

HOW TO PRINT

Did you know you can print the fee schedule from the CD-ROM yourself? Printing the fee schedule on your own will not only save you money, but time as well. You can print just one page, a few pages, or the whole fee schedule. The following is a guide on how to print a document in Adobe Acrobat (PDF) format. This guide is based on Adobe Acrobat version 5.0.5. There may be slight variations in how to print based on the version of Adobe Acrobat that you use, but in general it should be pretty similar.

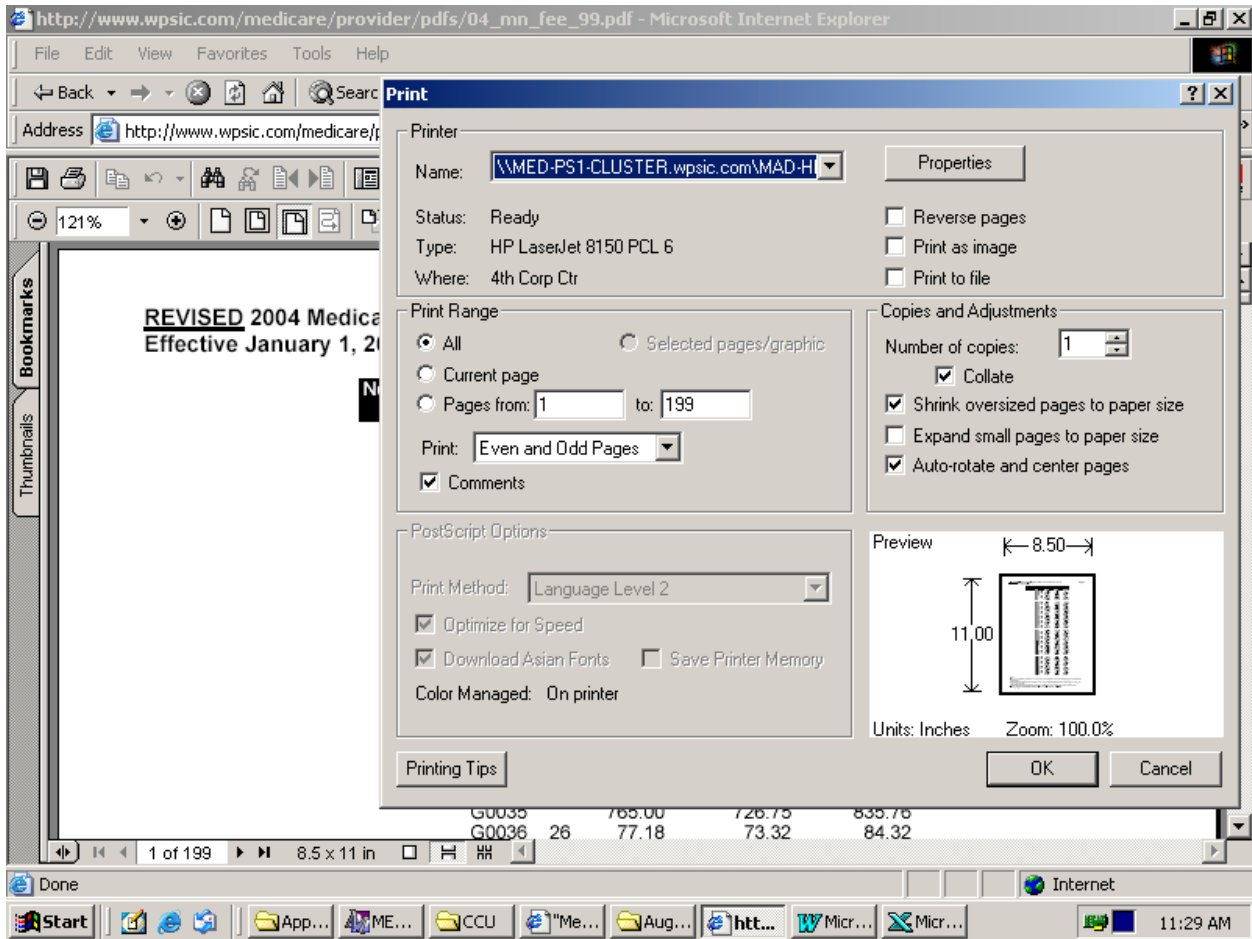
So, here we go! To print, first go to your top toolbar, and click on 'File' and then on 'Print.'

