Exporting Custom Procedure Codes

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If you would like to export your custom procedure codes to an MS Excel file, you can do so by following the instructions below.

- 1. Navigate to Billing > Custom Procedures
- 2. Select Export to File button at the top right of the screen

Custom Procedures			
Custom Procedures are the types of products and services you can provide. You can track their use under Inventory Management.			
Procedure Code/Description	Show Archived Procedures	Export to File	+ Add New Procedure

The file will then be downloaded to your computer as a .CSV file to open in Excel or any other spreadsheet software. It will be available in your message center.