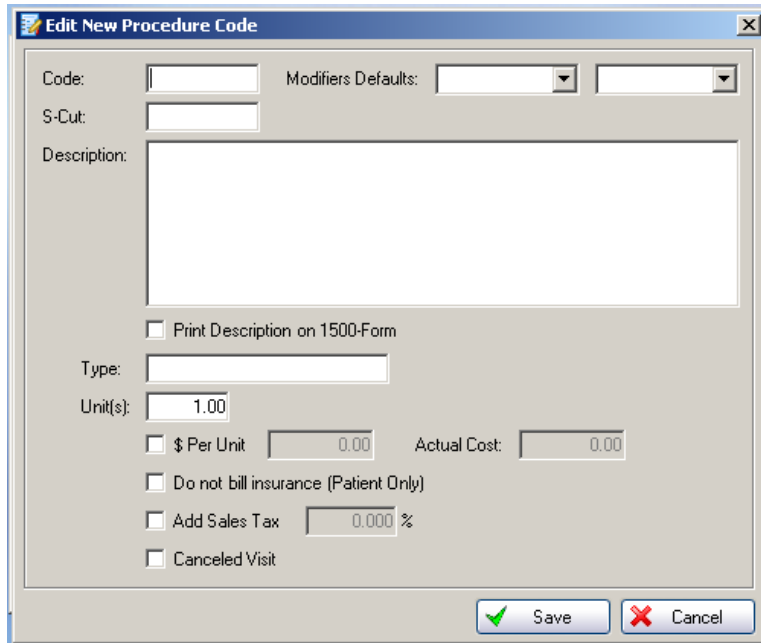


4B. (8) Software Set Up – Procedure Codes

This section will allow you to **Add**, **Edit**, or **Delete** Procedure Codes (also known as CPT Codes), or HCPCS Codes, which the software will use when you create your claims. These codes will print in box 24D of the HCFA/CMS 1500 Claim Form. From the Top Navigational Menu, select “**Set Up**”, and then “**Procedure**”.



1 Adding a Procedure Code

Click on the “**Add**” button at the bottom of the **Procedure Codes** screen to open a blank **Edit New Procedure Code** screen.

- A In the **Code** field, enter the actual CPT (or HCPCS) code number.

Note: Once entered in this setup, the Procedure Code itself cannot be edited, only its description and other related fields may be edited. If the Procedure Code was entered incorrectly in this setup, or has been changed in the current version of the CPT Code Book, you need create a new Procedure Code entry.

- B In the **Modifiers Defaults** fields, select a **Modifier Code** from the drop-down menu if this Procedure (or HCPCS) Code must always be billed with that Modifier Code. (Refer to section “**SET UP - Modifiers**” for information on how to create a Modifier Code).
- C In the **S-Cut** field, enter a Shortcut for this code. A shortcut will prove especially useful when duplicates of the same code are created in order to bill different insurers a different amount for the same service rendered. This shortcut does not appear on the claim form nor on the Patient’s statement; only the CPT code it represents will appear.

The example below shows an original code along with 2 shortcut versions of the same code and how they would be used:

CPT/HCPCS	Insurer	Cost per Unit
99204	Standard Rate	\$125.00
M99204	Medicare Rate	\$65.00
B99204	Blue Cross/Shield Rate	\$95.00

Note: You can add up to 3 characters (alpha or numeric) in front of the Procedure Code to create a shortcut. Then, when you go about entering the charges on a claim, you type the entire shortcut in the Procedure Code field to make it appear. For example: 99212 with S-Cut M for Medicare would be entered as M99212.

- D In the **Description** field, enter the Procedure Code’s description up to 500 characters long.
- E Check the box labeled **“Print Description on 1500-Form”** if the Insurance Company wants the Procedure Code description printed on the HCFA/CMS 1500 Claim Form (only 59 characters will print).
- F In the **Type** field, enter the type of Procedure Code this is (i.e.: Office Visit, Lab, X-Ray, etc.)
- G In the **Unit(s)** field, enter 1 as the *minimum number* of units to appear on the claim when this Procedure Code is selected when a claim is created.
- H Check the box labeled **\$ Per Unit** and enter the amount to be charged per unit when this Procedure Code is selected when a claim is created.

