

# Editing and Reordering Custom Adjustment Reasons

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Custom Adjustment codes can assist your office in easily identifying top denials, determining their root cause, and developing a plan to eliminate them. Once created, there may be a need to edit or change the order in which they appear on the screen.

## Editing Custom Adjustment Codes

1. Navigate to **Account > Custom Fields**
2. Select **Custom Adjustment Code** from the menu on the left.
3. Identify the Adjustment Code to be edited.
4. Select **Edit** on the row of the code to be edited.

Active						Archived	
Adjustment Code	Adjustment Reason	Adjustment Group Code	Action	Updated	Operations		
CU2	Not separately reimbursable	Contractual Obligations	ADJ INSURER	12/17/2024, 1:36 PM	History	Edit	
CU3	Timely filing write off	Contractual Obligations	ADJ INSURER	12/24/2024, 2:31 PM	History	Edit	
CU1	CO234	Contractual Obligations	DENIAL	12/24/2024, 2:50 PM	History	Edit	

5. The Edit Custom Adjustment window will open and allow you to make changes. Press **Save** when you are done.

### Edit Custom Adjustment Code

Custom Adjustment Reason

Custom Group Code

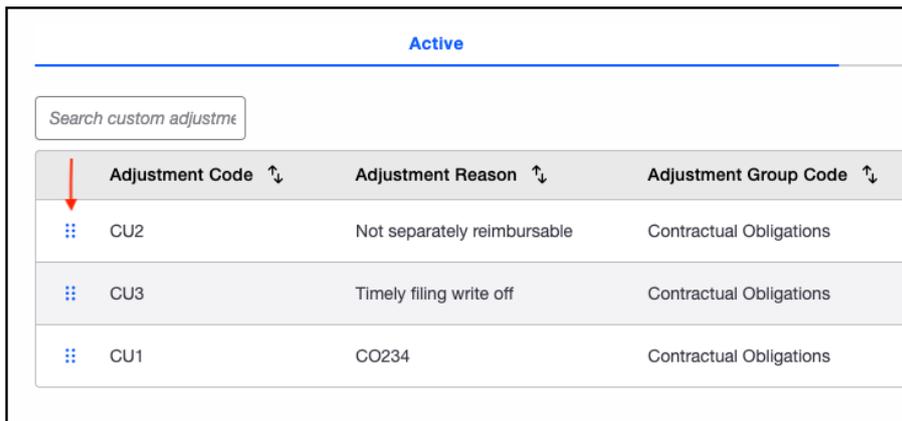
Action

[Cancel](#) [Save](#)

## Reordering Custom Adjustment Codes

Custom Adjustment Codes will appear in the adjustment code list in the order they are under the Custom Adjustment Screen. You can reorder them in any order that makes sense for your office.

1. Navigate to **Account > Custom Fields > Custom Adjustment Code**
2. Press and hold the 6-dot icon on the left of the row. Drag and drop it in the order you prefer.



Adjustment Code	Adjustment Reason	Adjustment Group Code
CU2	Not separately reimbursable	Contractual Obligations
CU3	Timely filing write off	Contractual Obligations
CU1	CO234	Contractual Obligations

3. Once complete, you will receive a pop-up telling you that your reordering was successful.

