

Entering CPT Codes



Entering Procedure (CPT) Codes

CPT codes must be entered in the library before they can be entered in a pricing "Contract". If you do not see a description when entering a CPT code on a "Contract", you need to enter it in the CPT code library

The screenshot shows the 'CPT' tab in the 'Pricing' section. The 'Code' field is set to '88357'. Below it, the 'Description' field is highlighted in yellow and contains the text 'Code is NOT in the CPT Library'. There are also fields for modifiers M1, M2, M3, and M4, and an 'Aux Pricing Code' field.

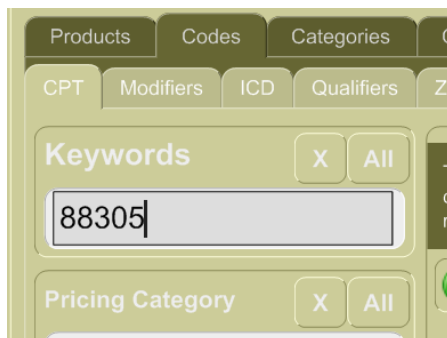
- Select the **Libraries** menu.
- Click the **Codes** tab.
- Click the **CPT** tab.

The screenshot shows the 'CPT' tab in the 'Codes' section. The 'Keywords' field is set to 'All'. The 'Pricing Category' is set to 'Medical'. The table lists various CPT codes and their descriptions.

Description	CPT Co
ONLINE PHYSICIAN E/M	0074T
FNA W/O IMAGE	10021
FNA W/IMAGE	10022
ACNE SURGERY	10040
DRAINAGE OF SKIN ABSCESS	10060
DRAINAGE OF SKIN ABSCESS	10061
DRAINAGE OF PILONIDAL CYST	10080
DRAINAGE OF PILONIDAL CYST	10081
REMOVE FOREIGN BODY	10120

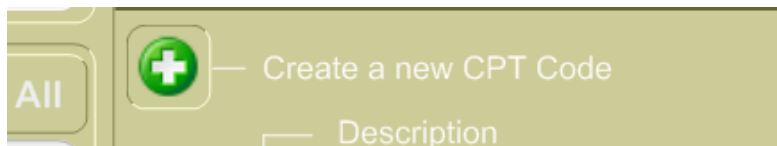
Entering CPT Codes

- Search to see if the codes are already in library.
 - Next to "Keywords" click the "X" to remove the word "All". Search by code number or description. You can enter one word, or several.

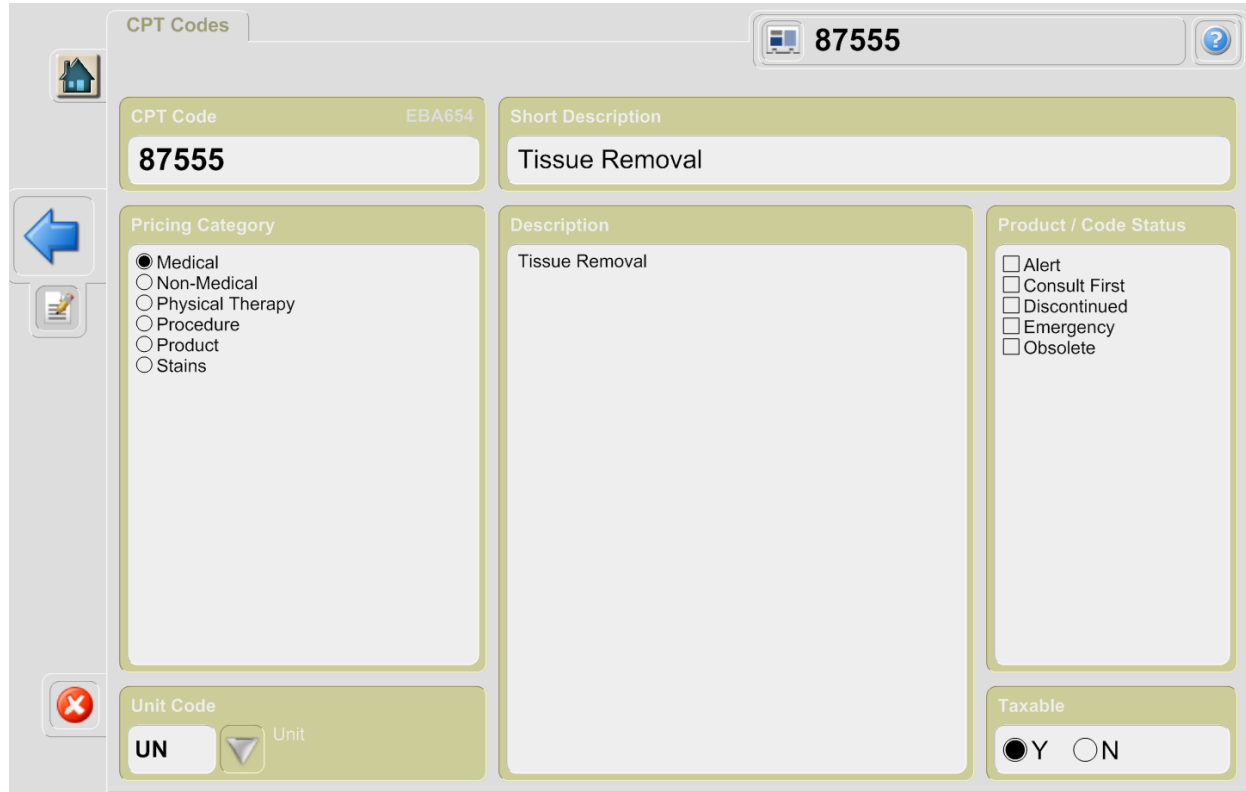


The screenshot shows a search interface with tabs for 'Products', 'Codes', and 'Categories'. Under 'Codes', there are sub-tabs for 'CPT', 'Modifiers', 'ICD', 'Qualifiers', and 'Z'. The 'Keywords' field contains the text '88305'. To the right of the field are two buttons: 'X' and 'All'. Below the keywords field is a 'Pricing Category' field with 'X' and 'All' buttons.

