

# NextStep... Set Up an Activity Code

Last Modified on 01/07/2026 10:40 am EST

**Path: Maintenance and Setup > Activity Codes > Activity Codes**

## About

An Activity Code is a unique way to represent Services performed during a client visit and an easy way for a clinician to select what was done during the visit. Activity Codes are linked to Procedure Codes so that once the Billing Engine converts Services into Line Items, the Procedure Codes will be attached to claims. Activity Codes need to have Service Rates entered for the different Disciplines in your Agency, Insurance Coverage must be associated with each Party Type, and Places of Services considered billable for the code must be set in order to bill without a **Bill Status** error.



**Note:** NextStep has two types of billing modules. One is known as VFO and the other is VPO. The example screenshots below include both module types if the screens shown are different.

The steps below are intended to be followed in order to complete the setup.

## Step 1: Add a New Activity Code

1. Navigate to the Master Activity Code List: **Maintenance and Setup > Activity Codes > Activity Codes**
2. Click the **Ok** button. The Master Activity Code Form is displayed.
3. Click the **Add** button.

VFO

Master Activity Code Form - (MSTACTL)

Activity Code: [Dropdown]  
Description: [Text Field]  
Revenue Code: [Text Field]  
Type (Direct / Indirect): [Dropdown]  
Billable Activity: [Checkbox]  
Minimum Time To Bill: [00 : 00] Maximum Time To Bill: [00 : 00]  
NDC: [Text Field]  
Units: [Text Field]  
Unit Of Measure: [Dropdown]  
Group Flag: [Checkbox]  
Service Cost (Direct): [\$0.00]  
Service Cost (Indirect): [\$0.00]  
Modifier: [Dropdown]  
Case Management: [Checkbox]  
One Charge For Same Activity Code/Date/Staff: [Checkbox]  
Show Referring Provider as Ordering Provider on Prof 837: [Checkbox]  
User Id: [Text Field] Control Date/Time: [ / / : : AM ]  
**Add** Edit Delete Exit (Esc) 48 records loaded Act Code List

VPO



Master Activity Code Form - (MSTACTL)

Activity Code: [Dropdown] Description: [Text Box]

Type (Direct / Indirect / Staff / Attendance): [Dropdown] Revenue Code: [Text Box]

Billable Activity: [Checkbox] Minimum Time To Bill: [00 : 00] Maximum Time To Bill: [00 : 00]

DCH Cross Reference: [Text Box]

NDC: [Text Box]

Units: [Text Box]

Unit Of Measure: [Dropdown]

Program Element: [Dropdown]

Program Sub-Element: [Dropdown]

Group Flag: [Checkbox] CSM Only: [Checkbox] Assessment: [Checkbox]

Allow Unregistered Client: [Checkbox] Allow Bypass Program Open Edit: [Checkbox] Override IPS Required Edit: [Checkbox]

Client Number Required: [Checkbox] Allow Service Transfer To CR: [Checkbox] Allow Authorizations: [Checkbox]

Exclude On Line Items Auto Pay / Adjustment Form: [Checkbox] Case Management: [Checkbox] One Charge For Same Activity Code/Date/Time/Staff: [Checkbox]

Modifier: [Dropdown]

Service Cost (Direct): [\$0.00] Service Cost (Indirect): [\$0.00]

User Id: [Text Box] Control Date/Time: [00 : 00 : 00 AM]

[Add] [Edit] [Delete] [Exit (Esc)] [8 records loaded] [Act Code List]

4. Complete the fields below. While there are several items that define an Activity Code, the Code, Description, and Billable Activity are the most commonly used fields. Required fields are marked with an asterisk.

- **\*Activity Code:** Unique code set by your Agency for a specific Service.
- **\*Description:** : Description of the Activity Code/what it represents. This is displayed in the Master Activity Code List (Activity Code Description section).
- **\*Type (Direct/Indirect):** D (Direct) is set as default. Do not change.
- **Revenue Code:** Enter a value for Institutional/UBs claims. This will only show on institutional claims.
- **Billable Activity:** Select the checkbox to make this Activity Code billable.
- **Minimum/Maximum Times To Bill:** This sets the time boundaries for what is considered billable. If the documented time of visit is outside of these limits, a Bill Status error is displayed when converting Services to Line items. For example, if there is a Minimum Time to Bill setting of 8 minutes, anything under 8 minutes would not be billable and throw a Bill Status error.
- **NDC Code:** If applicable, enter the National Drug Code, numeric identifier for a medication.
- **Units/Units of Measure:** If applicable, add the units/units of measure for a medication.
- **Modifier:** This is strictly used for modifiers that will always show up with this Activity Code. Activity Codes can be added at a more granular level per Party Type, see the section below: [Step 3: Add Activity Code Insurance Coverage](#)