The screenshot shows a Microsoft Internet Explorer window displaying a PDF document. The address bar shows the URL: http://www.wpsic.com/medicare/provider/pdfs/04_mn_fee_99.pdf. The 'File' menu is open, and the 'Print...' option is highlighted. The document content is a Medicare Physician Fee Schedule for Minnesota, dated January 1, 2004. The document is on Page 1 of 199. The table below shows the fee schedule data.

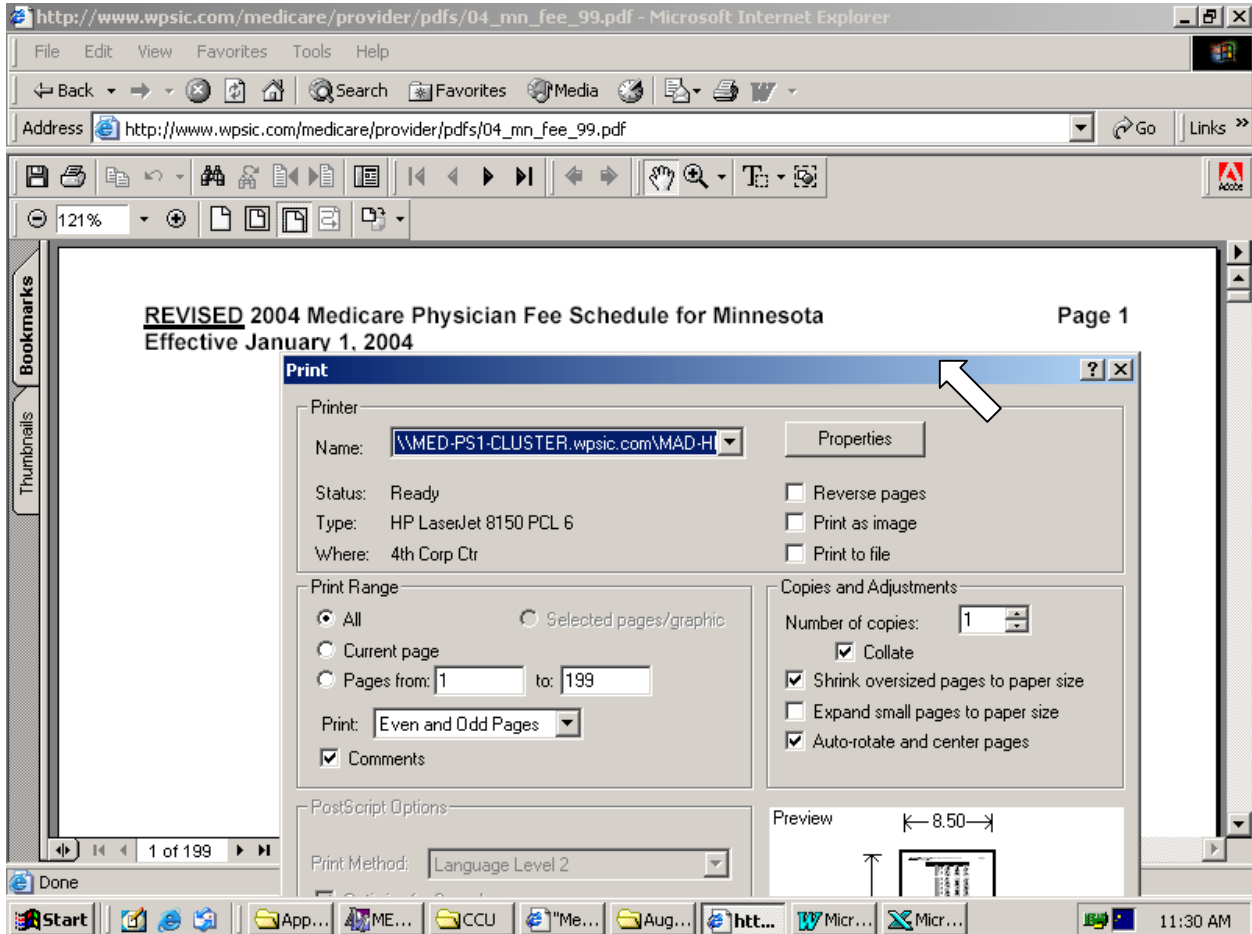
Note	Procedure Code	Mod	Par Amount	Non-Par Amount	Limiting Charge
	G0030	26	77.90	74.01	85.11
	G0030	TC	399.59	379.61	436.55
	G0030		474.61	450.88	518.51
	G0031	26	97.13	92.27	106.11
	G0031	TC	669.40	635.93	731.32
	G0031		765.00	726.75	835.76
	G0032	26	76.61	72.78	83.70
	G0032	TC	399.41	379.44	436.36
	G0032		474.61	450.88	518.51
	G0033	26	97.86	92.97	106.92
	G0033	TC	669.40	635.93	731.32
	G0033		765.00	726.75	835.76
	G0034	26	77.70	73.82	84.89
	G0034	TC	399.41	379.44	436.36
	G0034		474.61	450.88	518.51
	G0035	26	97.50	92.63	106.52
	G0035	TC	669.40	635.93	731.32
	G0035		765.00	726.75	835.76
	G0036	26	77.18	73.32	84.32
	G0036	TC	399.59	379.61	436.55
	G0036		474.61	450.88	518.51

