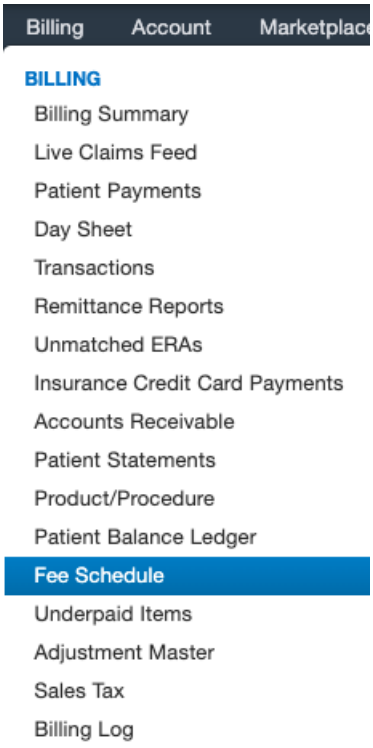
Creating a Billing Picklist

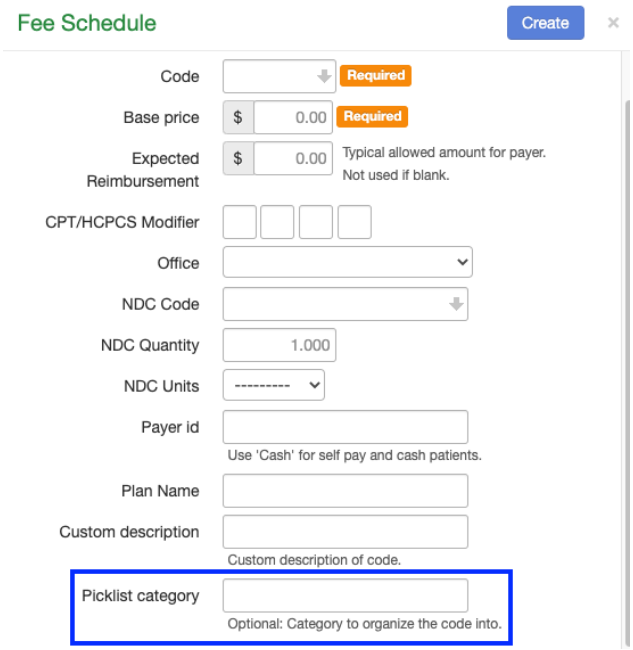
07/24/2024 1:25 pm EDT

The billing picklist allows you to create a list of frequently used codes giving you the ability to quickly select and add the codes you use most often to a visit.

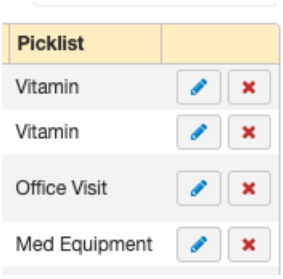
- The billing picklist can be set up under **Billing** > **Fee Schedule**.



- When adding a new or updating an existing CPT/HCPCS/Custom Code, you can add a picklist category at the bottom. The name you enter here is what will be used to pull up that listing of codes.



- Sample codes could include the following. They will also be visible on your fee schedule.

