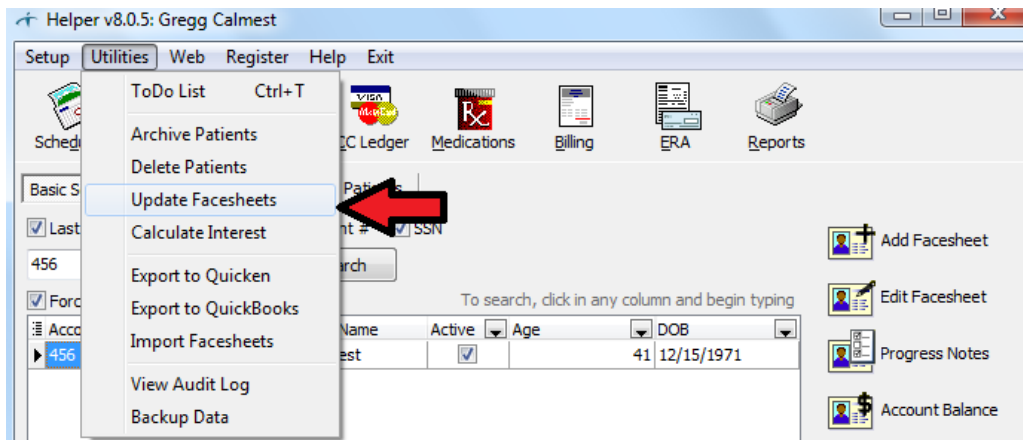


Change Procedure Default for Multiple Facesheets

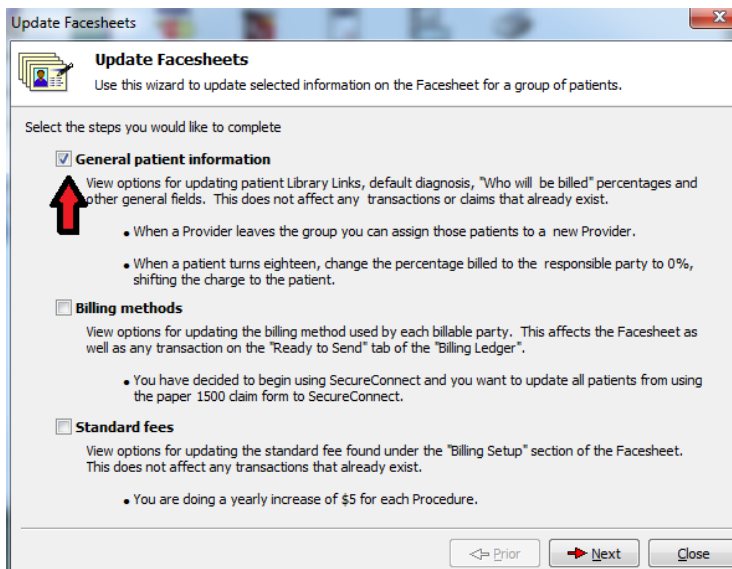
CPT Copyright 2012 American Medical Association. All rights reserved.

Helper Version 8.0.5 or later is required for updating the default procedure for multiple Facesheets at one time. The latest update can be found on the Helper web site in the [Helper Client Center](#) under [Product Upgrades](#).

