

# Creating a Billing Picklist

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The billing picklist allows you to create a list of frequently used codes giving you the ability to quickly select and add the codes you use most often to a visit.

1. The billing picklist can be set up under **Billing > Fee Schedule**.
2. When adding a new or updating an existing CPT/HCPCS/Custom Code, you can add a picklist category at the bottom. The name you enter here is what will be used to pull up that listing of codes.

The screenshot shows a form titled "New Fee Item" with the following fields and controls:

- Two monetary input fields, each with a "\$" icon and a "0.00" value.
- Text: "Typical allowed amount for payer. Not used if blank."
- "CPT/HCPCS Modifier" section with four dropdown menus.
- "NDC Code" dropdown menu and "NDC Quantity" input field with the value "1.000".
- "NDC Units" dropdown menu with the value "Select".
- "Custom description" text input field.
- Text: "Custom description of code."
- "Picklist category" text input field, highlighted with a red arrow.
- "Cancel" button and "Create" button at the bottom.

## To use Pick Lists

From the Live Claims Feed:

1. From the patient detail screen, press **Billing Pick List**.

Pt Payment \$   +

+

→ Billing Pick List 
  
 Diagnosis Pick List

2. A separate window will open where you can type the picklist category name you specified in the fee schedule.

**Choose Codes to Include In Billing For This Appointment**

code/ description/ picklist

|                         | Selected Procedures & Product Codes    | Type  | Picklist Category |
|-------------------------|--|-------|-------------------|
| No procedures selected. |  |       |                   |
|                         | ICD10 Diagnosis Codes                  | Type  | Picklist Category |
| 1 - 19 OF 19            | Procedure & Product Codes              | Type  | Picklist Category |
| +                       | 0011A: ADM SARSCOV2<br>100MCG/0.5ML1ST | CPT   |                   |
| +                       | 31717: BRONCHIAL BRUSH BIOPSY          | CPT   |                   |
| +                       | 91300: SARSCOV2 VAC 30MCG/0.3ML IM     | CPT   |                   |
| +                       | 97545: WORK HARDENING                  | CPT   |                   |
| +                       | 99203: OFFICE O/P NEW LOW 30-44 MIN    | CPT   |                   |
| +                       | 99212: OFFICE O/P EST SF 10-19 MIN     | CPT   |                   |
| +                       | 99213: OFFICE O/P EST LOW 20-29 MIN    | CPT   |                   |
| +                       | 99214: OFFICE O/P EST MOD 30-39 MIN    | CPT   |                   |
| +                       | A1: custom code custom descript        | HCPCS |                   |
| +                       | A9999: Dme supply or accessory nos     | HCPCS |                   |

3. When you type the picklist category name in the box, it will show you the codes you have attached to that picklist category.

**Choose Codes to Include In Billing For This Appointment**

vitamin| + Add Selected Codes

|                              |                            |      |                   |
|------------------------------|----------------------------|------|-------------------|
| 84207: ASSAY OF VITAMIN B-6  |                            |      |                   |
| 84446: ASSAY OF VITAMIN E    | Procedures & Product Codes | Type | Picklist Category |
| J3420: Vitamin b12 injection |                            |      |                   |

...res selected.

From the appointment window:

1. Select the Billing tab and select **Choose Codes from Pick List**

**Schedule Appointment**

Appointment **Billing** Eligibility Vitals Growthcharts Flags Log Comm. Revisions Custom Data MU Helper

Institutional Claim Patient SuperBill Clinical Note Billing Details Other Forms

|   |  |
|---|--|
| <p><b>Billing Status</b> <input type="text"/></p> <p>ICD Version <input type="text"/></p> <p>Primary Insurer <input type="text"/></p> <p>Secondary Insurer <input type="text"/></p> <p>Patient Payment \$ <input type="text"/> <input type="text"/> +</p> <p>Pre Authorization Approval <input type="text"/></p> <p>Referral # <input type="text"/></p> <p>Payment Profile <input type="text"/></p> <p>Billing Profile <input type="text"/> +</p> <p>Billing Pick List <input type="button" value="Choose Codes from Pick List"/></p> <p>Diagnosis Pick List <input type="button" value="Choose Codes from Pt Problems"/></p> | <p><b>HCFA Box 10 - Is patient's condition related to:</b></p> <p>Employment <input type="text"/></p> <p>Auto Accident <input type="text"/></p> <p>Other Accident <input type="text"/></p> <p>Onset Date Type <input type="text"/></p> <p>Onset Date <input type="text"/></p> <p>Other Date Type <input type="text"/></p> <p>Other Date <input type="text"/></p> |
|---|--|

2. The window that pops up is the same that appears when you access it from the Live Claims Feed.

- a. Type the name of the category in the blue box to see codes associated with that Picklist.

### Choose Codes to Include In Billing For This Appointment

code/ description/ picklist 

**+** Add Selected Codes

|                         | Selected Procedures & Product Codes    | Type  | Picklist Category |
|-------------------------|--|-------|-------------------|
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