

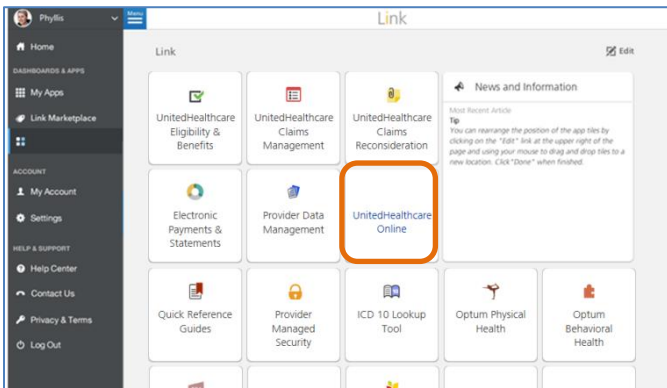
This allows participating providers to look up contracted rates (of Commercial plans only, not Medicare or Medicaid) for CPT and HCPC codes for a specific physician/healthcare professional name and product. If you are unable to view the Fee Schedule Look-up screen, please contact your organization's Password Owner for access.

## Getting Started

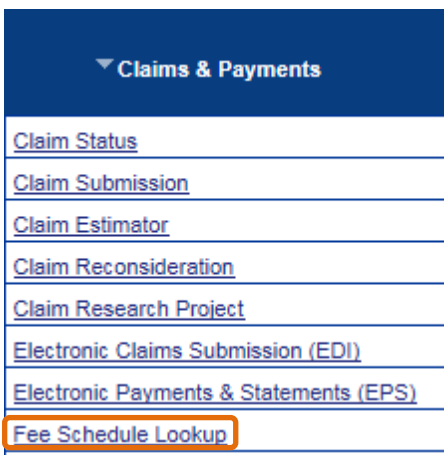
1. Sign In to [UnitedHealthcareOnline.com](https://UnitedHealthcareOnline.com)



2. Select the **UnitedHealthcare Online** application on Link



3. Select **Fee Schedule Lookup** from the Claims & Payments drop down menu



## Fee Schedule Search

1. Select the **Physician/Provider** information from the drop-down menus. If there is only one selection for a drop-down menu, it will be pre-populated.
2. Enter the **Provider Zip Code**.

### Fee Schedule Search

\* Indicates Required Field

\*Corporate Tax ID Owner:

\*Physician/Provider Tax ID:

\*Physician/Provider Name:

\*Provider Zip Code:

\*Are you the PCP/Acting PCP for this service?  Yes  No

\*Is service related to Mental Health?  Yes  No

3. Answer the question: Are you the PCP/Acting PCP for this service? by clicking the Yes or No radio button.
4. Answer the question: Is service related to Mental Health? by clicking the Yes or No radio button.
5. Search for Patient information using one of the search options.

### Patient Look-up

Search by:  Enrollee#, DOB Search  Enrollee#, Name Search  Alpha Search

Swipe/Scan Health Care ID Card

6. Click the **Member Information look-up** link or enter the required member information.

[Member Information look-up](#) (Please select to locate the member to populate the fields below)

7. Enter the **Member Zip Code**, **Date of Birth**, and **Gender**. This information will be populated after the Patient Look-up has been completed.
8. Select the **Product** and **Place of Service** from the drop down menus.

**NOTE:** For additional information on Search options refer to the **Fee Schedule Look-up** Step by Step Help.

## Fee Schedule Search (continued)

9. Enter the **Date to Check** using a mm/dd/yyyy format.

*Member Zip Code:	<input type="text"/>	*Date of Birth: (mm/dd/yyyy)	<input type="text"/>	*Genders:	<input type="radio"/> Female	<input type="radio"/> Male
*Product:	Select a Product <input type="button" value="v"/>					
*Place of Service:	Select a Place of Service <input type="button" value="v"/>					
*Date to Check: (mm/dd/yyyy)	04/11/2012 <input type="button" value="m"/>					

10. Enter the Diagnosis Code or search using the magnifying glass icon (optional item).
11. Enter up to 10 CPT (Common Procedural Terminology) or HCPC (HCFA Common Procedural Code) or search using the magnifying glass icon.
12. Click the Search button.

**NOTE:** Dental codes and Anesthesia rates are not available using the Fee Schedule look-up feature.

## Search Results

- The information used in the Fee Schedule Lookup is displayed in the top section.
- The search results are displayed in the bottom section.
- Click the column headers to sort the data.
- Click the **Printer Friendly Page** link to print the search results.
- Click the **New Search** button to perform an additional search or change any of the search criteria.

**Additional Quick Reference available on  
UnitedHealthcareOnline.com.**