Using a Billing Picklist

Last modified on 04/03/2025 8:34 am EDT

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

The billing picklist can be set up under:

1. Billing > Fee Schedule.

See our article for more information on the fee schedule.

To access the billing pick list from the appointment window:

- 1. Select the **Billing** tab.
- 2. Press Choose Codes from Pick List.

hedule Appo	intment									
Appointment	Billing	Eligibility	Vitals	Growthcharts	Flags	Log Comm.	Revisions	Custom Data	MU He	elper
Institutional	Claim					Patient Su	perBill Clinic	cal Note Billing	g Details	Other Forms
0 B	illing Status			~	HCFA Box	10 - Is patient's	condition rel	ated to:		
ICD Version		ICD-10 ~		~		Employment	No	~		
Prin	nary Insurer	- Default -		~		Auto Accident	No	~		
Secondary Insurer		- Default -		~		Other Accident	No	~		
Patient Payment		\$ 0	+							
Pre Authorization Approval						Onset Date Type	Onset of C	urrent Symptor	mso 🗸	
	Referral #					Onset Date				
Payment Profile		Insurance	~	Other Date Type			- Other Date Type - V			
В	illing Profile		+			Other Date				
Billi	ng Pick List	Choose Cod	es from Pick List							
Diagnos	sis Pick List	Choose Cod	es from Pt Proble	ms						

3. Select the codes by pressing on the + next to the code. You can also search for a code.

Choose Codes to Include In Billing For This Appointment								
code/ description/ picklist								
	Туре	Picklist Category						
	No procedures selected.							
1 - 3 OF 3	ICD10 Diagnosis Codes	Туре	Picklist Category					
+ 🖌	L89.101: Pressure ulcer of unspecified part of bas stage 1	ck, ICD10	Back Pain					
+	L89.146: Pressure-induced deep tissue damage deft lower back	of ICD10	Back Pain					
+	M54.50: Low back pain, unspecified	ICD10	Back Pain					
1 - 3 OF 3	Procedure & Product Codes	Туре	Picklist Category					
+	L89.101: Pressure ulcer of unspecified part of bar stage 1	ck, ICD10	Back Pain					
+	+ L89.146: Pressure-induced deep tissue damage of left lower back							
+	M54.50: Low back pain, unspecified	ICD10	Back Pain					

4. When finished, press + Add Selected Codes and Save.

code/ description	n/ picklist 🔸 🔶 🕂	Add Se	elected Codes
	Selected Procedures & Product Codes	Туре	Picklist Category
-	M54.50: Low back pain, unspecified	ICD10	Back Pain
1 - 3 OF 3	ICD10 Diagnosis Codes	Туре	Picklist Category
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+	L89.146: Pressure-induced deep tissue damage of left lower back	ICD10	Back Pain
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1 - 3 OF 3	Procedure & Product Codes	Туре	Picklist Category
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+	L89.146: Pressure-induced deep tissue damage of left lower back	ICD10	Back Pain
+	M54.50: Low back pain, unspecified	ICD10	Back Pain

You can also access the Pick List through the clinical note.

- 1. Open the note, and select **Billing** from the menu on the left.
- 2. Select **Billing Pick List.** Select the codes by pressing on the + next to the code. You can also search for a code.
- 3. When finished, select + Add Selected Codes

chedule	Cinical Patien	ts Repor	n Billing	Account	Help	1 ×									Seeth	8	9 -
	nny (Jen) Harris	+Det	C Today	Øfletesh 4	Ə Print Ap	pha			+ Apr	25 2021 - May 1 😽					Dely Exam Poor	n Doctor We	any (
2.			Bu	n 4/25	ж	Mon 4/26	ж	Tue 4/27	ж	Wed 4/28	ж	Thu 4/29	ж	Fri 4/30	ж	Set 5/1	
rider	Brendan Wilberton	8 DGam															
ation	Exam 1																
•	10:00 AM for 30 minutes																
	Monday April 26																
ated	9:55:42 AM, 4/26/2021	9.00am															
	(443) 555-5555																
di In	HAJED00001																
nary rer		10.00am				No.02 - No.02 are Jerry Live Manual Primary	-										
ondary rer																	
pay	20					-	_										
erter	Edward Jermer																
•																	
Appt.		11:00am															
icus L	Thursday Apr 22, 2021 08:30 AM for 30 minutes Brendan Wilberton																

The Pick List is also available in the billing details screen in the Live Claims Feed.

1. Navigate to Billing > Live Claims Feed

Jenny (Jen) Harris – Primary Office [11] – Exam								
View Service + EOB	📰 SuperBill	& Clinical Note	🖴 Clone					
Institutional Claim	No)						
8 Billing Status		~						
ICD Version		~						
Primary Insurer		~						
Secondary Insurer	~							
Billing Provider:			~					
Supervising Provider:			~					
Pt Payment	\$		+					
Payment Profile		~						
Pt Payment Due								
Billing Profile		◄ +						
Billing Pick List	Choose from Pick List							
Diagnosis Pick List	Choose from Pt Problems							
Payer pre-auth #		+						