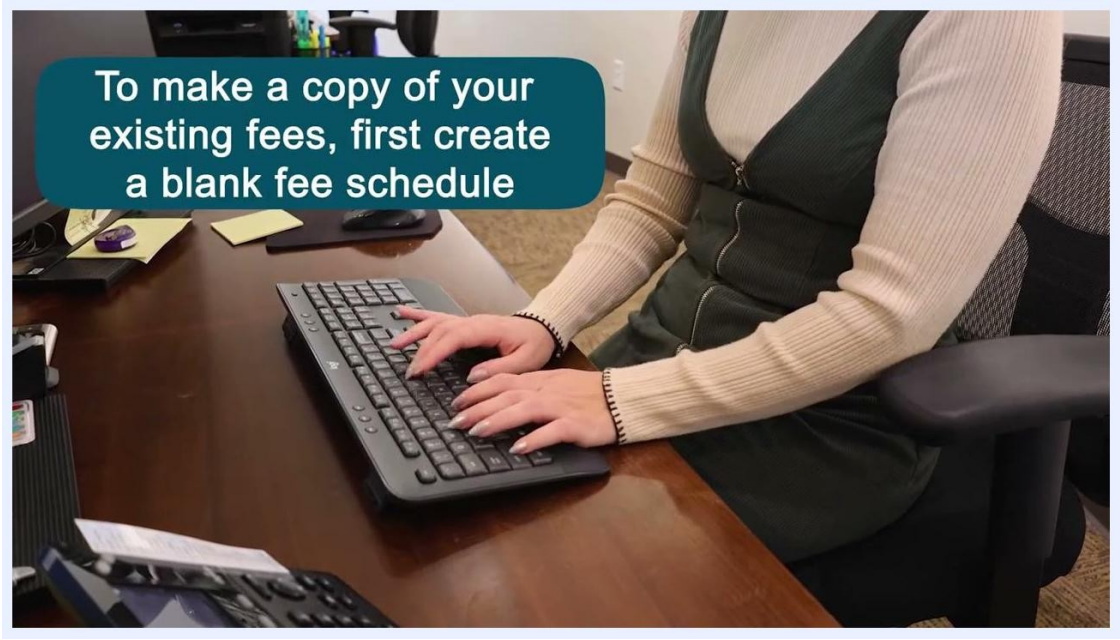
7. A confirmation prompt explains that matching fees will be updated or copied. Click **OK** to proceed.



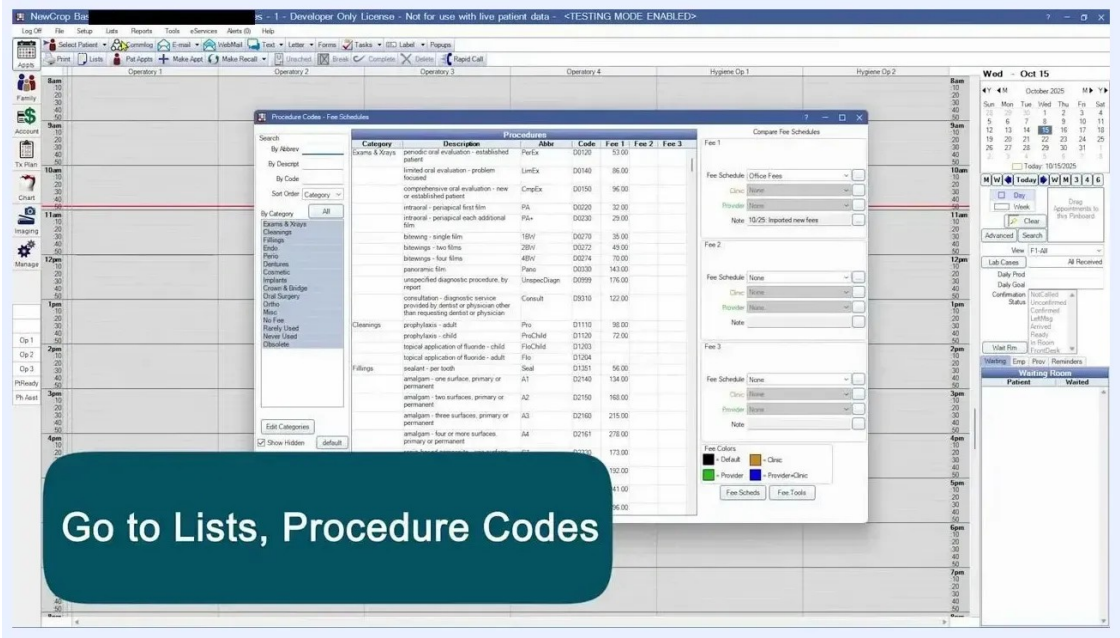
The Fee Tools dialog with the confirmation prompt shown after you click Copy

