Using a Billing Picklist

07/24/2024 10:11 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**. See our article for more information on the fee schedule or Creating a Billing Picklist article.

Billing	Account	Marketplace
BILLING		
Billing S	Summary	
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To access the billing pick list from the appointment window, select the **Billing** tab. Click **Choose Codes from Pick** List. Select the codes by clicking on the + next to the code. You can also search for a code. When finished, select + Add Selected Codes and Save.

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You can also access the Pick List through the clinical note. Open the note, and select Billing from the menu on the

left. Select **Billing Pick List.** Select the codes by clicking on the + next to the code. You can also search for a code. When finished, select + **Add Selected Codes**

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The Pick List is also available in the billing details screen in the Live Claims Feed. Billing > Live Claims Feed.

Jenny (Jen) Harris – Primary Office [11] – Exam 1		View Service	+ EOB	🚍 SuperBill
Billing Status	Balance Due	~		
ICD Version	ICD-10	~		
Pt Payment	\$ 81	Copay: \$20.00	+	
Payment Profile	Cash	~		
Pt Payment Due				
Billing Profile	Select Profile	▶ +		
Billing Pick List	Choose from Pie	ck List		-
Diagnosis Pick List	Choose from Pt	Problems		
Payer pre-auth #	+			
Do Not Transmit	Do not transmit	authorization num	ber to paye	r
Referral #				
Billing Facility				
Purchased Serv Provider				
Appointment Notes				
Follow-up Date			1.	
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