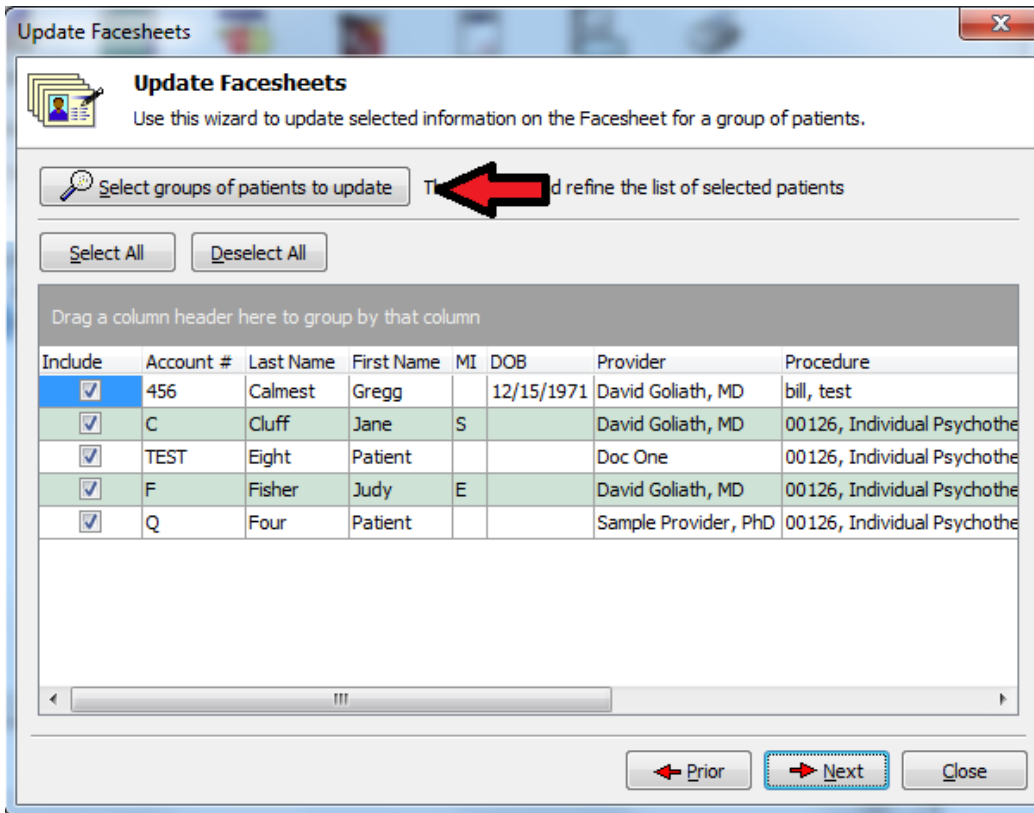
1. Click **Utilities** on Helper's main menu. Select **Update Facesheets**.



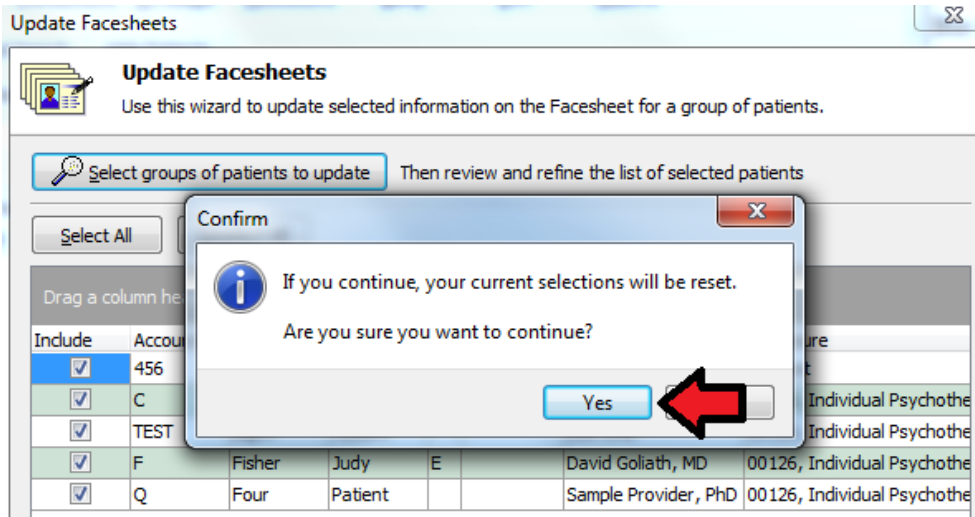
2. Check the box beside **General patient information** and click **Next**.