Note: If the Procedure Code is for Anesthesia Services, leave this field blank.

- I In the **Actual Cost** field, enter the actual cost of this Procedure Code.
- J Check the box labeled **Do Not Bill Insurance (Patient Only)** if you want the bill to go to the Patient only and not the Insurance Company. Situations where you would use this feature are when billing for services that are not covered by traditional medical insurance (i.e.: Vitamins, Convenience Items, Massages, Optional Tests, Report Copies, Late Fees, etc.)

Warning! When a Procedure Code is marked as “Do Not Bill Insurance” it CAN NOT be added on the same claim as other Procedure Codes that you are intending to bill to an Insurance Company. If you do, the ENTIRE claim will bill to the Patient.

- K Check the box labeled **Add Sales Tax %** and enter the percentage amount to be added as Sales Tax when billing this Procedure Code. *(This may not apply to your type of billing and may be left blank.)*
- L Check the box labeled **Canceled Visit** if you want to track how many Canceled Visits are billed to a Patient. The number of **Canceled Visits** a Patient has been billed for is tracked under the **“Summary”** tab of the **“Edit Patient Data Screen”**. (Please refer to the section titled **“PATIENTS”** for

more information).

Some practices may charge a Patient for not canceling a visit in advance or for failure to show up to a scheduled visit. You can create a NO SHOW Procedure Code such as 99999 (or using the word NOSHOW) to use to bill your Patient.

M Click the **Save** button when done.

2 Editing Previously Entered Procedure Codes

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

- A Check the box to the left of the Procedure Code you want to edit, and either click on the “**Edit**” button at the bottom of the screen or double-click on the Procedure Code itself to open it.
- B Make the necessary changes to the information in the “**Edit Procedure Code**” screen. *Note: the Procedure Code itself (in the Code field) cannot be changed once created.*
- C Click the **Save** button when done.

3 Copying a Procedure Code

This feature is used to create multiple versions of the same code but with different prices for each version. (Refer to the section on *Shortcuts* under **Adding a Procedure Code**). From the Top Navigational Menu, select “**Set Up**”, and then “**Procedure**”.

- A Check the box to the left of the Procedure Code you want to copy, and click on the “**Copy**” button at the bottom of the screen.
- B Make the necessary changes to the information in the “**Edit Procedure Code**” screen. *Note: the Procedure Code itself (in the Code field) cannot be changed once created.*
- C Click the **Save** button when done.

4 Deleting an Entered Procedure Code

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

- A Check the box to the left of the Procedure Code you want to delete, and then click on the “**Delete**” button at the bottom of the screen.
- B If you are certain that you want to delete this Procedure Code, answer “**Yes**” when asked if you are sure you want to delete it.

Note: When attempting to delete the Procedure Code, should a message appear stating “*Cannot Delete. Data in Use*”, click the “**Ok**” button to close

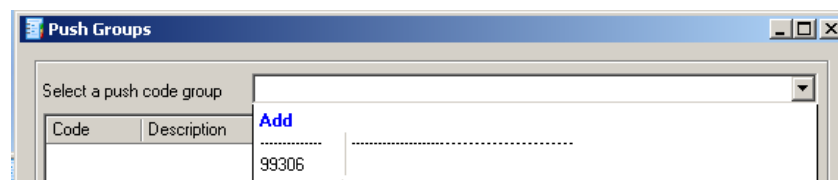
the message window. Then, click the **“In Use”** button at the bottom of the **“Procedure Codes”** screen. A **“Procedure Data in Use”** screen will open listing the **Last Name, First Name, and Patient Account Number (PAN)** of the Patients which are using this Procedure Code within their claims or in their Patient Record. The Procedure Code information must first be removed from all the Patient claims and records that appear on this list before being able to delete this Procedure Code.

