

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**.

The screenshot shows the 'Schedule Appointment' window with the 'Billing' tab selected. The 'Billing Pick List' dropdown menu is open, and a red arrow points to the 'Choose Codes from Pick List' option. Other options in the dropdown include 'Choose Codes from Pt Problems'.

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 ICD Version ICD-10 Primary Insurer - Default - Secondary Insurer - Default - Patient Payment \$ 0 Pre Authorization Approval Referral # Payment Profile Insurance Billing Profile 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 No Auto Accident No Other Accident No Onset Date Type Onset of Current Symptoms Onset Date Other Date Type - Other Date Type - Other Date

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

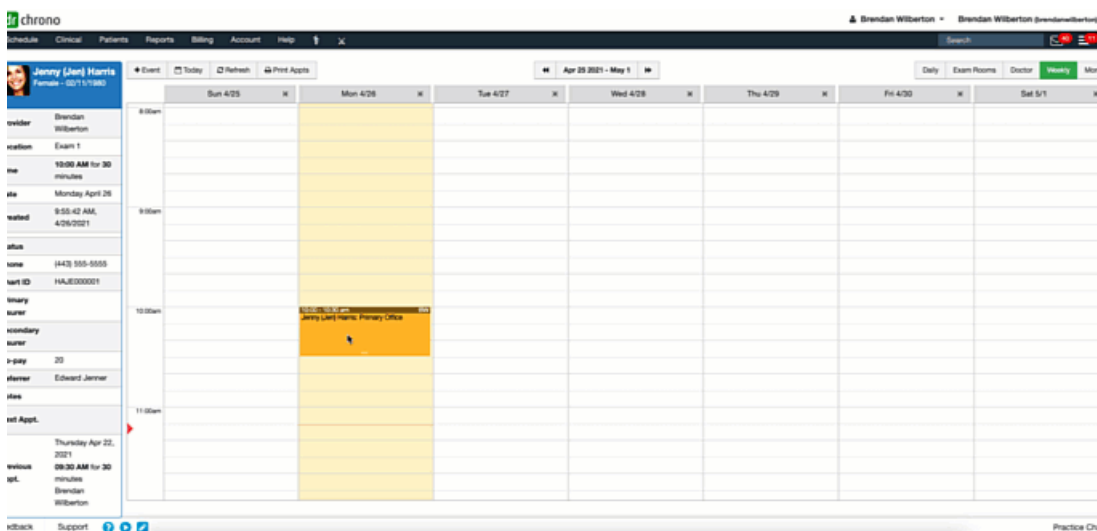
Choose Codes to Include In Billing For This Appointment			
code/ description/ picklist		+ Add Selected Codes	
Selected Procedures & Product Codes		Type	Picklist Category
No procedures selected.			
1 - 3 OF 3		ICD10 Diagnosis Codes	Type
			Picklist Category
+	L89.101: Pressure ulcer of unspecified part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

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

Choose Codes to Include In Billing For This Appointment			
code/ description/ picklist		+ Add Selected Codes	
Selected Procedures & Product Codes		Type	Picklist Category
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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**

