



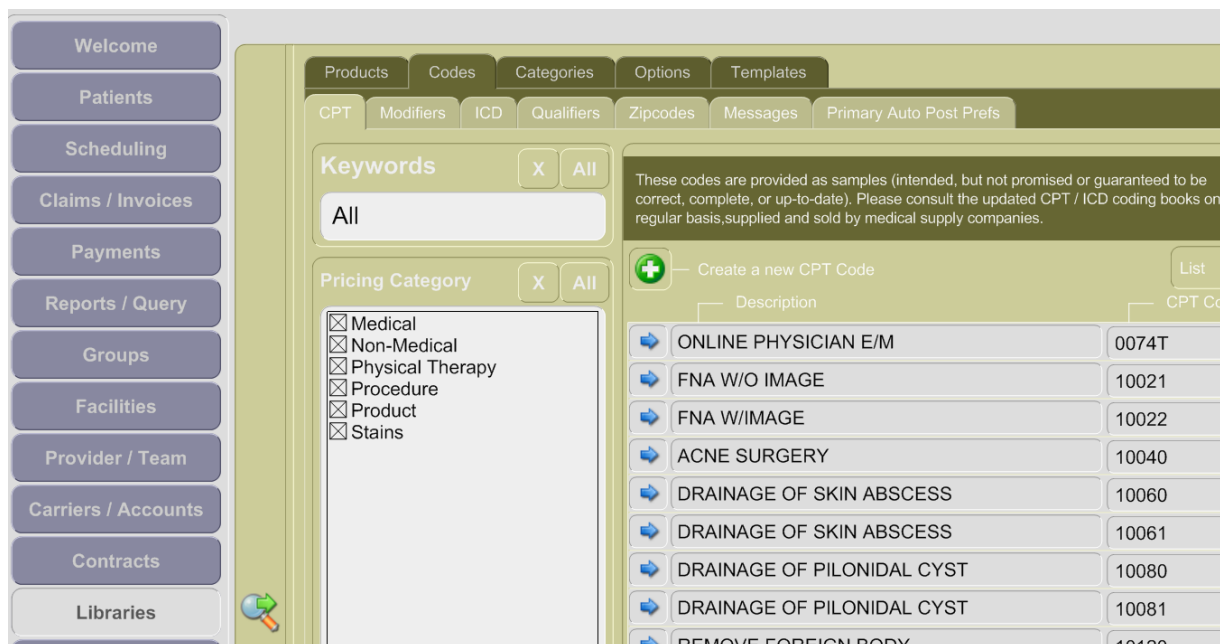
Entering Procedure (CPT) Codes

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

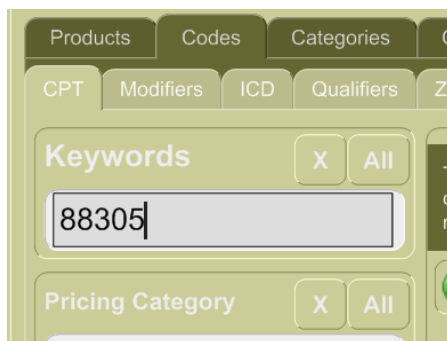
A screenshot of the Easy Billing Professional software interface. At the top, there's a "Pricing" tab with a "GP" button and an "ID" field containing "EBA114". Below this are tabs for "Pricing", "Comments", and "Pricing Links". Underneath are tabs for "CPT", "Product", and "Volume Discounting". The "CPT" tab is active. It contains a "CPT Code" section with a "Code" dropdown menu showing "88357" and a dropdown arrow. To the right are four "Modifiers" sections labeled "M1", "M2", "M3", and "M4", each with a dropdown arrow. Below the code field is a "Description" field, which is highlighted in yellow and contains the red text "Code is NOT in the CPT Library". To the right of the description field is an "Aux Pricing Code" field, which is currently empty.

