Add a New Modifier to System Codes

Last Modified on 12/15/2021 8:09 am EST
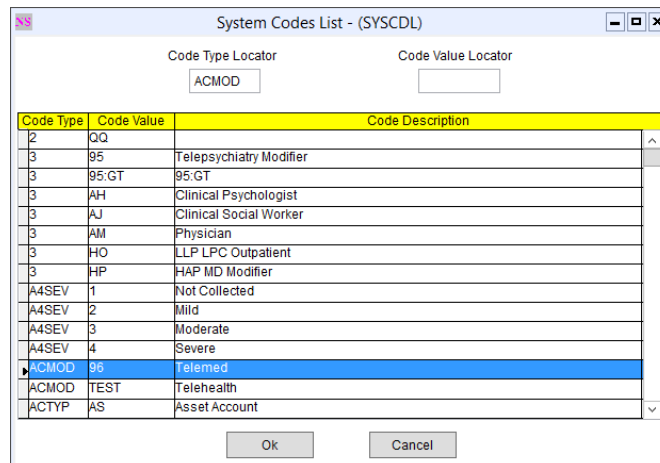
> Path: **Maintenance and Setup > System Codes**

About

When your Agency goes live with NSS, there is an existing set of Modifiers available in the Billing Engine. There may be times when it is necessary to add a new Modifier so that it displays in a Modifier drop-down menu. A Modifier drop-down menu has a specific Code Type associated with it. In order to add a new Modifier so that it shows in the drop-down, it's important to know which Code Type is associated with the drop-down in the window that you are in. The example below explains how to add a new Master Activity Code Modifier with details on how to identify the Code Type for the drop-down you want to add a selection to.

Add a New Master Activity Code Modifier

1. Navigate to the System Codes List by following the path above.
2. In the **Code Type Locator** field, enter **ACMOD**. Review all ACMOD entries in the System Codes List to make sure you are not adding a duplicate.
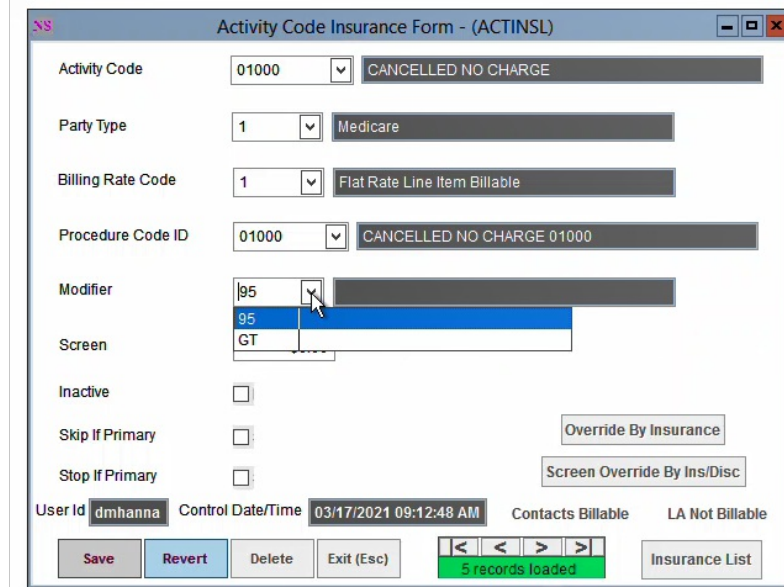

3. Click the **Ok** button.
4. Click the **Add** button.
5. Complete the following fields:

   - **Code Type:** Enter the Code Type. For this example, it is ACMOD.
   - **Code Value:** Enter one or more Modifiers. Multiple entries must be separated by a colon.
   - **Code Xref:** May be left blank.
   - **Short Description**: May be left blank.
   - **Long Description**: Enter in a description for the Modifier. This is displayed in the Code Description column in the System Codes List.

6. Click the **Save** button. The Modifier is now displayed as an option in the Modifier drop-down menu when you navigate to the Master Activity Code Form.

> **Note**: If you need to add Modifier options in other windows, click the **Edit** button within the window and select the Modifier drop-down. In the lower left-hand corner of the Billing Engine a **Code Type = " "** is displayed (e.g. Activity Code

Insurance Form Modifier drop-down menu is associated with the Code Type PCMOD). This is the value you would enter into the Code Type field if you wanted to add Modifier options to this particular drop-down menu.