



USER GUIDE: ADD/EDIT HCPCS/CPT CODES

Overview

HCPCS/CPT Codes are used for billing purposes on various service codes. Default codes and modifiers can be added to Service Codes and Client Funding Accounts in the system. These can also be manually added or edited on individual billing entries.

To manage CPT/HCPCS Codes and modifiers on individual billing entries, you will navigate to the Billing Module. Pending billing entries can be edited to change the default code/modifiers. To do so:

1. Log in to the web portal using a profile with billing role.
2. Click Billing on the top bar.
3. Click CPT/HCPCS Codes on the side bar.
 - a. Billing entries will appear on this table based on the specified search criteria.
4. Use the filters to search for the desired client and service code (and specific date range if necessary), and click search.
 - a. Please note that Client Name and Service Code are required search fields.
5. Select the checkbox next to Pending entries that you wish to add/edit CPT/HCPCS. Click the header checkbox to select all displayed entries.
6. Click Add/Edit CPT/HCPCS
7. Enter the desired values. Please note that only CPT *or* HCPCS Code can be entered. You cannot enter both.
8. Click Save.

NOTE: If you do not add or edit CPT/HCPCS codes, the default code and modifiers from the service code and funding account will be applied to the billing entries.