5. Update individual fees

You can update fees for individual procedures, or you can update all your fees by a percentage. This step covers individual procedures.



An abacus representing calculation, illustrating that you can update fees for individual procedures

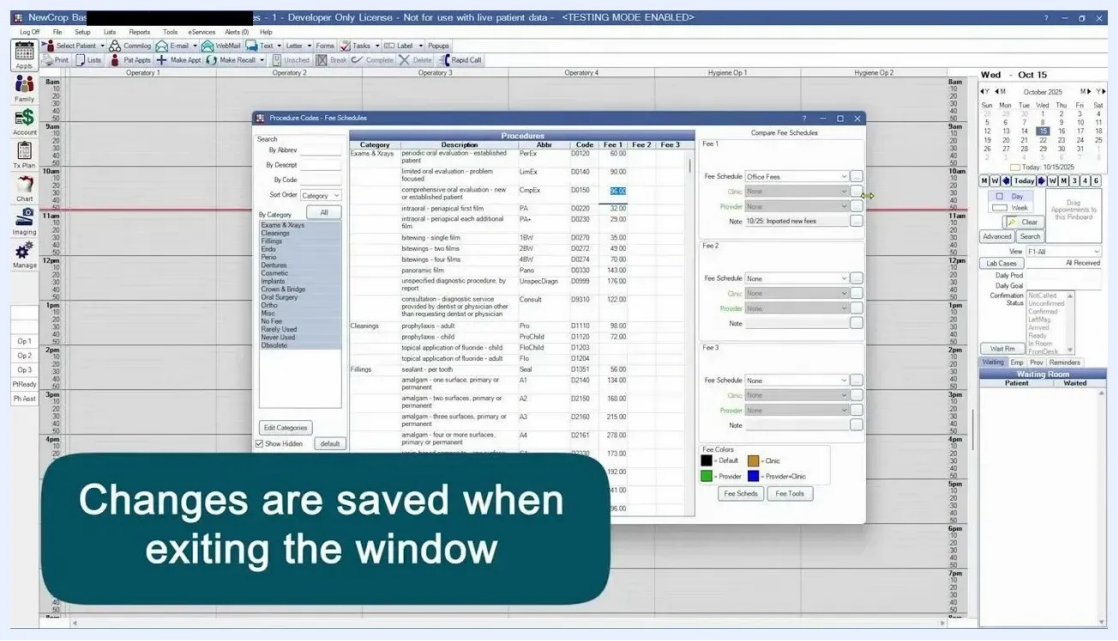


A hand moving beads on an abacus, illustrating that you can update all fees by a percentage

1. In the Procedure Codes window, choose the fee schedule you want in one of the fee columns (Fee 1, Fee 2, or Fee 3).
2. Edit the fee values for each procedure as needed.

