Default Rate Setup (Service Code)

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Pathway: *Setup > Services > Default Pricing > Service Code | Setup > Services > Service Code*

Create default rates for a service code specific to the division, service region and frequency of the service. A service code may have more than one default rate linked to it. After a default rate has been established for a service code, review the service code's pricing model to verify it is using the default setting.

Permissions

Permission ID	Permission Name
118	Setup / Services

Step 1: Create a Default Rate

Pathway: *Setup > Services > Default Pricing > Service Code*

The *Service Code Default Rate Setup* screen defines when a default rate is applied to a service code. The default rate is only applied when the service code is added to an active service if the Division, Service Region, and Frequency of the service code match those of the active service.

Add a Default Rate

1. Select the **green '+' icon** from the upper left corner of the Service Code Default Rate Setup screen. The 'Add Service Code Default Rate' popup window will display.
2. Review each of the fields and select what applies. Fields highlighted in red are required and must have a selection to Save.
3. Select **Save** when finished.

Step 2: Review the Service Code's Pricing Model

Pathway: *Setup > Services > Service Code*

In the Service Code Setup, the Pricing Model field must be enabled for the service code to which a default rate applies. Each service code has its own specific Pricing Model. To apply the default rate, the Pricing Model must be set to 'None.'

Update Pricing Model

1. Double-click on the ID of the Service Code you would like to update to open the *'Update Service Code'* popup editor.
2. Select the Service Code tab.
3. Select 'None' from the Pricing Model drop down.
4. Click away and the system will auto-save the change.