

NextStep

Link Programs to Billing Engine

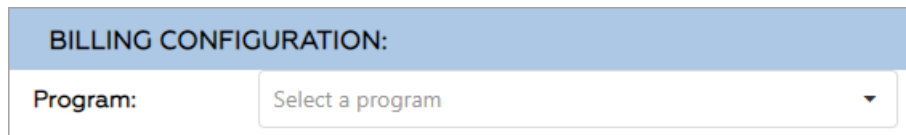
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About

Programs in NextStep Clinical can be linked to the NSS Billing Engine by completing the Billing Configuration setup in the Program. Follow the steps below to link a Program to Billing or add a new Program link.

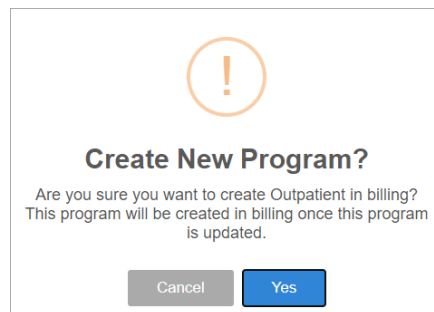
Link a Program to Billing Engine

1. Navigate to Program setup: **Main Menu > Admin Tools Menu > Treatment Plan Template Setup > Add/Edit Programs radio button > Continue button.**
2. Select the **Program** to link to Billing and click the **Edit** button, or, if you are creating a new Program, click the **Add New** button.
3. In the Billing Configuration section of the window, use the drop-down to select the Program to link to Billing. The Program will be updated once the user clicks the **Save Changes** (or **Add Program** if creating a new Program) button located at the bottom of the window.



The screenshot shows a window titled "BILLING CONFIGURATION:". Below the title bar, there is a label "Program:" followed by a dropdown menu. The dropdown menu currently displays the text "Select a program" and has a small downward-pointing arrow on the right side.

4. To create a new Program to link to Billing:
 - a. Type the name of the **Program** you want to link in the Program field.
 - b. Click outside of the Program field. A confirmation window is displayed. Click **Yes** to create the Program. The Program will be created and linked to Billing once the user clicks the **Save Changes** (or **Add Program** if creating a new Program) button located at the bottom of the window.



Unlink a Program

1. Navigate to Program setup: **Main Menu > Admin Tools Menu > Treatment Plan Template Setup > Add/Edit Programs radio button > Continue button.**
2. Select the **Program** that needs to be unlinked.
3. In the Billing Configuration section of the window, click the **X** in the Program field. A confirmation window is displayed confirming the unlinking. Click **Yes** to unlink the Program. The change is saved once the user clicks the **Save Changes** button located at the bottom of the window.





Unlink Program?

Are you sure you want to unlink this program?

Cancel

Yes