Link Locations (Facilities) to Billing Engine

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> **Path: Main Menu > Admin Tools Menu > System Setup (Supplemental) > Location Configuration > Location Setup**

About

Locations (Facilities) in NextStep Clinical can be linked and unlinked to the NSS Billing Engine by completing the Billing Configuration setup for the location. Follow the steps below to link or unlink a facility to the Billing Engine or add a new facility link.
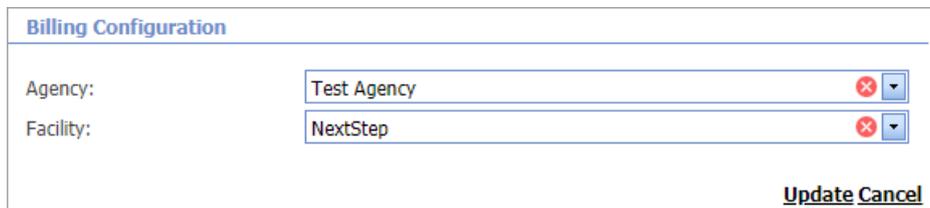
Link a Location (Facility) to Billing Engine

1. Navigate to Location Setup following the path above.

> 💡 **Tip:** To view where a specific location is in use, click the **Gear Icon > Location Uses** to display the clients, buildings, forms, groups, and users that are associated with the location.

2. Click the **Edit** button for the location you want to edit. Or, if you are creating a new location, click the **New** button.
3. In the Billing Configuration section of the window, use the **Agency** and **Facility** drop-downs to link to the Billing Engine. The location will be updated once the user clicks the **Update** button (or **Add** button if creating a new Location) located at the bottom of the window.

4. To create a new Facility to link to Billing:

   a. Type the name of the facility you want to link in the **Facility** field.
   b. Click outside of the Facility field or tab to save your changes. The new facility will be created and linked to the Billing Engine once the user clicks the **Update** button (or **Add** button if creating a new Location) located at the bottom of the window.

Unlink a Location (Facility)

1. Navigate to Location Setup following the path above.
2. Click the **Edit** button next to the location you want to edit.
3. In the Billing Configuration section of the window, click the **X** in the Facility field.
4. Click the **Update** button.