

Updating Rate Definitions

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Rate Definitions Updates

You can update the Rates Definitions via CareRight Administration. In this process, CareRight will allow you to import a CSV file with columns titled 'item' and 'price.' This is the minimum information is needed for CareRight to upload the information.

Import Rate Tables to CareRight

1. Access CareRight Administration.
 2. Select **Accounting**.
 3. Select **Rate Definitions**.
 4. Click the **Show** button next to the rate you want to import.
 5. Click the **Import Prices** button.
 - a. The Rate Definition Import screen will display.
 6. Select the **Region** from the drop-down list.
 7. Set the **Effective Date** to the first day of MM/YYYY of the filename (which can be seen on screen).
 8. Click **Choose file** and select the applicable CSV file for the rate you are updating.
 9. Click **Import**.
 10. Either exit or go back to step 3 and continue with the next rate.
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