ShopHealth Marketplace & Membership Portal
How to Guide
If you have not logged in yet, scroll down and click the green button.
To Set-Up Auto Renew, click Billing
Set Up Your Payment Information Here

⚠️ Attention: Your current membership will expire on Aug 01, 2021. Please provide payment information before this date to allow your account to auto-renew. You will not be charged until your renewal date.

Payment Info

1️⃣ Your account will not be charged for renewal. Please provide payment information before adding any memberships.

Update Payment Info

Credit card number:

CVC (3 or 4 digit number):

Ex. Month Ex. Year

01 2018
Fill Out Onboarding / Review Form

1. Each Membership Tier has a different form

2. Members will not be publicly searchable until form is completed.

3. If your form does not pop up upon first log in, click your Name and Choose My Account
Choose to Add a Service or Import Services
Import Services

1. Download template
2. Fill out CSV template file using instructions
3. Ensure file is saved as CSV
4. Click browse and choose the CSV
5. Choose allow duplicates if multiple services have the same name
6. Click upload
Template is a CSV file that will open in Excel.

Fill out the cells per the instructions.
<table>
<thead>
<tr>
<th>description</th>
<th>excerpt</th>
<th>price</th>
<th>price_range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laparoscopic Procedures on the Biliary Tract, Laparoscopic Gallbladder Removal</td>
<td>Laparoscopic Gallbladder Removal</td>
<td>3575.00</td>
<td>4000</td>
</tr>
</tbody>
</table>

**Full Description of Procedure or Service.**
For example, if implants are included, state that here.

This should provide the most **detail**. You can use basic HTML tags if you desire.

Sample HTML Tag:
**Bold a word:** <b>WORD</b>
**Underline a word:** <u>WORD</u>

**Common Name**
For example, use Laparoscopic Gallbladder Removal instead of Cholecystectomy

**HIGHLY RECOMMENDED**
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.

**Standard Bundled Price or Base Price**
If the price has a range, put the **lowest price** in this column and the **highest price** in the price_range column.

**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).

**List if There is a Price Range**
If you use this column, you will need the **highest price in this column** & the **lowest price in the price_range column** to make the range.

**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.
## Import Services

<table>
<thead>
<tr>
<th>fmma price</th>
<th>units</th>
<th>url</th>
<th>tags</th>
<th>codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3500.00</td>
<td></td>
<td><a href="http://www.surgerycenterok.com">www.surgerycenterok.com</a></td>
<td>Gallbladder, Cholecystectomy, Laproscopic</td>
<td>CPT-47562, CPT-47563</td>
</tr>
</tbody>
</table>

### FMMA Discount
- This price is only viewable to FMMA members when they log in. If the price is the same, please leave blank.
- 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.

### Reoccurring Fee such as DPC Monthly Fee
- For example, a DPC monthly membership fee. The cost per month would go in Price, the frequency would be listed here.

### Link to Your Website or a Specific Service
- For example, link to your site or a description of the procedure.

### What you Want People to be Able to Search by
- For example, for a gallbladder procedure: Cholecystectomy, Gallbladder, Laproscopic, etc.

### All Codes Included or Code Used in Place of
- Will NOT load without a CP DRG, or HCPCS listed in front of numerical code. See below.

### MUST BE COMMA () SEPARATED
- Accepts CPT, DRG and HCPCS codes.
- One code per comma, prefix CPT-25505. Invalid tags will be omitted.

Use the Template Guide to help you fill out the template correctly.
Adding Individual Services

1. Title
2. Description
3. Services included in price
4. Price (lowest)
5. Price range (highest)
6. FMMA discount price
7. Units (for a reoccurring fee)
8. CPT/DRP codes (use a comma to separate)
9. Tags (what you want it to be searchable by)
10. URL/website link
Now You are Ready!