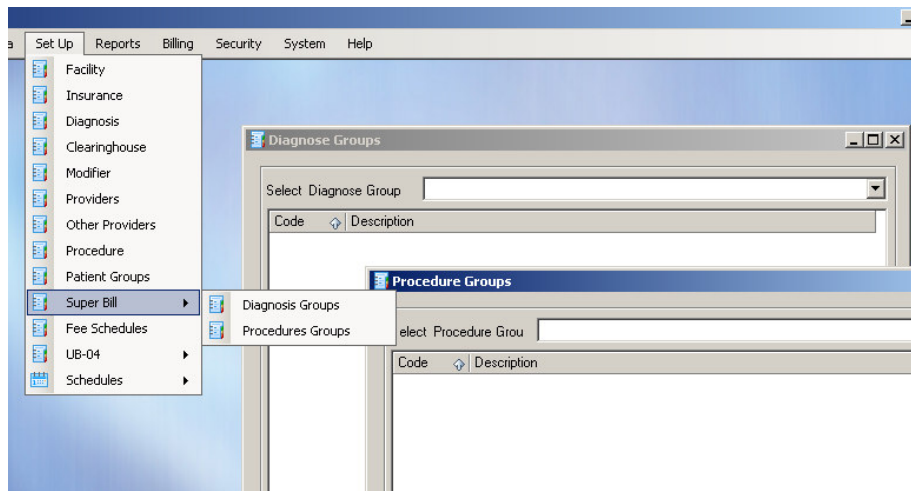


4B. (10) Software Set Up – Super Bill

This section will allow you to configure the **Diagnosis Code Groups** and the **Procedure Groups** for the Super Bill. For additional information on Super Bills, refer to the section titled “**Creating Reports**”.

From the top navigational Menu, select “**Set Up**”, then “**Super Bill**”.



1 Creating a Diagnosis or Procedure Group

Diagnosis Groups:

- A From the top navigational menu, select “**Set Up**”, then “**Super Bill**”, and then “**Diagnosis Groups**” to open the **Diagnose Groups** screen.
- B In the **Select Diagnose Group** field, click on the drop-down menu arrow (to the far right) and click the word **ADD**.
- C In the opened **Edit New Group** screen, enter a name (up to 5 characters in length) for this group in the **Code** field. For example, if this group is used for New Patient Visits, enter the word NEW in that field.
- D In the **Description** field, enter a short description (no more than 50 characters in length) of the code just entered. For example New Patient Visits would be the description for the code name NEW.
- E Click the **Save** button when done.
- F With the created group highlighted in the **Select Diagnose Group** field, click the “**ADD**” button at the bottom of the opened **Diagnose Groups** screen.
- G In the opened **Select Diagnosis** screen, check the box in front of each Diagnosis to be added into this group.
- H Click the **OK** button when done.

Procedure Groups:

- A From the top navigational menu, select “**Set Up**”, then “**Super Bill**”, and then “**Procedures Groups**” to open the **Procedure Groups** screen.

- B In the **Select Procedure Group** field, click on the drop-down menu arrow (to the far right) and click the word **ADD**.
- C In the opened **Edit New Group** screen, enter a name (up to 5 characters in length) for this group in the **Code** field. For example, if this group is used for New Patient Visits, enter the word NEW in that field.
- D In the **Description** field, enter a short description (no more than 50 characters in length) of the code just entered. For example New Patient Visits would be the description for the code name NEW.
- E Click the **Save** button when done.
- F With the created group highlighted in the **Select Procedure Group** field, click the “**ADD**” button at the bottom of the opened **Procedure Groups** screen.
- G In the opened **Select Procedures** screen, check the box in front of each Procedure Code to be added into this group.
- H Click the **OK** button when done.

2 Editing a Previously Entered Group Name:

From the top navigational menu, select “**Set Up**”, then “**Super Bill**”, and then “**Diagnosis Groups**” or “**Procedures Groups**” to open.

- A With the created group highlighted in the selection field, click the “**Edit Group**” button at the bottom of the opened screen.
- B In the opened **Edit Group** screen, make the changes as necessary to the fields available.
- C Make the changes as necessary to the fields available.
- D Click “**Save**” when done.

3 Deleting previously entered Procedure/Diagnosis Codes used within a Group:

From the top navigational menu, select “**Set Up**”, then “**Super Bill**”, and then “**Diagnosis Groups**” or “**Procedures Groups**” to open.

- A Using the drop-down menu, select a group from within the **Select _____ Group** field.
- B If you are trying to **DELETE** a code used, make sure the created group is highlighted in that field, and click on the “**Delete**” button at the bottom of the screen.
- C In the opened **Select _____ (Diagnoses/Procedures)** screen, check the box in front of each code you want to remove from this group.
- D Click “**OK**” when done.

4 Deleting previously entered Group:

From the top navigational menu, select “**Set Up**”, then “**Super Bill**”, and then “**Diagnosis Groups**” or “**Procedures Groups**” to open.

- A Using the drop-down menu, select a group from within the **Select _____ Group** field.
- B With the created group highlighted in the selection field, delete all codes listed as part of this group (refer to the section titled *Deleting previously entered Procedure/Diagnosis Codes used within a Group* for additional information).
- C With the created group highlighted in the selection field and all codes deleted from within this group, click on the “**Delete Group**” button at the bottom of the screen.
- D When prompted, click **YES** to approve the deletion of the Group.
- E Click the **Close** button when done.