

NextStep Billing

Add a New Modifier to System Codes

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Path: Maintenance and Setup > System Codes

About

When your Agency goes live with NSS, there is an existing set of Modifiers available in NextStep Billing. 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 **PCMOD**. Review all PCMOD entries in the System Codes List to make sure you are not adding a duplicate.

Code Type	Code Value	Code Description
PC	02	Telehealth Service Location
PC	11	Office
PC	12	Site of Service Home
PC	55	Residential Substance Abuse Treatment Facility
PC	99	OTHER
PC	TH	Telehealth for IDPH Billing
PCAPD	DAILY	Allowed Per Day
PCAPD	MONTHLY	Allowed Per Month
PCAPD	WEEKLY	Allowed Per Week
PCMOD	59	Same Day Service
PCMOD	95	MCD Telehealth
PCMOD	GT	Telehealth Service
PCMOD	HF	Substance Use Disorder
PCMOD	HI	Supported Community Living Residential Care
PCMOD	HK	Women and Children's Program
PCMOD	HV	Gambling Disorder
PCMOD	QJ	Jail-Based Service

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 PCMOD.
 - **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.

Activity Code Insurance Form - (ACTINSL)

Activity Code: 01000 CANCELLED NO CHARGE

Party Type: 1 Medicare

Billing Rate Code: 1 Flat Rate Line Item Billable

Procedure Code ID: 01000 CANCELLED NO CHARGE 01000

Modifier: 95 95 GT

Inactive: ☐

Skip If Primary: ☐

Stop If Primary: ☐

User Id: dmhanna Control Date/Time: 03/17/2021 09:12:48 AM Contacts Billable LA Not Billable

Save Revert Delete Exit (Esc) 5 records loaded Insurance List

Code Type = PCMOD