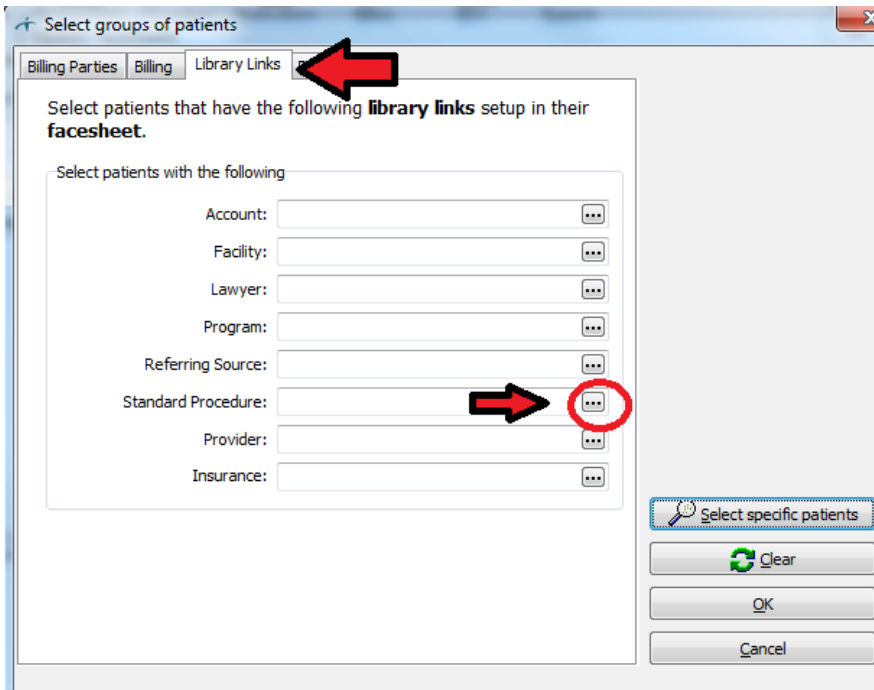
- 3. We will now select patients who have a default procedure we would like to update. Click on **Select groups of patients to update**.



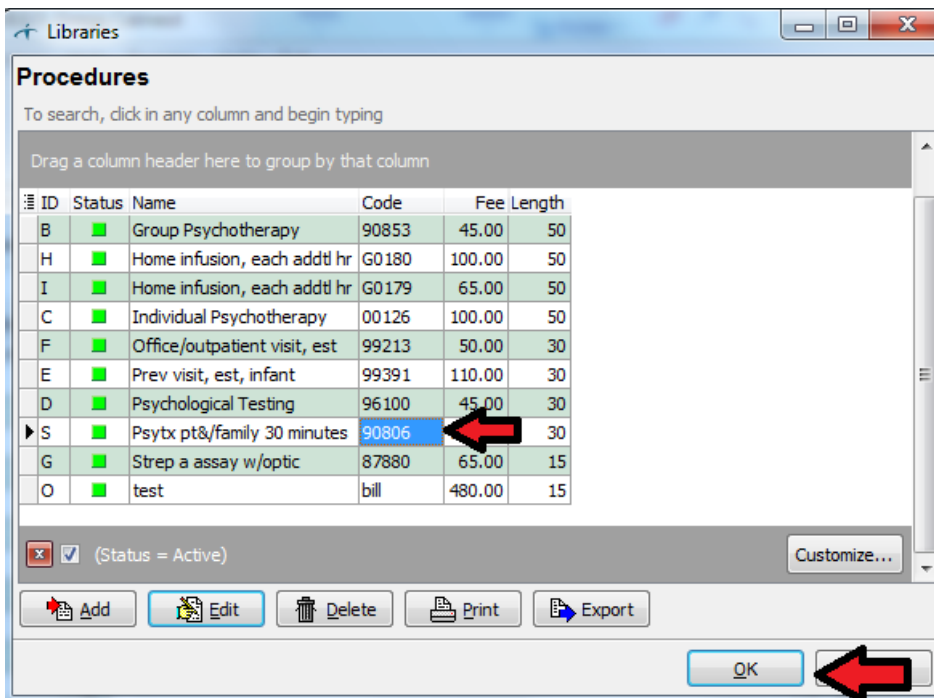
- 4. You will see the following warning screen. Click on **Yes** to acknowledge the warning and continue.



