

How to use the Adjustment Master screen?

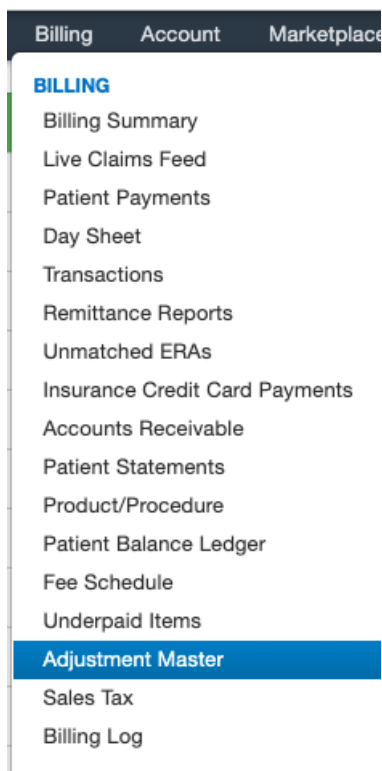
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The adjustment master screen enables a provider to set up their own "Action to be taken" for the adjustment reason codes which will override the current rule of payment posting in DrChrono.

- **Example:** Currently, in the DrChrono system the adjustment reason code "CO45" will automatically adjust off the balance, however, if the provider wants to transfer the claim to a specific status so it can be reviewed before being adjusted, this screen will allow you to do that.

Follow the instructions below:

1. Hover over the **Billing** tab and select **Adjustment Master**:



2. Please click on the green **+Add New** to set an adjustment rule.

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Schedule Clinical Patients Reports Billing Account Help Search

Adjustment Master All CPT & HCPCS Revenue

Payer ID Update

+ Add New 1 - 8 OF 8

Procedure	Provider	Patient	Type	Insurance Payer ID	Modifiers	Adjustment Reason	Adjustment Group Code	Action
	All doctors in the practice group							
	All doctors in the practice group					A2: Contractual adjustment.		Patient Adjustment
	All doctors in the practice group					59: Processed based on multiple ...		Insurance Adjustment
23330: REMOVE SHOULDER FOREIGN BODY	All doctors in the practice group		CPT			18: Duplicate claim/service.		Transfer to Patient
78451: HT MUSCLE IMAGE SPECT SING	All doctors in the practice group		CPT			25: Payment denied. Your Stop lo...	Patient Responsibility	Transfer to Patient
95974: CRANIAL NEUROSTIM COMPLEX	All doctors in the practice group		CPT			2: Coinsurance Amount		Patient Adjustment
50840: REPLACE URETER BY BOWEL	All doctors in the practice group		CPT			29: The time limit for filing ha...	Contractual Obligations	Insurance Adjustment
23031: DRAIN SHOULDER BURSA	All doctors in the practice group		CPT			4: The procedure code is inconsl...	Contractual Obligations	Insurance Adjustment

3. This screen will allow you to select the Adjustment code, Group Code, CPT/HCPCS/Custom code, Payer and the Action to be taken as per the requirements. You can also leave the "Code Type" field blank if it is not for a specific code.

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Adjustment Master All CPT & HCPCS Revenue

Payer ID Update

+ Add New 1 - 8 OF 8

Adjustment Master Create

Adjustment Reason: 45: Charge exceeds fee sche

Adjustment Group Code: CO: Contractual Obligations

Code type: CPT

Code: [dropdown]

CPT/HCPCS Modifier: [checkbox]

Payer ID: [dropdown]

Plan Name: [text]

Patient: N/A

Is Doctor-specific?:

Action to be taken: [dropdown] Required

- Interest Payment
- Patient Adjustment
- Transfer to Secondary
- No Action
- Transfer to Patient
- Insurance Adjustment

Once the rule is created, the "Action" will be taken automatically when the providers receive an ERA. For manual posting, the changes will reflect once the appointment is saved.