

FMMA ShopHealth Template Explanation & Steps

Field type	title	description	excerpt	price	price_range	fmma_price	units	url	tags	codes
Sample Procedure	Laparoscopic Cholecystectomy	Laparoscopic Procedures on the Biliary Tract; Laproscopice Gallbaldder Removal	Laproscopec Gallbaldder Removal	3575.00	4000	3500.00		www.surgerycenterok.com	Gallbladder, Cholecystectomy, Laproscopic	CTP-47562, CPT-47563
Description of Field	<p>General Name</p> <p>Recommend using the common medical name or AMA name, if applicable.</p> <p><i>This is the primary way that the service is identified, and generally what users will see first.</i></p>	<p>Full Description of Procedure or Service.</p> <p>For example, if implants are included, state that here.</p> <p>This should provide the most detail. You can use basic HTML tags if you desire. Sample HTML Tag: Bold a word: WORD <u>Underline a word: <u>WORD</u></u></p>	<p>Common Name</p> <p>For example, use Laproscopic Gallbaldder Removal instead of Cholecystectomy</p> <p>HIGHLY RECOMMENDED</p> <p>This should be a shorter description. Less than 140 characters, and should not contain any HTML tags. Will be used if the service is shared on social media, etc.</p>	<p>Standard Bundled Price or Base Price</p> <p>If the price has a range, put the lowest price in this column and the highest price in the price_range column.</p> <p>LEAVE BLANK FOR UNLISTED PRICES. This is the base price for the public. Should be a numeric value ONLY (ex: 140 or 140.00 for \$140).</p>	<p>List if There is a Price Range</p> <p>If you use this column, you will need the highest price in this column & the lowest price in the price column to make the range.</p> <p>SELDOM USED: This allows you to specify a price range. For example, if you want to offer a Service that could range from \$1200 - \$2100, you would specify the price as 1200 and the price_range as 2100.</p>	<p>FMMA Discount</p> <p>This price is only viewable to FMMA members when they log in. If the price is the same, please leave blank</p> <p>To be used if you want to offer a FMMA discount. This works the same as price, however this price will be displayed as a FMMA-Exclusive price.</p>	<p>Reoccurring Fee such as DPC Monthly Fee</p> <p>For example, a DPC monthly membership fee. The cost per month would go in Price, the frequency would be listed here.</p> <p>SELDOM USED: Use this field only if you want to specify a reoccurring fee, such as a subscription. For a monthly subscription, for example, you would specify mo or month.</p>	<p>Link to Your Website or a Specific Service</p> <p>For example, link to your site or a description of the procedure.</p> <p>OPTIONAL: Use this field if you have a website for this Service, or you can alternatively have a link to a specific page or your Facility website.</p>	<p>What you Want People to be Able to Search by</p> <p>For example, for a gallbaldder procedure: Cholecystectomy, Gallbladder, Laproscopic, etc.</p> <p>MUST BE COMMA (,) SEPARATED Allows you to include searchable tags.</p>	<p>All Codes Included or Codes Used in Place of</p> <p>Will NOT load without a CPT, DRG, or HCPC listed in front of numerical code. See below.</p> <p>MUST BE COMMA (,) SEPARATED Accepts CPT, DRG and HCPC codes. One code per comma, prefixed: CPT-25605. Invalid tags will be omitted</p>

Services Upload Instructions

1. From the Member Dashboard, click Services.
2. Choose Import your Services.
3. Click Download Blank Template.
4. Fill out CSV template per the instructions above. Make sure you do not change the column title.
5. Save template as CSV file (File > Save As > File Type drop down menu > CSV (comma delimited).
6. Click Browse.
7. Choose CSV template.
8. If there are duplicate procedures with different prices, click the box next to Allow Duplicates.
9. Click Upload.