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

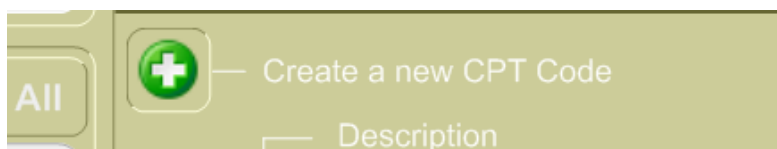
Libraries Setup



- 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.



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



Libraries Setup

The screenshot shows a web-based interface for setting up CPT codes. At the top, there's a header with 'CPT Codes' on the left and '87555' in a search bar on the right. Below this, the form is divided into several sections:

- CPT Code:** A text field containing '87555'.
- Short Description:** A text field containing 'Tissue Removal'.
- Pricing Category:** A list of radio buttons with options: Medical (selected), Non-Medical, Physical Therapy, Procedure, Product, and Stains.
- Description:** A large text area containing 'Tissue Removal'.
- Product / Code Status:** A list of checkboxes: Alert, Consult First, Discontinued, Emergency, and Obsolete.
- Unit Code:** A text field containing 'UN' and a dropdown arrow labeled 'Unit'.
- Taxable:** Radio buttons for 'Y' (selected) and 'N'.

On the left side of the interface, there are navigation icons: a home icon, a blue back arrow, a list icon, and a red 'X' icon.

- Enter the "CPT Code"
- 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.