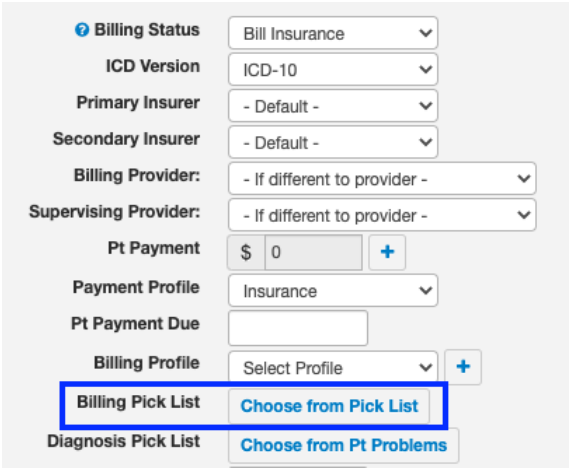


Picklist	
Vitamin	
Vitamin	
Office Visit	
Med Equipment	

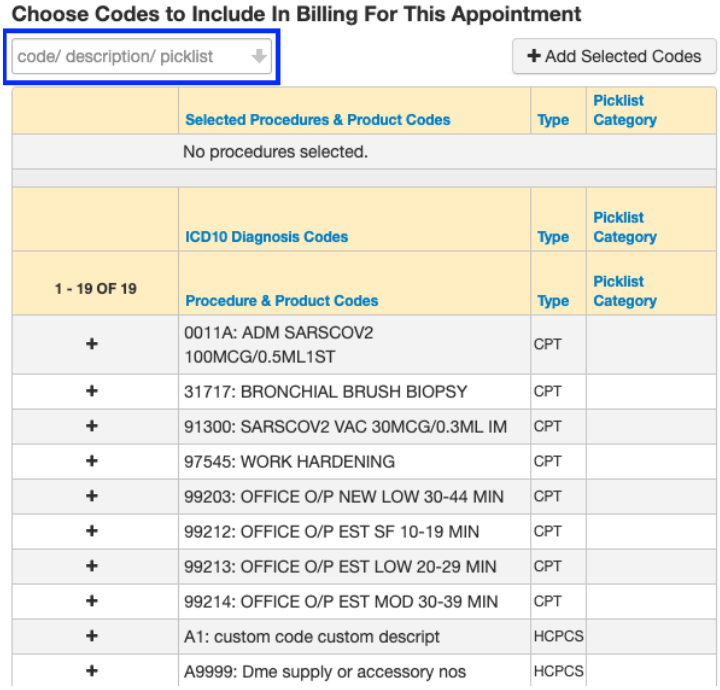
To use Pick Lists

From the Live Claims Feed:

- From the patient detail screen, click on **Billing Pick List**.



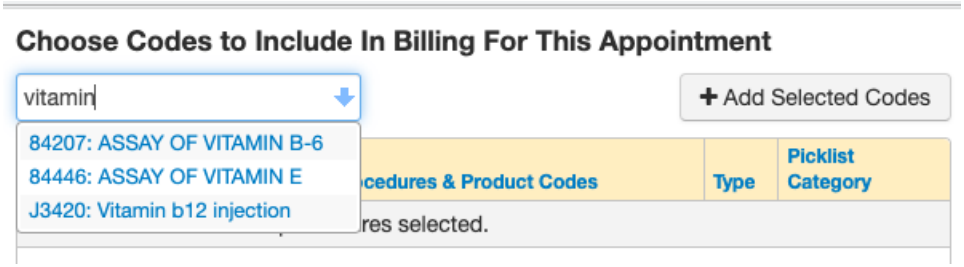
- A separate window will open where you can type the picklist category name you specified in the fee schedule.



	Selected Procedures & Product Codes	Type	Picklist Category
	No procedures selected.		
	ICD10 Diagnosis Codes	Type	Picklist Category
1 - 19 OF 19	Procedure & Product Codes	Type	Picklist Category
+	0011A: ADM SARSCOV2 100MCG/0.5ML1ST	CPT	
+	31717: BRONCHIAL BRUSH BIOPSY	CPT	
+	91300: SARSCOV2 VAC 30MCG/0.3ML IM	CPT	
+	97545: WORK HARDENING	CPT	
+	99203: OFFICE O/P NEW LOW 30-44 MIN	CPT	
+	99212: OFFICE O/P EST SF 10-19 MIN	CPT	
+	99213: OFFICE O/P EST LOW 20-29 MIN	CPT	
+	99214: OFFICE O/P EST MOD 30-39 MIN	CPT	
+	A1: custom code custom descript	HCPCS	
+	A9999: Dme supply or accessory nos	HCPCS	

