

Creating a Billing Picklist

Last modified on 10/29/2024 10:23 am EDT

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**.

- 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 the 'New Fee Item' form with the following fields and controls:

- Two currency input fields, each with a '\$' symbol and a value of '0.00'.
- 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, click on **Billing Pick List**.

Billing Status
 ICD Version
 Primary Insurer
 Secondary Insurer
 Billing Provider:
 Supervising Provider:
 Pt Payment \$ +
 Payment Profile
 Pt Payment Due
 Billing Profile +
 → Billing Pick List
 Diagnosis Pick List
 Payer pre-auth #

- 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 + Add Selected Codes

	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 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	

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

picklist category.

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

From the appointment window:

- 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

Billing Status: [dropdown]
ICD Version: [dropdown]
Primary Insurer: [dropdown]
Secondary Insurer: [dropdown]
Patient Payment: \$ [input] [input] [+]
Pre Authorization Approval: [input]
Referral #: [input]
Payment Profile: [dropdown]
Billing Profile: [dropdown] [+]
Billing Pick List: Choose Codes from Pick List ←
Diagnosis Pick List: Choose Codes from Pt Problems

HCFA Box 10 - Is patient's condition related to:

Employment: [dropdown]
Auto Accident: [dropdown]
Other Accident: [dropdown]
Onset Date Type: [dropdown]
Onset Date: [input]
Other Date Type: [dropdown]
Other Date: [input]

- The window that pops up is the same that appears when you access it from the Live Claims Feed.
 - 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
No procedures selected.			
ICD10 Diagnosis Codes		Type	Picklist Category
1 - 19 OF 19	Procedure & Product Codes	Type	Picklist Category
+	0011A: ADM SARSCOV2 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	