5. Click the **Save** button.

6. Return to the Master Activity Code List by clicking the **Act Code List** button and proceed to [Step 2: Add Activity Code Service Rates](#).

VFO

Master Activity Code Form - (MSTACTL)

Activity Code: 90791 Description: INITIAL EVALUATION

Revenue Code: [Text Box]

Type (Direct / Indirect): D

Billable Activity: [Checked]

Minimum Time To Bill: 00 : 00 Maximum Time To Bill: 00 : 00

NDC: [Text Box]

Units: [Text Box]

Unit Of Measure: [Dropdown]

Group Flag: [Checkbox]

Service Cost (Direct): [Text Box]

Service Cost (Indirect): [Text Box]

Modifier: [Dropdown]

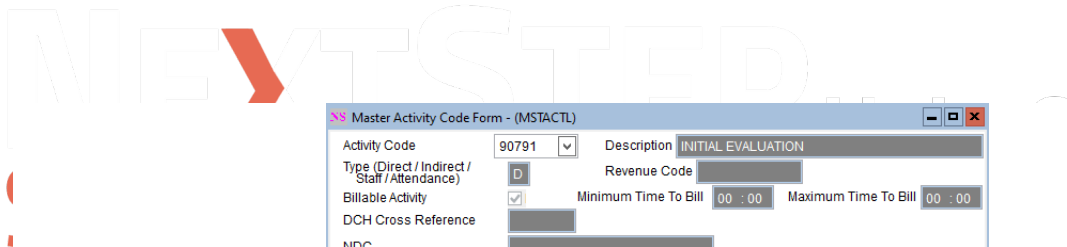
Case Management: [Checkbox] Show Referring Provider as Ordering Provider on Prof 837: [Checkbox]

One Charge For Same Activity Code/Date/Time/Staff: [Checkbox]

User Id: dmhanna Control Date/Time: 03/17/2021 08:54:04 AM

[Add] [Edit] [Delete] [Exit (Esc)] [48 records loaded] [Act Code List]

VPO



Master Activity Code Form - (MSTACTL)

Activity Code: 90791 Description: INITIAL EVALUATION

Type (Direct / Indirect / Staff / Attendance): D Revenue Code: [REDACTED]

Billable Activity: ☒ Minimum Time To Bill: 00 : 00 Maximum Time To Bill: 00 : 00

DCH Cross Reference: [REDACTED]

NDC: [REDACTED]

Units: [REDACTED]

Unit Of Measure: [REDACTED]

Program Element: [REDACTED]

Program Sub-Element: [REDACTED]

Group Flag: ☐ CSM Only ☐ Assessment ☐

Allow Unregistered Client: ☐ Allow Bypass Program Open Edit: ☐ Override IPS Required Edit: ☐

Client Number Required: ☐ Allow Service Transfer To CR: ☐ Allow Authorizations: ☐

Exclude On Line Items Auto Pay / Adjustment Form: ☐ Case Management: ☐ One Charge For Same Activity Code/Date/Time/Staff: ☐

Modifier: [REDACTED]

Service Cost (Direct): [REDACTED] Service Cost (Indirect): [REDACTED]

User Id: mzanley Control Date/Time: 09/27/2024 01:16:41 PM

Add Edit Delete Exit (Esc) 178 records loaded Act Code List

## Step 2: Add Activity Code Service Rates

For **each** Discipline in your Agency, you will need to set the Service Rate (cost per unit) for the Activity Code.

