

# Using a Billing Picklist

Last modified on 10/30/2024 10:04 am EDT

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.**

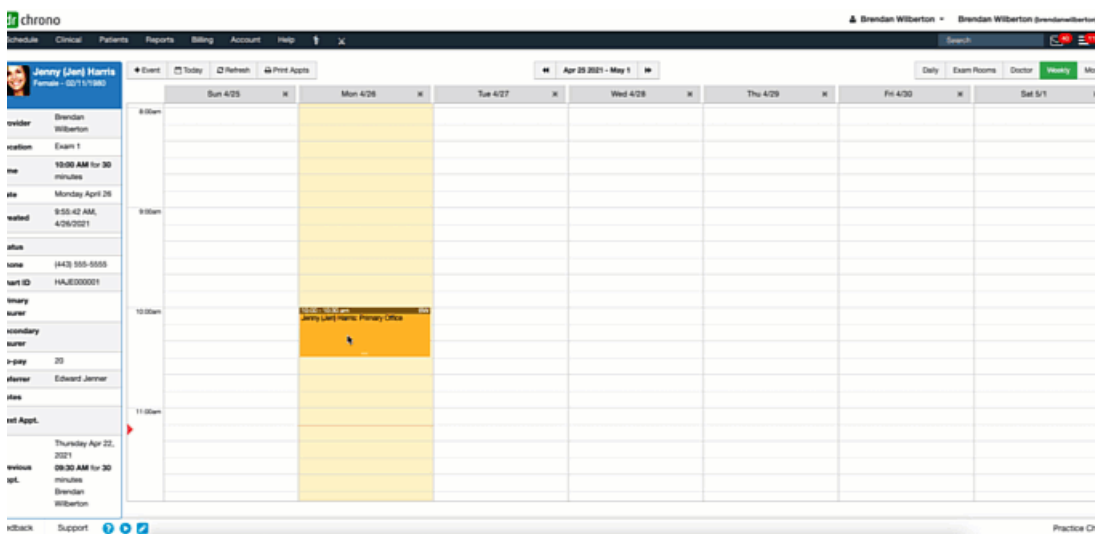
See our article for more information on the [fee schedule](#).

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 clicking 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 clicking on the + next to the code. You can also search for a code.
3. When finished, select + **Add Selected Codes**



The screenshot displays the Chrono software interface for appointment scheduling. At the top, there is a navigation menu with options like 'Schedule', 'Clinical', 'Patients', 'Reports', 'Billing', 'Account', and 'Help'. The 'Billing' tab is currently selected. Below the navigation menu, there is a search bar and a date range selector set to 'Apr 25 2021 - May 1'. The main area shows a grid of appointment slots for a patient named Jenny (Lee) Harris, female, born on 02/11/1980. The grid is organized by day of the week (Sun 4/25, Mon 4/26, Tue 4/27, Wed 4/28, Thu 4/29, Fri 4/30, Sat 5/1) and time slots (8:00am, 9:00am, 10:00am, 11:00am). A yellow highlight is visible on the 10:00am slot for Monday, April 26, 2021, indicating an appointment. The patient's details, including name, gender, date of birth, phone number, and insurance information, are visible on the left side of the screen. The bottom of the screen shows a footer with 'Practice On' and 'Support' links.