6. Save your fee changes

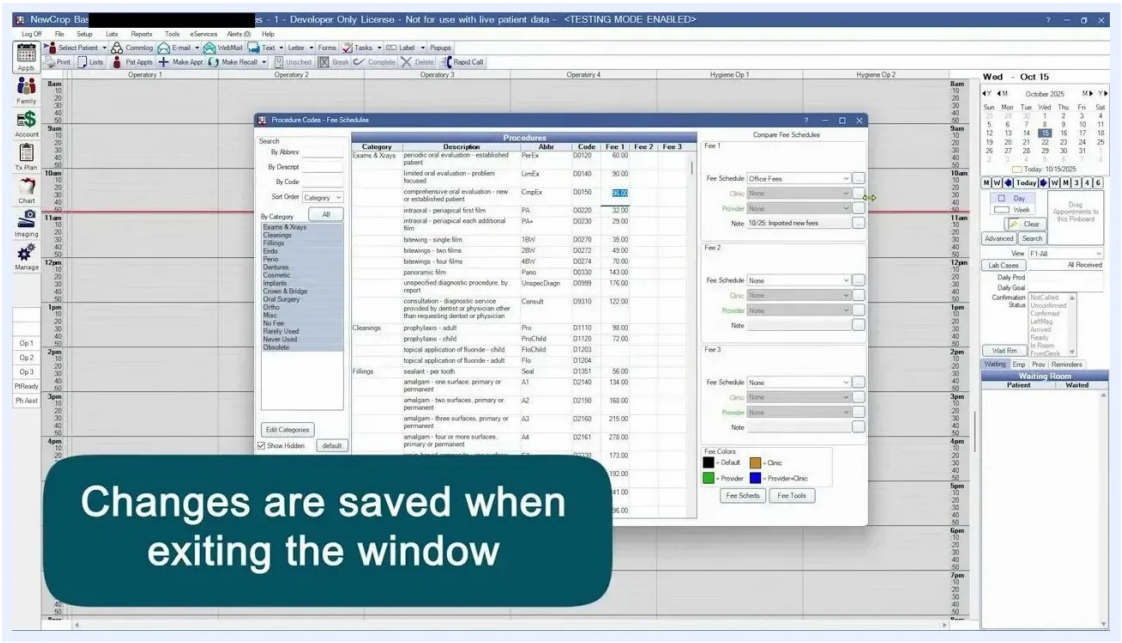
After you edit or update fees in the "Procedure Codes - Fee Schedules" window, exit the window. Open Dental saves all changes to fee schedules automatically when you close it.



The Procedure Codes - Fee Schedules window with a message that changes are saved when you exit

7. Select a provider or clinic for fee overrides (optional)

If you use fee overrides for specific providers or clinics, open the "Fee Tools" dialog. In the "Select Fees" section, choose the applicable **Provider** or **Clinic** from the dropdown menus. This ensures the overrides apply to the correct provider or clinic.