5 Using the PUSH Option

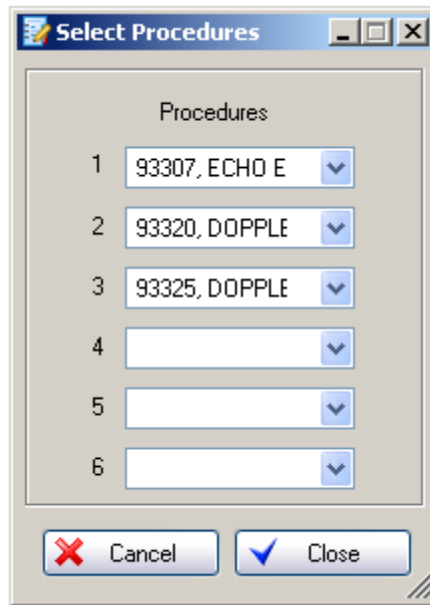
Certain Insurance Companies may have the Provider use a Bundled Code (a Procedure Code that when billed is actually a combination of Procedure Codes). For example, according to Medicare, in 2009 Providers will use a new CPT code, 93306, to report transthoracic echocardiography with spectral and color flow Doppler echocardiography. Echocardiographers previously reported this study with a combination of three CPT codes (93307, 93320, and 93325). Transthoracic echocardiography without spectral or color flow Doppler will continue to be reported with 93307 and 93320 and 93325 remain available as add-on codes for echocardiography services other than 93307. In addition, Providers that provide both the echocardiography and stress test components of a stress echocardiography study will no longer report those components separately, but will use a new combined code (93351).

Here is how a **Group** would be **Added**:

- A From the Top Navigational Menu, select **“Set Up”**, then **“Procedure”**.
- B From the opened **Procedure Codes** screen, click on the **“Push”** button.
- C From the opened **Push Groups** screen, click on the drop-down arrow in the field labeled **“Select a Push Code Group”**, and click on the word **“ADD”**.
- D In the **“Edit New Group”** screen, enter the Procedure Code in the **Code** field, then click the **Save** button.



- E With the created group highlighted in that field, click the **“Edit Push Procedures”** button at the bottom of the opened **Push Groups** screen.
- F In the opened **Select Procedures** screen, use the drop-down menu in each field to select the appropriate codes.



G Click the **Close** button when done.

Here is how a **Group's name** would be **Edited**:

- A From the Top Navigational Menu, select “**Set Up**”, then “**Procedure**”.
- B From the opened **Procedure Codes** screen, click on the “**Push**” button.
- C From the opened **Push Groups** screen, click on the drop-down arrow in the field labeled “**Select a Push Code Group**”, and select the Group you want to **edit**.
- D With the created group highlighted in that field, click the “**Edit Group**” button at the bottom of the opened **Push Groups** screen.
- E Click the **Save** button when done.

Here is how the **Procedure Codes** used within a Group would be **Edited**:

- A From the Top Navigational Menu, select “**Set Up**”, then “**Procedure**”.
- B From the opened **Procedure Codes** screen, click on the “**Push**” button.
- C From the opened **Push Groups** screen, click on the drop-down arrow in the field labeled “**Select a Push Code Group**”, and select the Group you want to **edit**.
- D With the created group highlighted in that field, click the “**Edit Push Procedures**” button at the bottom of the opened **Push Groups** screen.
- E In the opened **Select Procedures** screen, use the drop-down menu in each field to select the appropriate codes.
- F Click the **Close** button when done.

Here is how a **Group** would be **Deleted**:

- A From the Top Navigational Menu, select “**Set Up**”, then “**Procedure**”.
- B From the opened **Procedure Codes** screen, click on the “**Push**” button.
- C From the opened **Push Groups** screen, click on the drop-down arrow in the field labeled “**Select a Push Code Group**”, and select the Group you want to **delete**.
- D With the created group highlighted in that field, click the “**Edit Push Procedures**” button at the bottom of the opened **Push Groups** screen.
- E In the opened **Select Procedures** screen, highlight and delete each code that appears until all fields are empty.
- F Click the **Close** button when done.
- G With the group name highlighted in the field labeled “**Select a Push Code Group**”, click the “**Delete Group**” button at the bottom of the opened **Push Groups** screen.
- H When prompted, click **YES** to approve the deletion of the Group.
- I Click the **Close** button when done.