

# Exporting Custom Procedure Codes

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If you would like to export your custom procedure codes to an MS Excel file, you can do so by following the instructions below.

- Navigate to **Billing > Custom Procedures**

The screenshot shows a navigation menu with four main categories: Billing, Account, Marketplace, and Help. Under the Billing category, there are two columns of items. The first column includes: BILLING, Billing Summary, Live Claims Feed, Apollo Plus, Patient Payments, Day Sheet, Transactions, Remittance Reports, Unmatched ERAs, Insurance Credit Card Payments, Accounts Receivable, Patient Statements, Product/Procedure, Patient Balance Ledger, Fee Schedule, Underpaid Items, Adjustment Master, Sales Tax, and Billing Log. The second column includes: BUSINESS INTELLIGENCE, Denial Analysis, Payment Analysis (beta), CODING, Code Search, New Custom Procedure, Custom Procedures (highlighted in blue), INSURANCE, Bulk Edit Payer IDs, Insurance Setup, and Payer Search.

- Click on the **Export to File** button at the top right of the screen

## Custom Procedures

The screenshot shows the 'Custom Procedures' interface. At the top, there is a light blue banner with the text: 'Custom Procedures are the types of products and services you can provide. You can track their use under Inventory Management.' Below the banner, there is a search bar labeled 'Procedure Code/Description'. To the right of the search bar, there are three buttons: 'Show Archived Procedures', 'Inventory Management' (with a bar chart icon), and 'Export to File' (with a document icon and highlighted with a red box). To the far right, there is a green button labeled '+ Add New Procedure'.

- The file will then be downloaded to your computer as a .CSV file to open in Excel or any other spreadsheet software. It will be available in your message center.