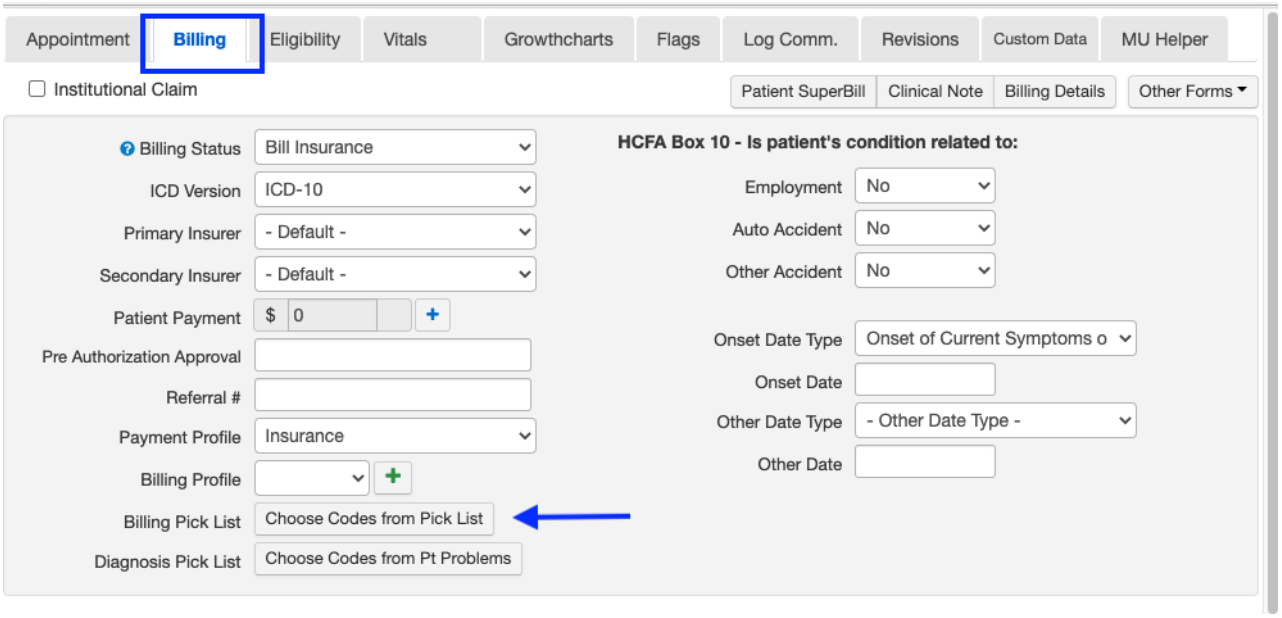
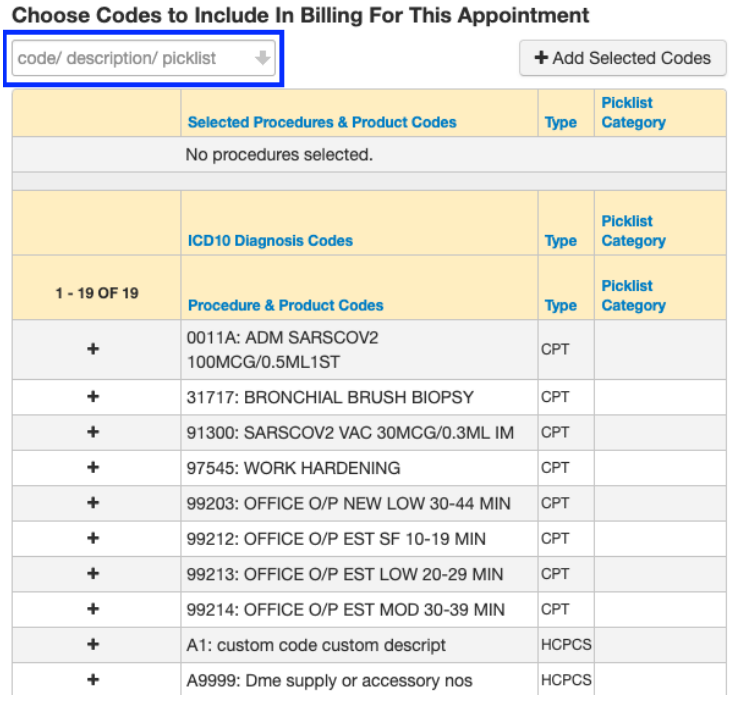
- When you type the picklist category name in the box, it will show you the codes you have attached to that

picklist category.



From the appointment window:

- Select the Billing tab and select **Choose Codes from Pick List**



- The window that pops up is the same that appears when you access it from the Live Claims Feed.
  - Type the name of the category in the blue box to see codes associated with that Picklist.