- If the code is not found, click the green plus icon labeled "Create a new CPT Code."



A close-up of a button with a green plus sign icon and the text 'Create a new CPT Code'. Below the button is a text input field with the placeholder text 'Description'.



The screenshot shows the 'CPT Codes' entry form. At the top right, the code '87555' is displayed. The form is divided into several sections:

- CPT Code:** 87555
- Short Description:** Tissue Removal
- Pricing Category:** Medical (selected), Non-Medical, Physical Therapy, Procedure, Product, Stains.
- Description:** Tissue Removal
- Product / Code Status:** Alert, Consult First, Discontinued, Emergency, Obsolete (all unchecked).
- Unit Code:** UN
- Taxable:** Y (selected), N

- Enter the "CPT Code"

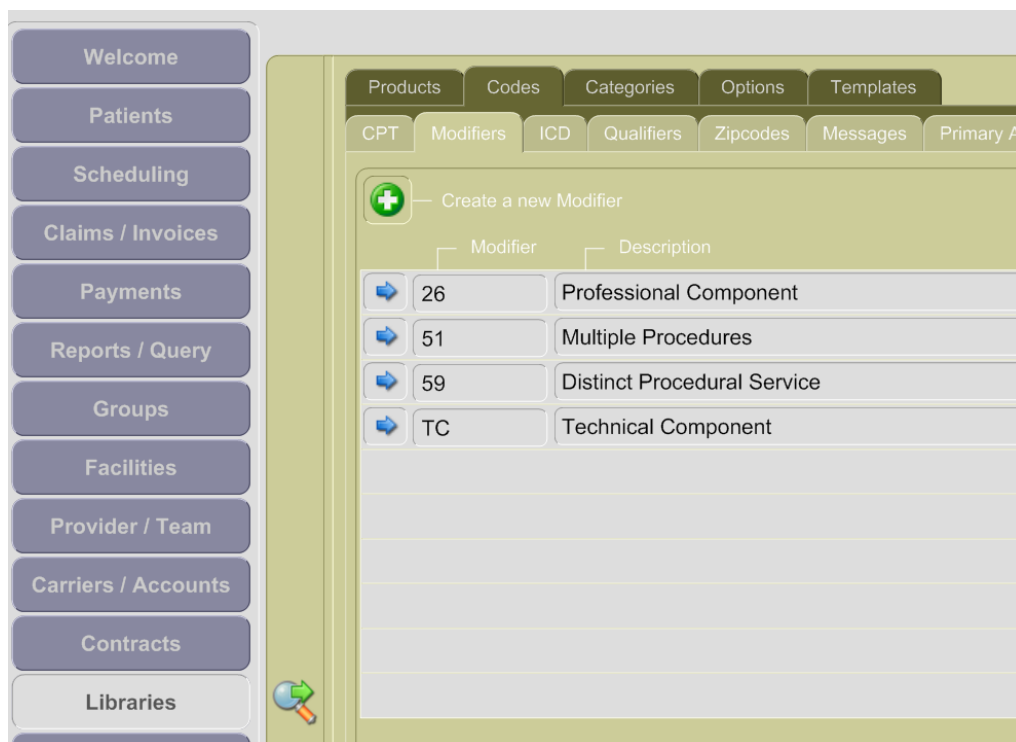
Entering CPT Codes

- Enter a "Short Description" and a "Long Description". They can be the same.
- Choose a "Pricing Category".
- Choose if "Taxable", or not. Your tax rate is entered in each Facility.
- Product Code/Status is used for flagging changes to the codes. Codes with a status of "Discontinued" will show in yellow if used.
- Click the blue Back Arrow to return.

Entering Modifier Codes

Modifier codes must be entered in the library before they can be entered with a CPT code in a pricing "Contract". When entering a Modifier with a CPT code on a "Contract", if you do not see the modifier in the drop down, you need to enter it in the Modifier code library.

- Select the **Libraries** menu.
- Click the **Codes** tab.
- Click the **Modifiers** tab.



Entering CPT Codes

- Look on your current list of Modifiers to see if the code is listed.
- If it is not listed, click the green plus icon labeled "**Create a new Modifier**".
- Enter the "Modifier" code (usually a 2 character code).
- Enter a "Short Description" and a "Long Description". They can be the same.
- Click the blue Back Arrow to return.

Entering new Pricing Categories

- You can enter custom "Pricing Categories" if you would like to have reports break down prices by Categories. Click the **Categories** tab in the **Libraries** menu.

Category Code (Limit to 2 characters)	Category Name	Description
M	Medical	
PRCAT001		
N	Non-Medical	
PRCAT003		
PT	Physical Therapy	Physical Therapy Codes
EBA4		
PR	Procedure	
EBA5		

- Click the green plus icon labeled "**Create New Pricing Category**".
- Enter a "Category Code", using a 2 or 3 letter unique code.
- Enter a "Category Name", either one or two words, or string of numbers.
- Click the blue Back Arrow to return.

Entering CPT Codes

Pricing Categories Special Attention

Category Code (limit to 2 characters)

Category Name

ABC	Special Attention
	EBA7

Description

Special Attention