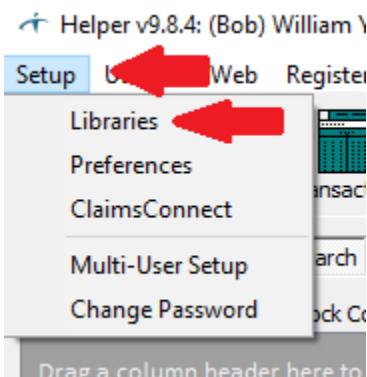


Adding New CPT Codes to Your Library


Here are the steps to add a new CPT code to your services/procedure library.

First, go to Setup in the upper left of your Helper window, then Libraries.



When you click Libraries, this will bring up the Libraries list. In that list, click on Services/Procedures

Libraries

- Primary
 - Accounts
 - Facilities
 - Insurance Companies
 - Lawyers
 - Medications
 - Programs
 - Procedures 
 - Procedure Groups
 - Providers
 - Referring Physicians
- Codes
 - Diagnosis Codes
 - Taxonomy
- Scheduler
 - Categories
 - Priorities



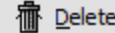

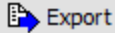
Procedures

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	
B	■	Group Psychotherapy	90853	45.00	4
C	■	Individual Psychotherapy	90834	110.00	4
D	■	Psychological Testing	96101	45.00	3
H	■	Psytx crisis ea addl 30 min	90840	100.00	
Q	■	Tele Psytx pt&/family 45 minutes	90834	125.00	4

(Status = Active)

At the bottom of this page, click on Add

This will open a blank CPT Code Library Entry. To the right of CPT Code, click on the 3 dot ellipses.

New Library Entry

General Information

ID: AC

CPT® Code: [Redacted] ...

Name: [Redacted]

Days/Units: 0

Length: 0

Fee: \$0.00

Allowed: \$0.00

Other Information

Place of Service: [Redacted] ...

Type of Service: [Redacted]

Family Plan: [Redacted]

EMG: [Redacted]

COB Code: [Redacted]

NDC: [Redacted]

Extra Info

Fee Schedule

That will open the library of available CPT Codes.

When the Library of CPT codes opens, enter the code you are looking for in the search window in the upper left. Then click "Search visible columns". The cursor will go to the code you searched for. With the code you need highlighted, click OK in the bottom right.

Libraries

CPT® Codes

99607 Search visible columns

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Drag a column header here to group by that column

Used?	Code	Short Description	Group	Category	Subcategory
<input checked="" type="checkbox"/>	99511	Home visit fecal/enema mgmt	Medicine Services	Home Health Procedures/Services	
Home visit for fecal impaction management and enema administration					
<input checked="" type="checkbox"/>	99512	Home visit for hemodialysis	Medicine Services	Home Health Procedures/Services	
Home visit for hemodialysis					
<input checked="" type="checkbox"/>	99600	Unlisted home visit svc/px	Medicine Services	Home Health Procedures/Services	
Unlisted home visit service or procedure					
<input checked="" type="checkbox"/>	99601	Home infusion/visit 2 hrs	Medicine Services	Home Health Procedures/Services	
Home infusion/specialty drug administration, per visit (up to 2 hours);					
<input checked="" type="checkbox"/>	99602	Home infusion each addtl hr	Medicine Services	Home Health Procedures/Services	
Home infusion/specialty drug administration, per visit (up to 2 hours); each additional hour (List separately in addition to code for primary procedure)					
<input checked="" type="checkbox"/>	99605	Mtms by pharm np 15 min	Medicine Services	Medication Therapy Management Service	
Medication therapy management service(s) provided by a pharmacist, individual, face-to-face with patient, with assessment and intervention if provided; initial 15 minutes, new patient					
<input checked="" type="checkbox"/>	99606	Mtms by pharm est 15 min	Medicine Services	Medication Therapy Management Service	
Medication therapy management service(s) provided by a pharmacist, individual, face-to-face with patient, with assessment and intervention if provided; initial 15 minutes, established patient					
<input checked="" type="checkbox"/>	99607	Mtms by pharm addl 15 min	Medicine Services	Medication Therapy Management Service	
Medication therapy management service(s) provided by a pharmacist, individual, face-to-face with patient, with assessment and intervention if provided; each additional 15 minutes (List separately in addition to code for primary service)					

(Short Description = Mtms by pharm addl 15 min) Customize...

OK Cancel

You will now be back to the CPT code library entry screen. The code you selected will now be displayed in CPT code field. You will need to fill the rest of the fields in. Then save the screen.

New Library Entry ✕

General Information

ID:

CPT® Code:

Name:

Days/Units:

Length:

Fee:

Allowed:

Charge a co-pay for this Procedure

Charge tax on this procedure

Other Information

Place of Service:

Type of Service:

Family Plan:

EMG:

COB Code:

NDC:

Managed Care

Units/Visits:

[Extra Info](#)

[Fee Schedule](#)

Non-specific Procedure Code

If this CPT® Code represents a **non-specific Procedure Code**, enter a clarifying description to be included with the service when generating an ANSI 837 claim.

Billing Memo:

Comments:

Notes:

Status: Active Inactive

Appointment Color:

After this is saved, Helper will return to the list of CPT codes. The code that was added will now be included in the list of available codes.

Libraries

- Primary
 - Accounts
 - Facilities
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 - Lawyers
 - Medications
 - Programs
 - Procedures**
 - Procedure Groups
 - Providers
 - Referring Physicians
- Codes
 - Diagnosis Codes
 - Taxonomy
- Scheduler
 - Categories
 - Priorities

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	0
B	■	Group Psychotherapy	90853	45.00	45
C	■	Individual Psychotherapy	90834	110.00	45
▶ AD	■	Mtms by pharm addl 15 min	99607	125.00	45
D	■	Psychological Testing	96101	45.00	30
H	■	Psytx crisis ea addl 30 min	90840	100.00	

(Status = Active)