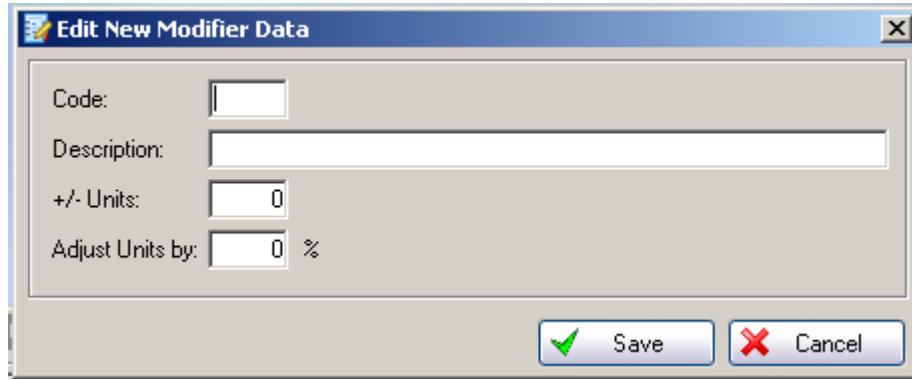



## 4B. (5) Software Set Up – Modifier

This section will allow you to **Add**, **Edit**, or **Delete** a Modifier Code. Modifier Codes appear in box 24D of the HCFA/CMS 1500 Claim Form. From the Top Navigational Menu, select “**Set Up**”, and then “**Modifier**”.



### 1 Adding a Modifier Code

Click on the “**Add**” button at the bottom of the **Modifier Data** screen to open a blank **Edit New Modifier Data** screen.

 **Quick Tip!** You can also add a new **Modifier** while entering a Patient’s claim by selecting “**Add**” from the menu provided in the **Modifier Field**.

- A In the **Code** field, enter the actual Modifier Code numbers or letters (letters must be in UPPER CASE text). **Do not** include a dash in front of the entry made (For example: Modifier Code -59 should be entered as 59 only)
- B In the **Description** field, enter the description of the Modifier Code (up to 55 characters in length).
- C In the **+/- Units** field, enter the number of units the Modifier Code adds to or takes away from the Procedure Code it is modifying. If it **takes away** from, then enter a **negative** in front of the unit (i.e.: -5 would be entered if it takes away 5 units). (*This may not apply to your type of medical practice and may be left blank.*)
- D In the **Adjust Units by %** field, enter the percentage amount that the Modifier Code is adjusting the number of Procedure Code units by. (*This may not apply to your type of medical practice and may be left blank.*)
- E Click the **OK** button when done.

### 2 Editing a previously entered Modifier Code

From the Top Navigational Menu, select “**Set Up**”, then “**Modifier**”.

- A In the opened “**Modifier Data**” screen, left click on the Modifier Code you need to edit the information for.
- B To open and begin editing the Modifier Code you chose, either double-click on the Modifier Code selected, or click the “**Edit**” button at the bottom of the “**Modifier Data**” screen.
- C Make the changes as necessary to the fields available.
- D Click “**Save**” when done.

### 3 Deleting a Modifier Code

From the Top Navigational Menu, select “**Set Up**”, then “**Modifier**”.

- A In the opened “**Modifier Data**” screen, left click on the Modifier Code you want to delete.
- B From the bottom of the screen, click on the “**Delete**” button, and, if you are certain that you want to delete this Modifier Code, answer “**Yes**” when asked if you are sure you want to delete it.

Note: When attempting to delete a Modifier Code, should a message appear stating “**Cannot Delete. Data in Use**”, click the “**Ok**” button to close the message window. Then, click the “**In Use**” button at the bottom of the “**Modifier Data**” screen. A “**Modifier Data in Use**” screen will open listing the **Patient’s Last Name (or Insurance Company’s Name), the Patient’s First Name, and the Patient’s Account Number (PAN)** whom are using this Modifier Code. This Modifier Code must be changed or removed from each insurance company(ies) record that appears on this list, or from each Patient’s claim (both open and closed claims) for each Patient that appears on this list, before being able to delete this Modifier.