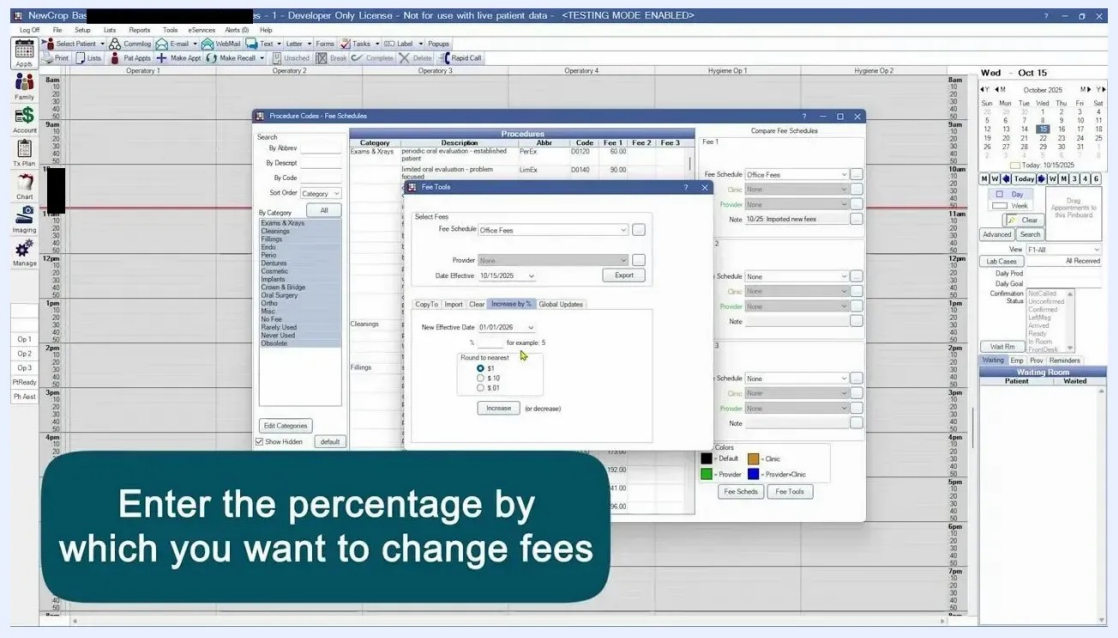
The Fee Tools dialog with the provider and clinic selection fields highlighted

8. Apply a percentage increase or decrease

To update procedure fees in Open Dental by a percentage, use the **Increase by %** tab.

1. In the "Fee Tools" window, select the **Increase by %** tab.
2. Enter the new effective date for the fee change.
3. Enter the percentage to increase or decrease the fees. For example, enter "5" for a 5% change.
4. Choose how to round the updated fees: to the nearest $1, $0.10, or $0.01.

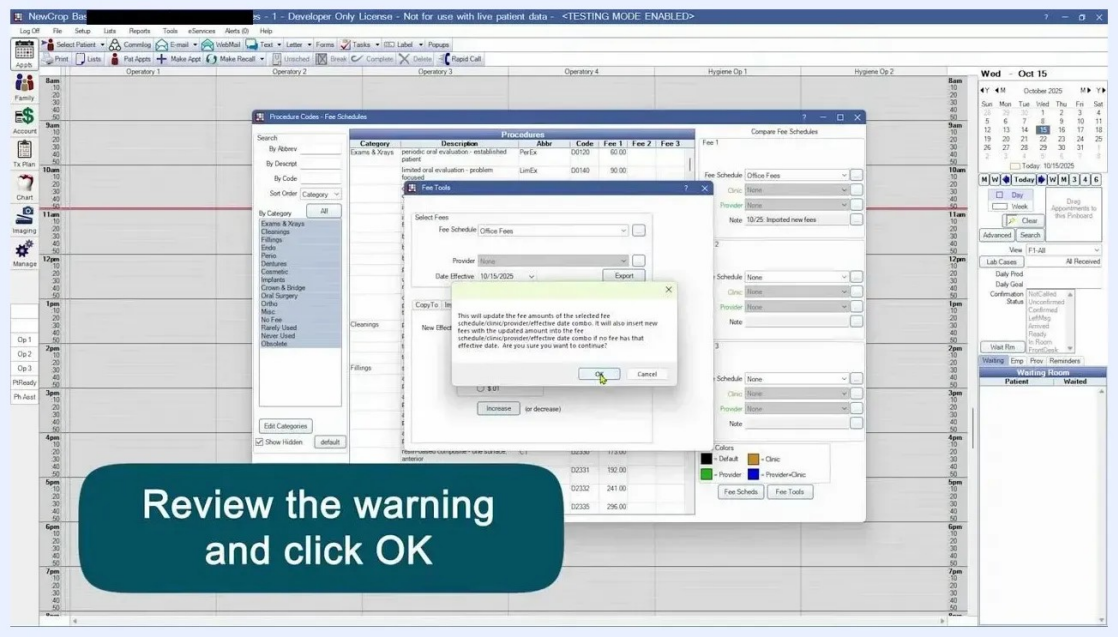
5. Click the **Increase (or decrease)** button.