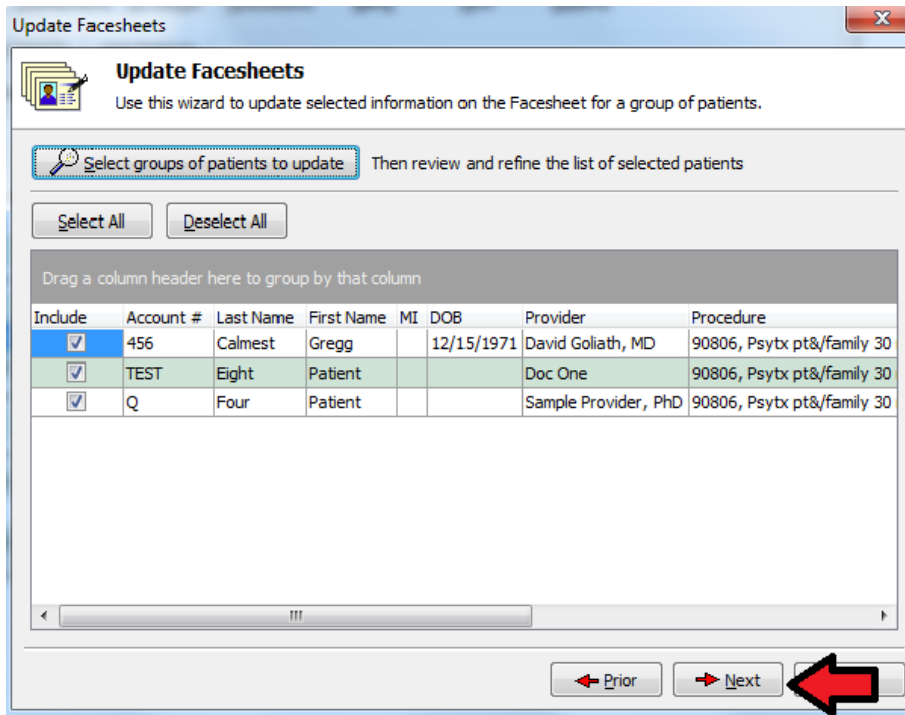
5. We will select all patients who have a default procedure we would like to change. Select the **Library Links** tab. Next, click on the ellipses button to the right of the **Standard Procedure** field.



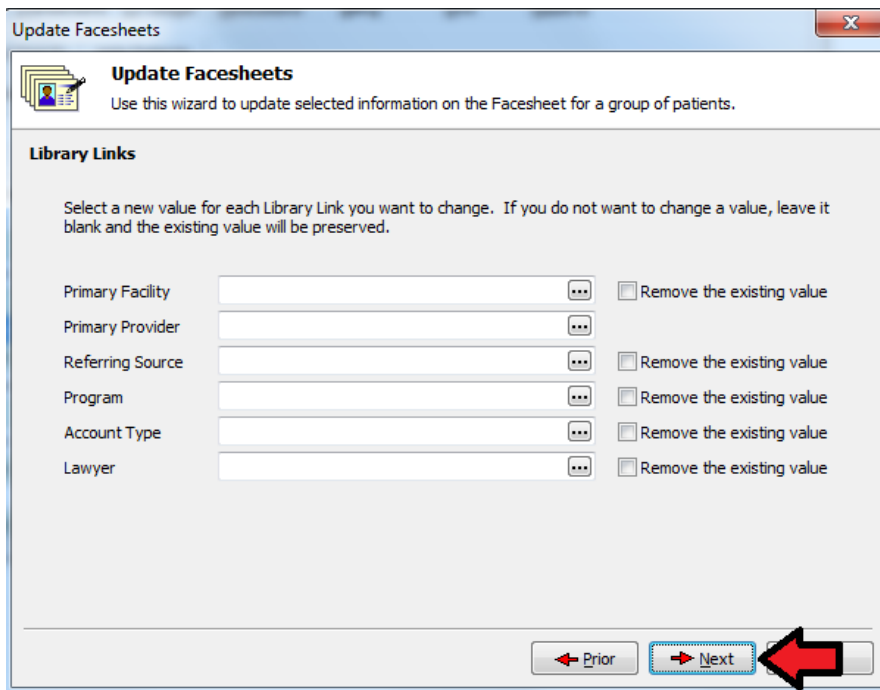
6. Find and highlight the Procedure with the CPT® Code you would like to replace and click **OK**.