Prints this page.

A box will pop up on your screen that looks like this:



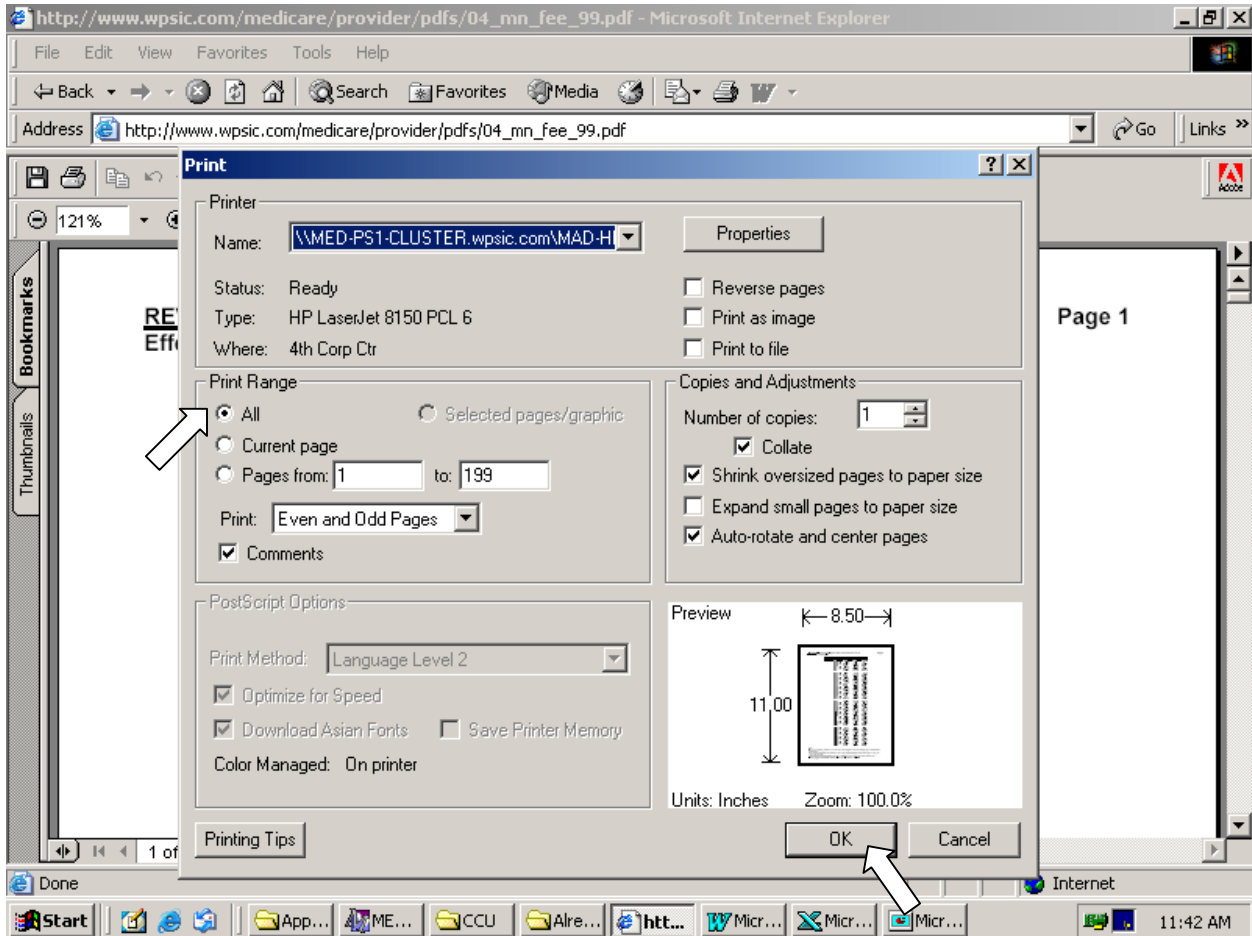
Helpful Hint! If you don't see all of the print box, you can pull the box up by putting your cursor (arrow) in the narrow box at the top of the print box, left-clicking once and holding your left click button down, and then dragging the box so you can see the entire print box. This may take a couple of tries to get the hang of, but keep at it! It is a useful trick you can use for a wide variety of pop-up boxes.



The next step depends on whether you want to print the entire document, just one page, or a few pages.

