Using a Billing Picklist

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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**.

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

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

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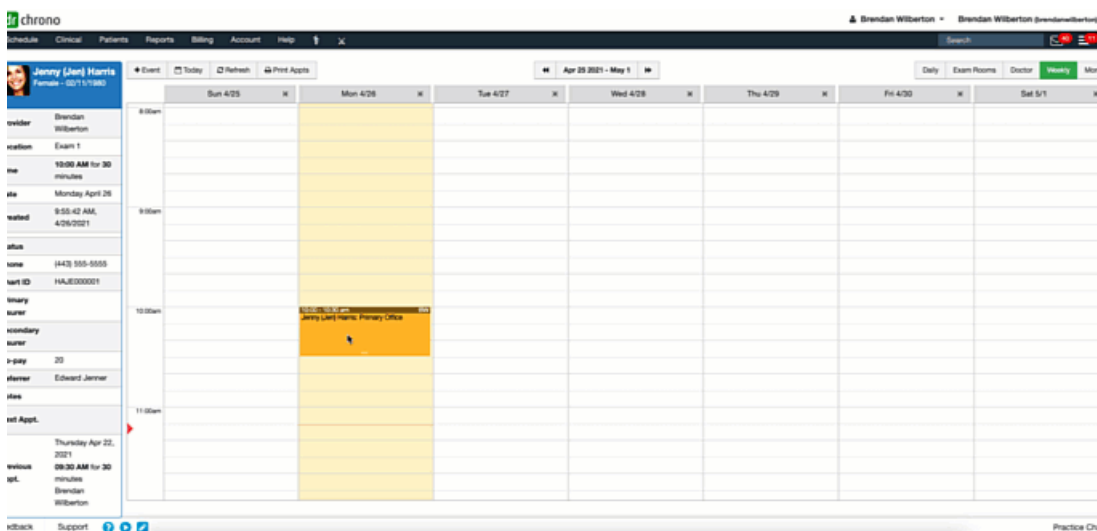
The Pick List is also available in the billing details screen in the Live Claims Feed.

1. Navigate to **Billing** > **Live Claims Feed**