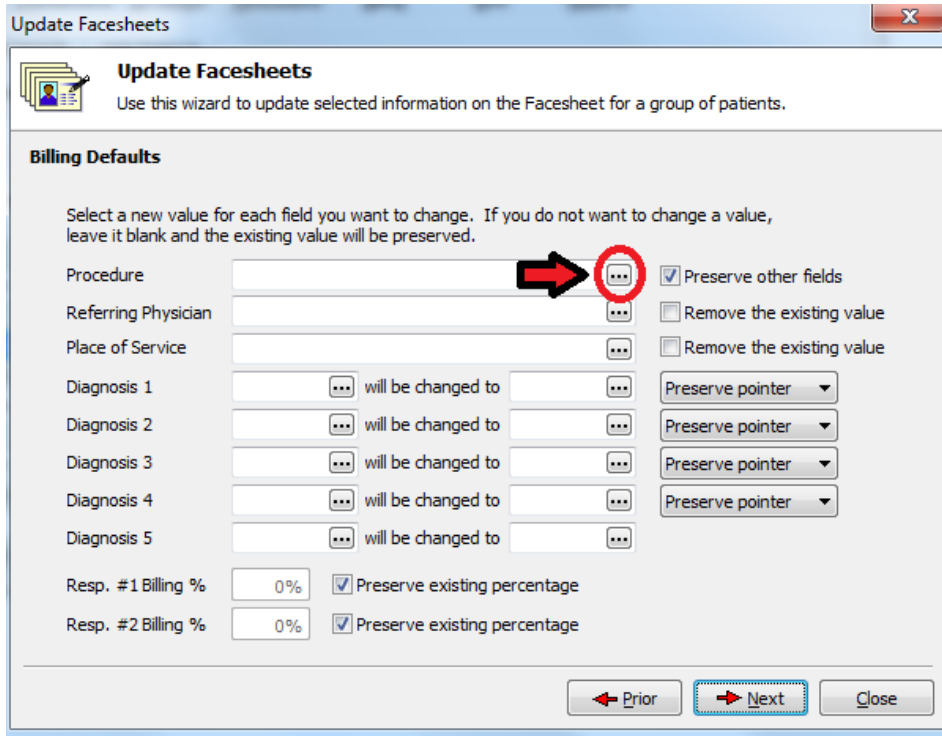
- 7. The patient list will now contain all patients who contain the procedure you chose. Verify the procedure and CPT® Code you selected in the previous step is displayed under the **Procedure** column. Click **Next**.



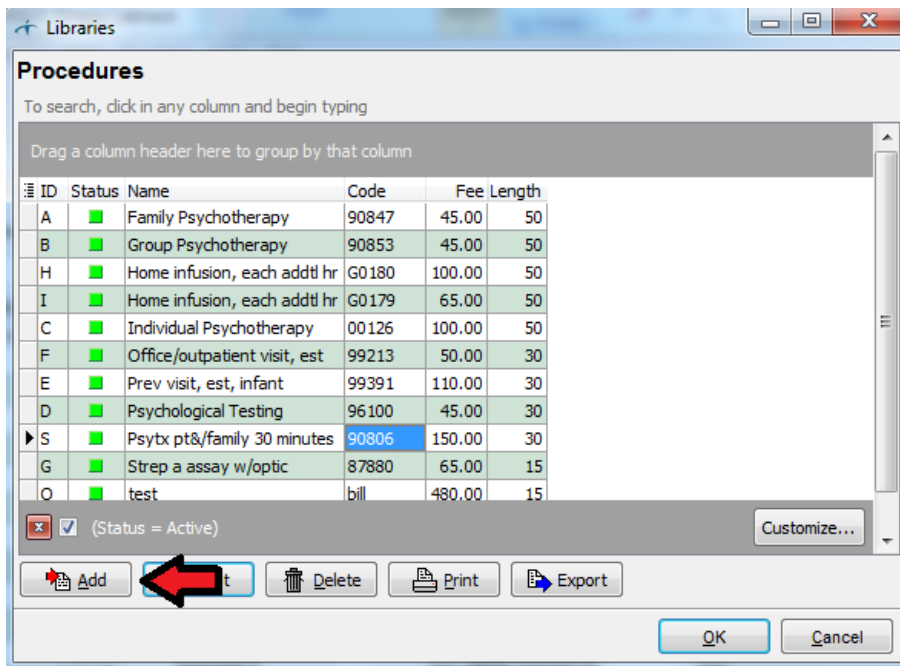
- 8. We are not updating any **Library Links** at this time. Leave all fields blank and click **Next**.



9. Click the ellipses button to the right of the **Procedure** field.



10. If you have already added the new Procedure you would like to change to, select it now and skip to **step 15**, otherwise, click **Add** and continue to **step 11**.



11. If you have purchased the *Helper Code Updates* then you will have the latest CPT® Codes accessible in the reference library. Click the ellipses to the right of the **CPT® Code** field to begin your search and continue to **step 12**. Otherwise, you can type in the proper CPT® Code without using the reference library and skip to **step 13**.