The Fee Tools dialog with the percentage and rounding fields for changing fees

9. Confirm the fee update

A warning dialog explains that the fee amounts for the selected schedule, clinic, provider, and effective date will be updated or inserted as needed. Review the message carefully, then click **OK** to proceed.



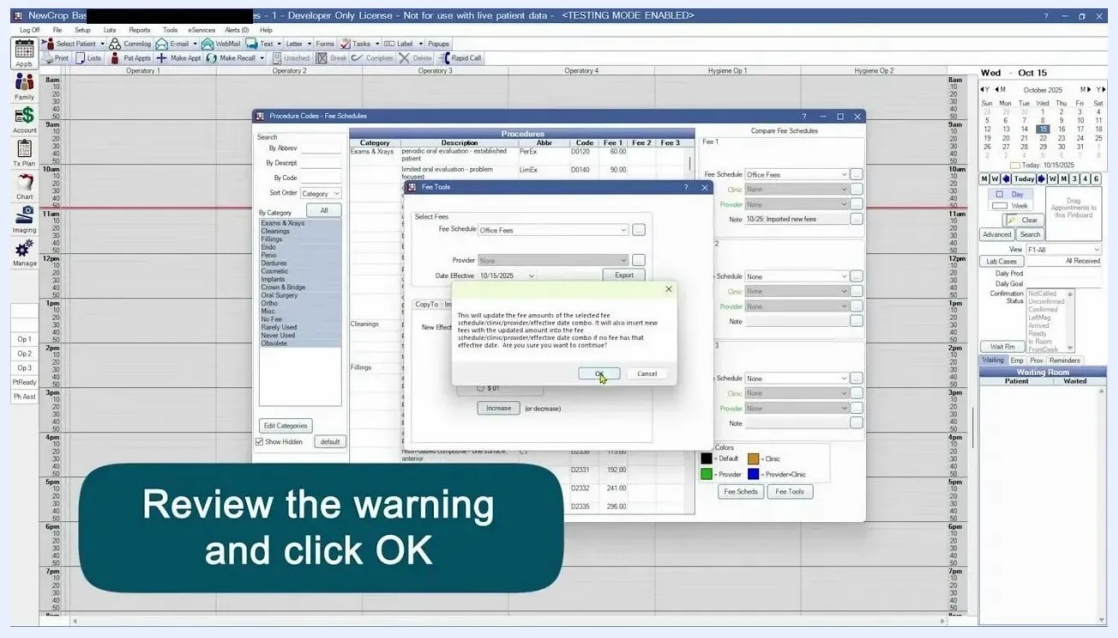
The warning dialog in the Fee Tools window with the OK button highlighted

10. Update fees for all patients with Global Updates

To apply updated fees to all patients, use the **Global Updates** tool in the "Fee Tools" window. On the "Global Updates" tab, you have two options:

- Click **Update Proc Fees Only** to update procedure fees for all patients.
- Click **Update Estimates Only** to recalculate treatment plan estimates, write-offs, office codes, and discount plan amounts.

Use this feature only after you update your fee schedules and before you select patients.



The Global Updates tab in the Fee Tools window with options to update fees for all patients

Summary

- You can update fees for individual procedures, or update all fees by a percentage.
- To copy existing fees, create a blank fee schedule first. Then use **Copy** and follow the prompts.
- To update individual fees, select the fee schedule column and edit the values directly.
- Changes save automatically when you close the "Procedure Codes - Fee Schedules" window.

- Use **Global Updates** after updating your fee schedules to apply the new fees to all patients.

What's next

After you update your fee schedules, use **Update Proc Fees Only** or **Update Estimates Only** on the **Global Updates** tab to carry the changes through to patients.