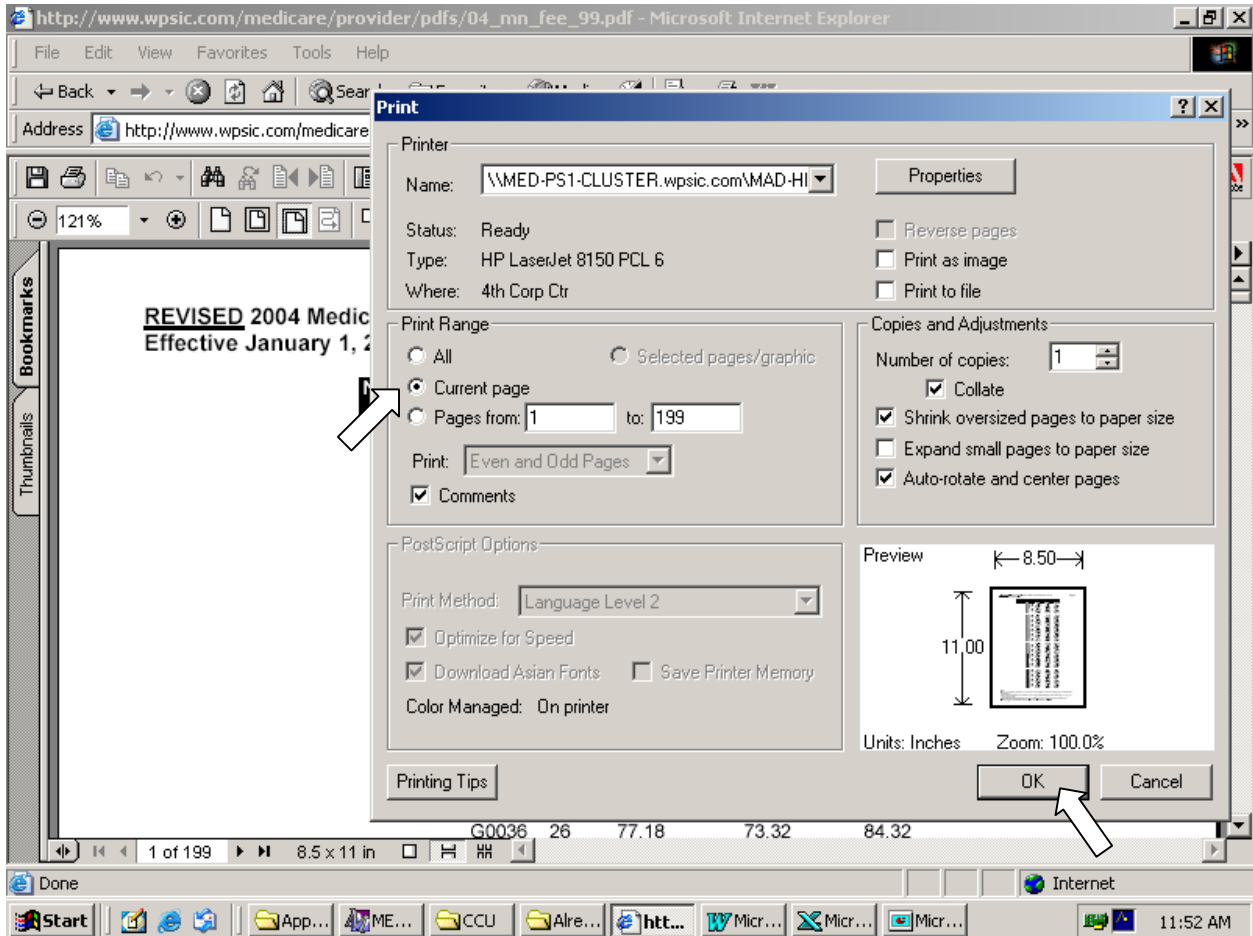
Printing the Entire Document

If you want to print the entire document, make sure 'All' is selected under 'Print Range' and then left-click once on 'OK.' You will know if 'All' is selected if the circle next to the word 'All' has the black dot in it. If it does not, simply left click once in the 'All' circle and the dot will go into the circle.



Printing One Page

If you want to print just one page, go to the page you want to print, make sure 'Current page' is selected under 'Print Range' and then left-click once on 'OK.' You will know if 'Current page' is selected if the circle next to the word 'Current page' has the black dot in it. If it does not, simply left click once in the 'Current page' circle and the dot will go into the circle.