The 'New Library Entry' dialog box contains the following fields and controls:

- General Information:** ID: U, CPT® Code: [field with ellipsis], Name: [field], Days/Units: 0, Length: 0, Fee: \$0.00, Allowed: \$0.00, Charge a co-pay for this Procedure
- Other Information:** Place of Service: [field with ellipsis], Type of Service: [field], Family Plan: [field], EMG: [field], COB Code: [field], NDC: [field]
- Managed Care:** Units/Visits: 1
- Buttons:** Extra Info, Fee Schedule, Save, Save & Add, Cancel
- Text Fields:** Billing Memo, Comments, Notes
- Status:** Active, Inactive
- Appointment Color:** [Red color selector]

12. Find and highlight the new CPT® Code you would like to use and click **OK**.

The 'Libraries' window displays a table of CPT® Codes with the following columns: Used?, Code, Short Description, Group, and Category. The code 90832 is highlighted in blue.

Used?	Code	Short Description	Group	Category
<input checked="" type="checkbox"/>	90785	Psytx complex interactive	Medicine Services	Psychiatry
		Interactive complexity (List separately in addition to the code for primary procedure)		
<input checked="" type="checkbox"/>	90791	Psych diagnostic evaluation	Medicine Services	Psychiatry
		Psychiatric diagnostic evaluation		
<input checked="" type="checkbox"/>	90792	Psych diag eval w/med srvc	Medicine Services	Psychiatry
		Psychiatric diagnostic evaluation with medical services		
<input checked="" type="checkbox"/>	90832	Psytx pt&/family 30 minutes	Medicine Services	Psychiatry
		Psychotherapy, 30 minutes with patient and/or family member		
<input checked="" type="checkbox"/>	90833	Psytx pt&/fam w/e&m 30 min	Medicine Services	Psychiatry
		Psychotherapy, 30 minutes with patient and/or family member when performed with an evaluation and management service		
<input checked="" type="checkbox"/>	90834	Psytx pt&/family 45 minutes	Medicine Services	Psychiatry
		Psychotherapy, 45 minutes with patient and/or family member		
<input checked="" type="checkbox"/>	90836	Psytx pt&/fam w/e&m 45 min	Medicine Services	Psychiatry

Buttons: OK, Cancel

13. Verify the CPT® Code and other information is correct and click **Save**.

Procedure: Psytx pt&/family 30 minutes

General Information

ID: U

CPT® Code: 90832

Name: Psytx pt&/family 30 minutes

Days/Units: 1

Length: 30

Fee: \$150.00

Allowed: \$0.00

Charge a co-pay for this Procedure

Other Information

Place of Service: ...

Type of Service: ...

Family Plan: ...

EMG: ...

COB Code: ...

NDC: ...

Managed Care

Units/Visits: 1

Buttons: Extra Info, Fee Schedule, Save, Save & Add, Cancel

Fields: Billing Memo, Comments, Notes

Status: Active Inactive

Appointment Color: [Red]

14. You will be returned to the **Procedures** list. Highlight the code you added and click **OK**.

Libraries

Procedures

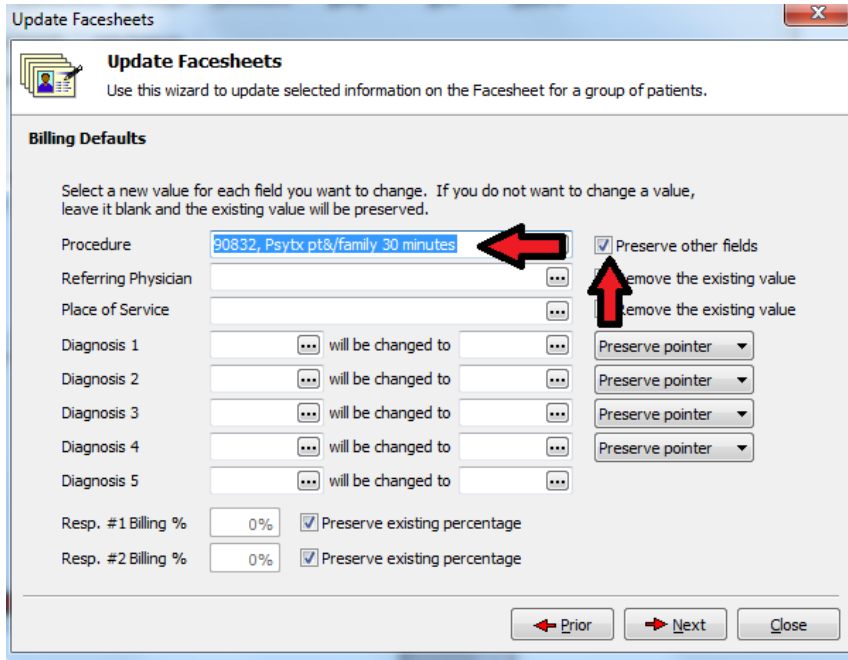
To search, click in any column and begin typing