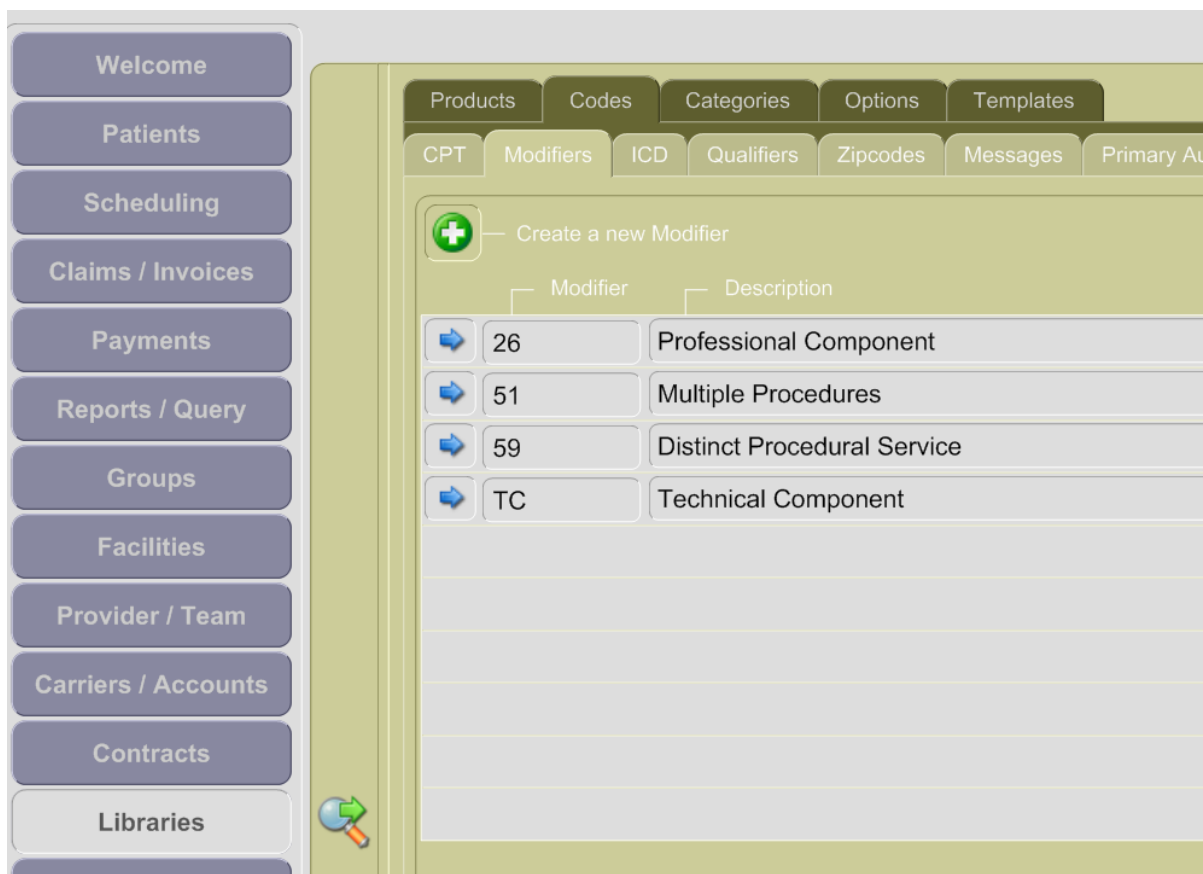
Entering Modifier Codes

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.

Libraries Setup

- Click the **Codes** tab.
- Click the **Modifiers** tab.

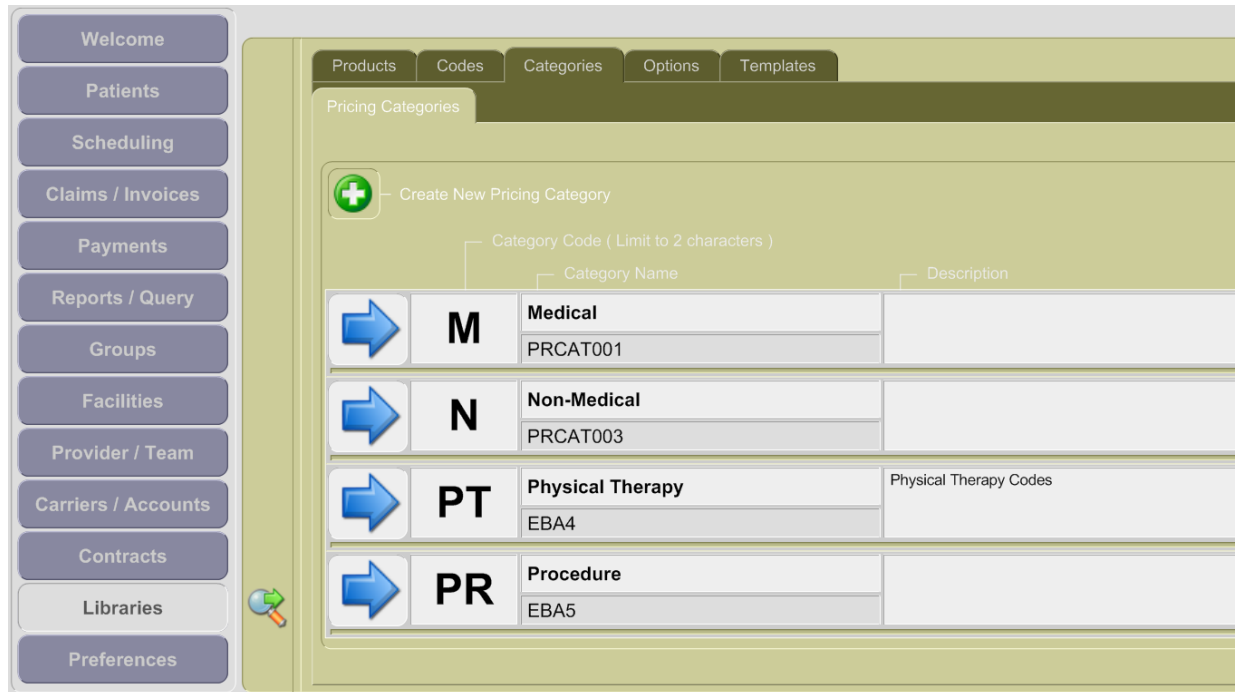


- Look on your current list of Modifiers to see if the code is listed.
- If it is not listed, click the green plus icon labeled "**Create a new Modifier**".
- Enter the "Modifier" code (usually a 2 character code).
- Enter a "Short Description" and a "Long Description". They can be the same.
- Click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