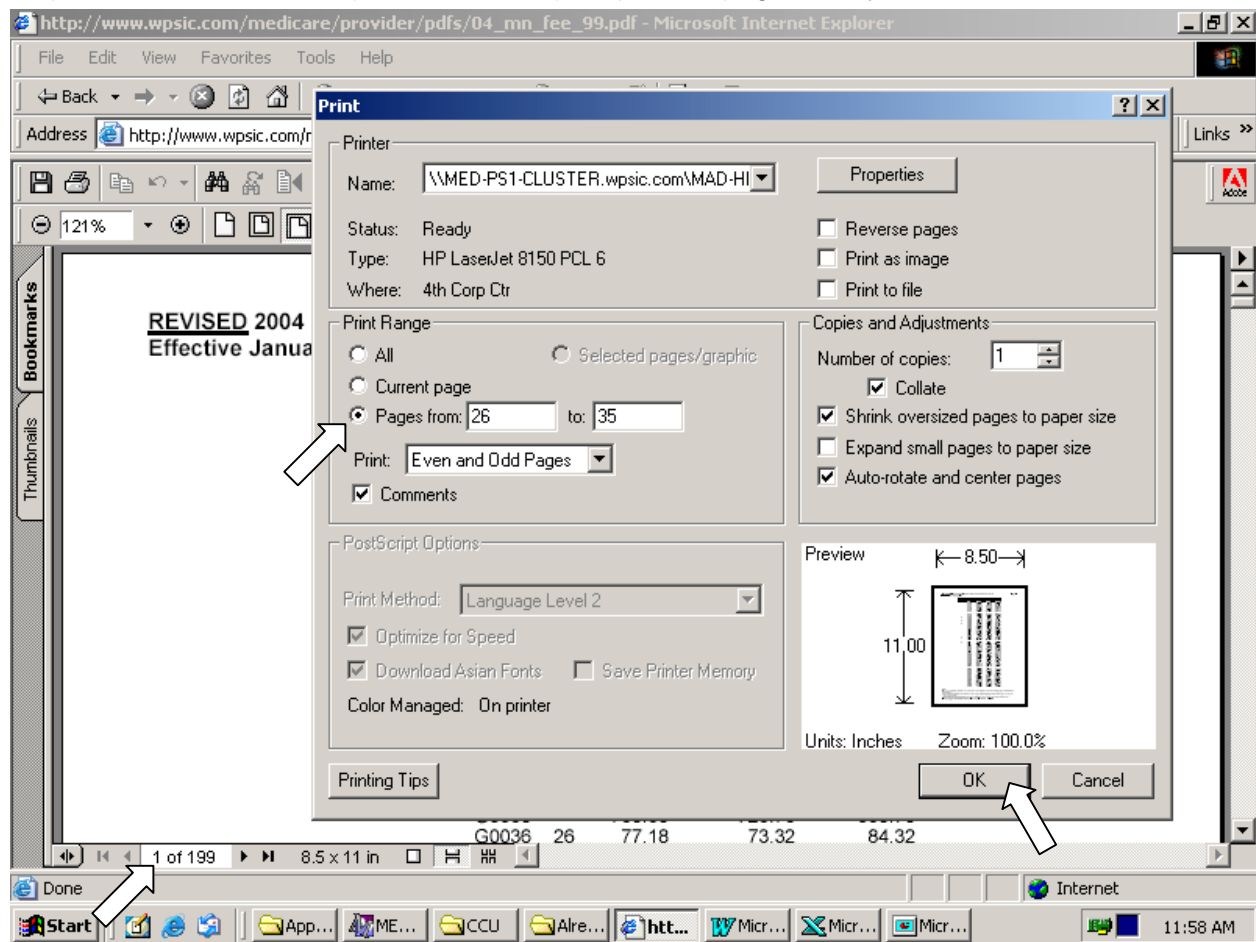


Printing a Range of Pages

If you want to print a range of pages, first determine which pages you would like to print. You can easily tell what page number you are on by looking at the bottom left-hand corner of your screen. Your bottom toolbar will tell you what page you are on. It is helpful for you to know that when printing a range of pages, you can be on any page in the document, even if it is not a page you will be printing!

Once you know what pages you would like to print, make sure 'Pages from [] to: []' is selected under 'Print Range.' You will know if 'Pages from...' is selected if the circle next to the word 'Pages from...' has the black dot in it. If it does not, simply left click once in the 'Pages from' circle and the dot will go into the circle.

Next, enter the first page of the document you would like to print in the first white box. The box may already have a number in it, but you can delete that number and put in the number you want. Now, in the second white box, enter the page number of the last page you would like to print. Again, the box may already have a number in it, but you can just delete that number and put in the number you want. In the example below, we are printing pages 26 to 35. The last step is to click 'OK.' Your printer will now print just the pages that you indicated in the boxes.



For more helpful hints on using Adobe (PDF) files, see our tutorial titled "How to Use Adobe Acrobat Reader."