

Adding Billing Profiles from the Appointment Window

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Utilizing billing profiles allows you to efficiently add ICD-10, CPT, HCPCS, and/or Custom codes to common visit types. Here is how you can add them from the appointment window.

1. Navigate to the schedule, select an appointment window, and select the **Billing** tab.
2. Select the profile you would like to use from the **Billing Profile** dropdown menu.

The screenshot shows the 'Appointment' window with the 'Billing' tab selected. The 'Billing Profile' dropdown menu is highlighted with a red arrow. The 'Billing Status' dropdown menu is also highlighted with a red arrow. The 'Institutional Claim' checkbox is unchecked. The 'Patient Payment' field shows '\$ 0' with a '+' button. The 'Pre Authorization Approval' field is empty. The 'Referral #' field is empty. The 'Payment Profile' dropdown menu is empty. The 'Billing Pick List' button is labeled 'Choose Codes from Pick List'. The 'Diagnosis Pick List' button is labeled 'Choose Codes from Pt Problems'.

3. Once the profile is selected, press **Save**.

The screenshot shows the 'Appointment' window with the 'Billing' tab selected. The 'Billing Profile' dropdown menu is highlighted with a red arrow. The 'Billing Pick List' button is labeled 'Choose Codes from Pick List'. The 'Diagnosis Pick List' button is labeled 'Choose Codes from Pt Problems'. The 'Other Date' field is empty. The 'ICD-10 Codes' section shows a table with one row: # 1, Code E00.2, Description Congenital iodine-deficiency syndrome, mixed type. The 'ICD-9 Codes to Convert' section shows a table with one row: # 1, Code 00.2, Description Congenital iodine-deficiency syndrome, mixed type. The 'CPT and HCPCS Codes' section shows a table with one row: Type CPT, Code 1 97110, Description THERAPEUTIC EXERCISES, Price (\$ 175.00. The 'Custom Codes' section shows a table with one row: Code 1, Description THERAPEUTIC EXERCISES, Price (\$ 175.00. The 'Include note in EDI Billing' checkbox is unchecked. The 'Custom NTE EDI Billing Note (a.k.a. HCFA/CMS-1500 Line 19)' field is empty. The 'Delete' and 'Save' buttons are at the bottom right. A red arrow points to the 'Save' button.