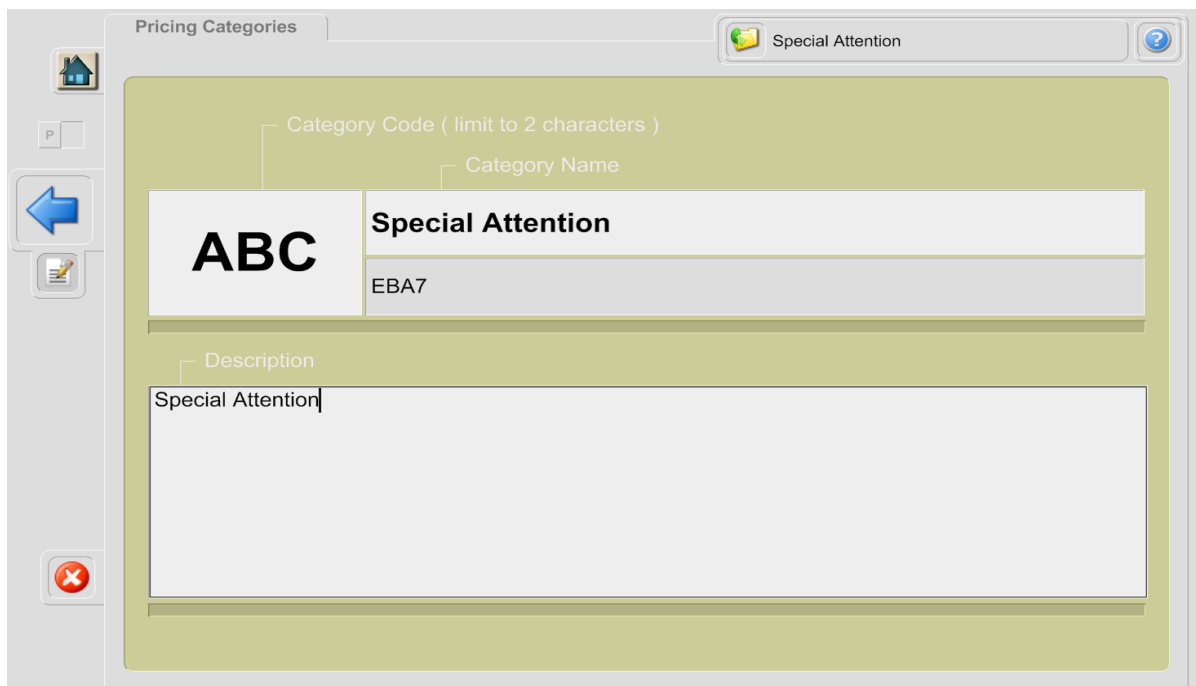
Entering new Pricing Categories

- 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.

Libraries Setup



- 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.