Drag a column header here to group by that column

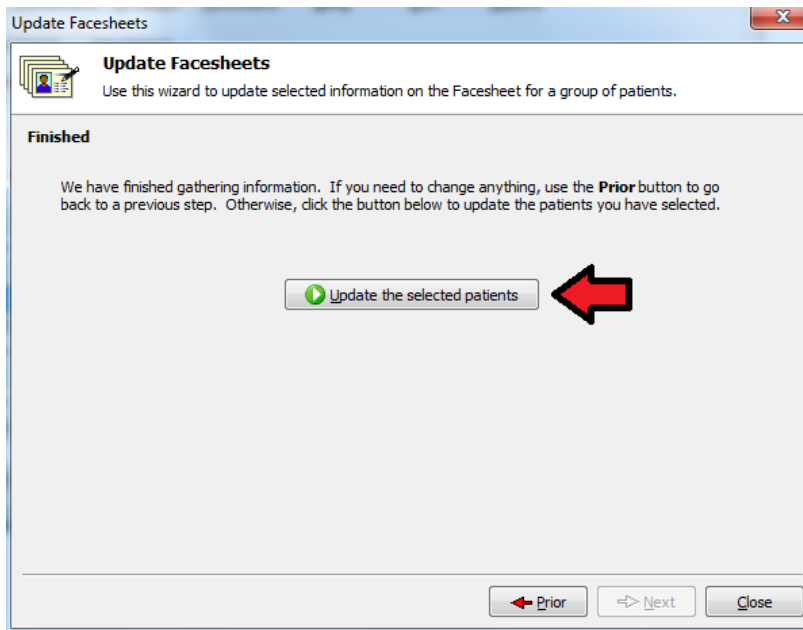
ID	Status	Name	Code	Fee	Length
A	■	Family Psychotherapy	90847	45.00	50
B	■	Group Psychotherapy	90853	45.00	50
H	■	Home infusion, each addtl hr	G0180	100.00	50
I	■	Home infusion, each addtl hr	G0179	65.00	50
C	■	Individual Psychotherapy	00126	100.00	50
F	■	Office/outpatient visit, est	99213	50.00	30
E	■	Prev visit, est, infant	99391	110.00	30
D	■	Psychological Testing	96100	45.00	30
S	■	Psytx pt&/family 30 minutes	90806	150.00	30
▶ U	■	Psytx pt&/family 30 minutes	90832	150.00	30
G	■	Strep a assay w/optic	87880	65.00	15
O	■	test	bill	480.00	15

Buttons: Add, Edit, Delete, Print, Export, OK

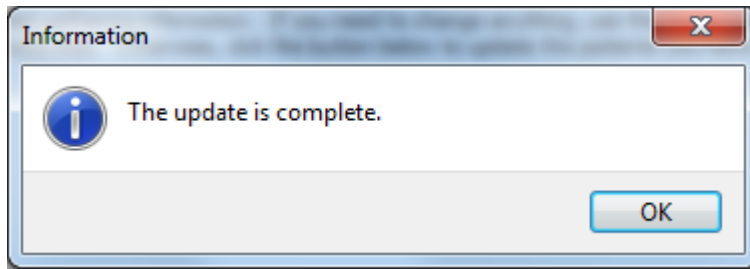
- 15. Verify the correct code is in the **Procedure** field. The default is to leave **Preserve other fields** checked. When checked, **only** the Procedure field in the Facesheet will be updated. If you uncheck this option, the Procedure field as well as other fields from the Procedure Library will be updated in the Facesheets. An example of other fields that would be updated is Type of Service, EMG, and Fee fields. Click **Next** when you are sure you've made the correct selections.



- 16. You have completed all selections. Click **Update the selected patients** to complete the process and update the selected Facesheets.



17. When the update completes, click **OK**.



You have completed changing the default procedure for the patients selected.

If you have additional Procedures/CPT® Codes that you would like to update in multiple Facesheets, repeat the steps from the beginning.