## Adding Billing Profiles from the Appointment Window

07/24/2024 11:59 am EDT

Utilizing billing profiles allows you to efficiently add ICD-10, CPT, HCPCS, and/or Custom codes to common visit types. Here is how you can add them from the appointment window.

- Navigate to the schedule, select an appointment window, and click on the **Billing** tab.
- Select the profile you would like to use from the Billing Profile dropdown menu.

| Schedule Appoint            | tment                |                                    |           |               |               |          |                     |               |              |                            |           |        |
|-----------------------------|----------------------|------------------------------------|-----------|---------------|---------------|----------|---------------------|---------------|--------------|----------------------------|-----------|--------|
| Appointment Billing         |                      | Eligibility Vitals                 |           |               | Growthcharts  | Flags    | Log Comm.           | Revisions     | Custom Da    | ita MU                     | MU Helper |        |
|                             |                      |                                    |           |               |               |          | Patient SuperBill   | ▼ Clinical    | Note Billin  | g Details                  | Other Fo  | orms 🔻 |
| 🕜 Billir                    | ng Status            |                                    |           |               | ~             | HCFA Box | 10 - Is patient's c | ondition rela | ated to:     |                            |           |        |
| ICI                         | D Version            | ICD-10                             |           |               | ~             |          | Employment          | No            |              |                            |           |        |
| Patient                     | Patient Payment \$ 0 |                                    | Copay:    | Copay: \$20 + |               |          | Auto Accident       | No            | ~            |                            |           |        |
| Pre Authorization           | Approval             |                                    |           |               |               |          | Other Accident      | No            | ~            |                            |           |        |
| F                           | Referral #           |                                    |           |               |               |          |                     |               |              |                            |           |        |
| Payme                       | Payment Profile      |                                    |           |               | ~             |          | Onset Date Type     |               | urrent Sympt | oms o 🗸                    |           |        |
| Billir                      | ng Profile           |                                    |           |               |               |          | Onset Date          |               |              |                            |           |        |
| Billing Pick List           |                      | Copy Last Billing<br>6 Adjustments |           | ist           |               |          | Other Date Type     | - Other Date  | e Type -     | ~                          |           |        |
| Diagnosis                   | Pick List            | Back Pain<br>Dolphin Att           | aak       | blem          | IS            |          | Other Date          |               |              |                            |           |        |
| Credit Card                 | Payment              | Flu Treatme                        |           |               |               |          |                     |               |              |                            |           |        |
|                             |                      | Glasses<br>Glaucoma                |           | -             |               |          |                     |               |              |                            |           |        |
| Claim Billed: \$0.00        | Adjustn              | HFMD<br>PT                         |           | 0.00          | Patient Paid: | \$0.00   |                     |               |              |                            |           |        |
| ICD-10 Codes                |                      | Physical Exam<br>Post Op           |           | codes 🔸       |               | CPT      | Codes               |               | Find CP      | Find CPT Procedure codes   |           | +      |
| # Code                      | 0.1                  |                                    | a Attack  |               |               | Code     | Descrip             | ption         |              | Price (\$)                 |           |        |
|                             | 0.000                | Sea Creatu<br>Sea Lion At          |           | -             | - ]           | 1105     | CS Codes            |               |              |                            |           |        |
| ICD-9 Codes to Conv         |                      | Spider Bite                        |           | code          | es 🖡          |          |                     |               | Find HC      | Find HCPCS Procedure codes |           | es 🔸   |
| # Code                      | _                    | Strep<br>Surgery                   |           |               |               | Code     | Descrip             | otion         |              | Price (\$                  | )         |        |
| NDC Codes                   |                      | Turkey                             |           | es            | +             |          |                     |               |              |                            |           |        |
| NDC Code                    | Quant                | Weight loss                        | 5         | ne Ite        | em            |          |                     |               |              |                            |           |        |
|                             |                      | _                                  |           |               |               |          |                     |               |              |                            |           |        |
| Custom Codes                |                      | Fit                                | nd Custom | Proced        | dure codes 🖶  |          |                     |               |              |                            |           |        |
| Code Description Price (\$) |                      |                                    |           |               |               |          |                     |               |              |                            |           |        |

• Once the profile is selected, click **Save & Close** or **Save**.

| Billing   | g Pick List  | Choose (             | Codes from Pic<br>Codes from Pt<br>Credit Card |            | ]             |       | C              | Onset Date                | - Other Date 1  | īype - | ~              |      |
|---|--------------|----------------------|--|------------|---------------|-------|----------------|---------------------------|-----------------|--------|----------------|------|
| Claim Billed: \$0.00                                    | Adjustmer    | nt: \$0.00           | Insurer Paid                                   |            | Patient Paid: | \$0.0 |                |                           |                 |        |                |      |
| ICD-10 Codes  | Find Diagnos | Find Diagnosis codes |  |            | CPT Codes     |       |                | Find CPT Procedure codes  |                 |        |                |      |
| # Code Description                                      |              |                      |  |            |               |       | Code           | Description               |                 | F      | Price (\$)     |      |
| 1 J03.00 Acute streptococcal tonsillitis, unspecified X |              |                      |  |            |               |       | 1 3210F        | GRP A STREP               | TEST PERFOR     | MED    | 75             | ×    |
| ICD-9 Codes t   |              |                      | Find Diagnos                                   | sis codes  | ÷             |       |                | Allow                     |                 | •      | ✓ ✓            |      |
| # Code  | L            | Descriptio           | n  |            |               |       |                | Quantity/Minut            | es: 1.00        |        |                |      |
| NDC Codes   |              |                      | Find NDC Co                                    | odes       | ŧ             |       |                | Diagnosis Pointe          | ers: 1:0:0:0    |        |                |      |
| NDC Code  | Quantity     |                      | Units  | Line Iten  | n             |       | <b>2</b> 99213 | OFFICE/OUTP               | ATIENT VISIT ES | ST (   | 175            | ×    |
| Custom Codes  | 6            |                      | Find Custor                                    | n Procedu  | ire codes 🖊   |       |                | Modifie<br>Quantity/Minut |                 | •      | ✓ ✓            |      |
| Code D  | escription   |                      | P  | rice (\$)  |               |       |                | Diagnosis Pointe          | rs: 1:0:0:0     |        |                |      |
|   |              |                      |  |            |               |       | HCPC<br>Code   | S Codes<br>Descrip        |                 |        | Procedure code | es 🖊 |
| Include note in E                                       | DI Billing:  | Custom               | NTE EDI Billi                                  | ng Note (a | a.k.a. HCFA/C | MS    | -1500 Line     | 19)                       |                 |        |                |      |
|   |              |                      |  | Dele       | te Save & C   | ose   | Save           | Cancel                    |                 |        |                |      |

Viola! That's it. You've just added all of the codes needed to bill the claim with just a couple of key strokes.