Libraries Setup

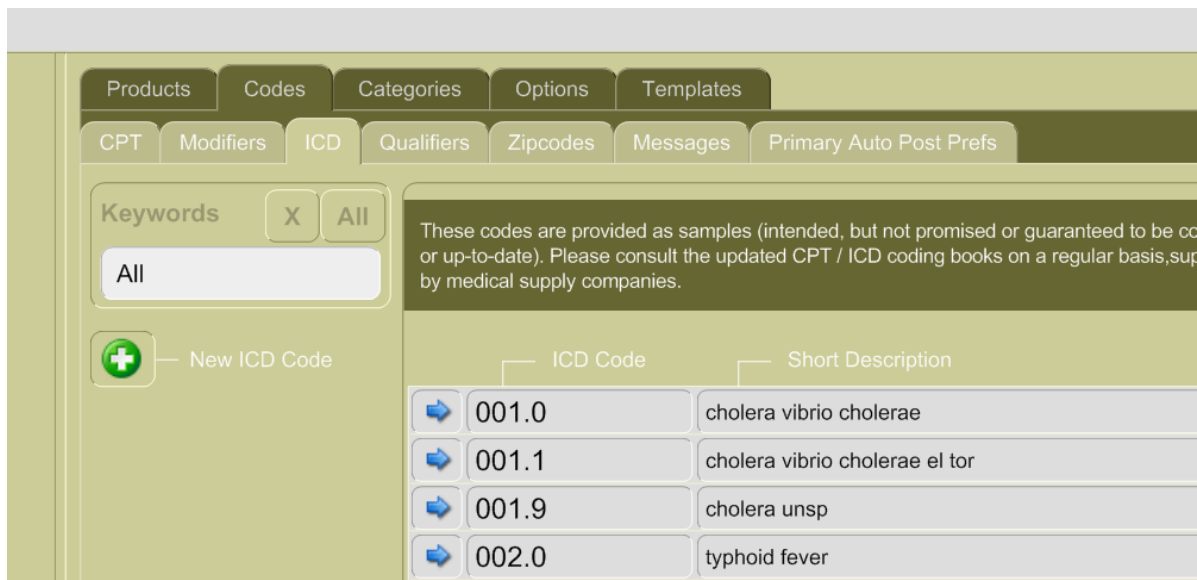
Entering Diagnosis (DX) Codes

CPT codes must be entered in the library before they can be entered on a patient claim.

When entering a ICD code on a claim, if you do not see the code in the drop down list, you need to enter it in the ICD code library.

- Select the **Libraries** menu.
- Click the **Codes** tab
- Click the **ICD** tab.
- Search first to see if the code is 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.

If not found, click the green plus icon labeled "**New ICD Code**" to create a new code.



- Enter the "ICD Code".
- Enter a "Short Description" and a "Long Description". They can be the same.
- Click the **Code Alert** tab to enter a string of either procedure codes or text that will appear with the DX code on the **Condition** tab in **Claims Entry**.

Libraries Setup

- Product Code/Status is used for flagging changes to the codes, the Status “Discontinued” will show in yellow if used.

- Click the blue Back Arrow to return

Qualifiers

These codes are already entered with current industry standards.

Zip Codes

- First, search to see if the zip code and city are in the library.
- Click the red button to clear the fields for the City and State.
- Enter the new city and state then press the Tab key.

Libraries Setup

- If you do not see it on the list on the right enter the zip code and click the "Add" green plus icon.

The screenshot shows the 'Zipcodes' tab in the 'Libraries Setup' application. The interface is divided into several sections:

- Top Navigation:** Products, Codes, Categories, Options, Templates, CPT, Modifiers, ICD, Qualifiers, Zipcodes, Messages, Primary Auto Post Prefs.
- Input Section:** Labeled 'Enter', it contains three input fields: 'City' (Chama), 'State' (NM), and 'Zip Code' (87520). Each field has a red minus icon to its right. Below these fields is a green 'Add' button with a plus icon.
- Table Section:** A table with columns 'City', 'State', and 'Zip Code'. The first row contains 'Chama', 'NM', and '87520'. There are four empty rows below it.
- Additional Places Section:** Labeled 'Additional Places', it contains a table with columns 'City' and 'State'. There are three empty rows below it.
- Bottom Input Section:** Labeled 'Enter', it contains a 'Zip Code' field with '87520' and a red minus icon. Below it are two dropdown menus: 'City (Default)' with 'Chama' and a blue up arrow, and 'State' with 'NM' and a blue up arrow.

- To save time you can add the City or State by choosing the blue up arrows at the bottom when entering more zip codes in the same city and states and entering them in the Additional Places for that selected zip code.