

Using a Billing Picklist

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The billing picklist allows you to create a list of frequently used codes, allowing you to 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.**

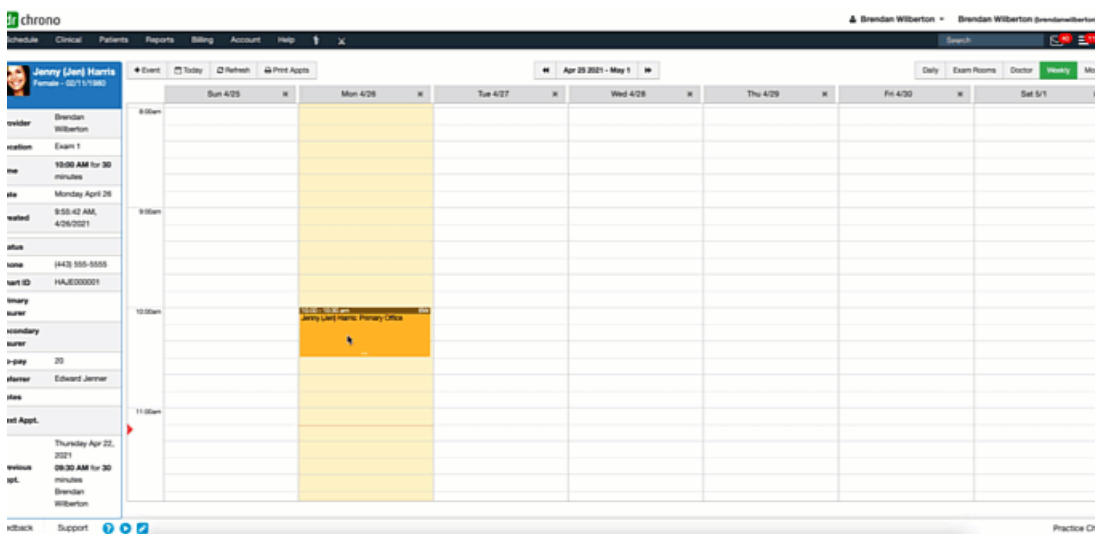
See our article for more information on the [fee schedule](#).

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**

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View Service	+ EOB	SuperBill	Clinical Note	Clone
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Institutional Claim No

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 #