1. From within the Master Activity Code List, click the **Srv Rates** button.

VFO

Master Activity Code List - (MSTACTL)

☒ By Act Code ID ☐ By Act Code Desc

Locator: 90791

Act Code ID	Activity Code Description	Type	Group
90791	INITIAL EVALUATION	D	N
90792	Psych diag eval w/med services	D	N
90832	Base Ind Therapy 30min	D	N
90833	Psychotherapy w/ E&M Services	D	N
90834	Ind psychotherapy, Pt and family, 45 min	D	N
90836	Psychotherapy w/ E&M Services	D	N
90837	Ind psychotherapy, 60 min	D	N
90839	Psychotherapy for crisis, initial 60 min	D	N
90840	Crisis Services Each Addl 30 Mins	D	N
90846	Family Counseling w/o pt	D	N
90847	Family Counseling w/ pt	D	N
90849	IBHRS: Multiple-Family group psychothera	D	N
90853	Group psychotherapy	D	N

Srv Rates Ins Coverage Act Code Ins Exclusion Act Code Groups Unbundled Act Codes

Rev Code Override By Diag Rev Code Override By Ins TOB By Ins Ok Cancel

VPO





# NEXT STEPS

10. Click the **Save** button.

**Note:** Within the Activity Code Rate Form For Services, if you need to set a different Activity Code Service Rate for a particular Insurance, Place of Contact, or Procedure Code, select one of the Override buttons:

- **Override By Proc Code:** Set an override for a specific procedure code.
- **Override By PI Of Contact:** Set an override for a specific place of contact.
- **Override By Ins:** Set an override for a specific insurance payer.

11. Click the **Exit (Esc)** button to return to the Master Activity Code List and proceed to **Step 3: Add Activity Code Insurance Coverage**.

## Step 3: Add Activity Code Insurance Coverage

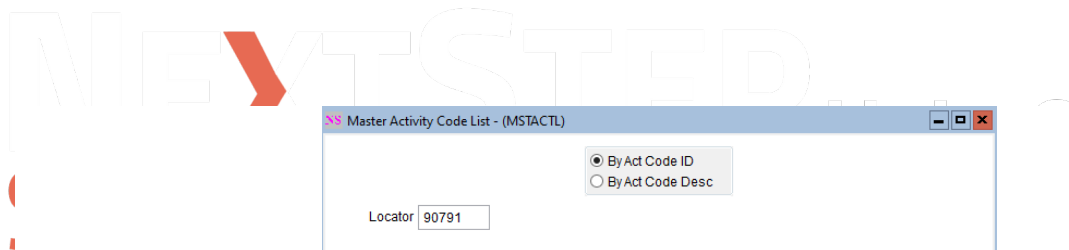
If an Activity Code is billable for a particular Party Type, there needs to be an entry in the Activity Code Insurance List for that Party Type. Repeat the steps for all Party Types the Activity Code is billable for.

1. From within the Master Activity Code List, click the **Ins Coverage** button.

VFO

VPO





Master Activity Code List - (MSTACTL)

☒ By Act Code ID  
☐ By Act Code Desc

Locator: 90791

Act Code ID	Activity Code Description	Type	Group
90791	INITIAL EVALUATION	D	N
90792	Psych diag eval w/med services	D	N
90832	Base Ind Therapy 30min	D	N
90833	Psychotherapy w/ E&M Services	D	N
90834	Ind psychotherapy, Pt and family, 45 min	D	N
90836	Psychotherapy w/ E&M Services	D	N
90837	Ind psychotherapy, 60 min	D	N
90839	Psychotherapy for crisis, initial 60 min	D	N
90840	Crisis Services Each Addl 30 Mins	D	N
90846	Family Counseling w/o pt	D	N
90847	Family Counseling w/ pt	D	N
90849	IBHRS: Multiple-Family group psychothera	D	N
90853	Group psychotherapy	D	N

Att Rates | Srv Rates | **Ins Coverage** | Program Edits | Act Code Groups | TOB By Ins | Unbundled Act Codes

Ok | Cancel | Act Code Ins Exclusion | Rev Code Override By Diag | Rev Code Override By Ins

- Click the **Ok** button in the Activity Code Insurance List.
- Click the **Add** button.
- Select the **Activity Code**.
- Select the **Party Type** this Activity Code is for.
- Select the **Billing Rate Code**. This is a hardcoded list of calculation rules for the number of units.
- Select the **Procedure Code** you want to associate with this Activity Code. ([How to Add, Edit, and Delete Procedure Codes](#))
- (Optional) Select a **Modifier** for the Activity Code for this particular Party Type.
- (Optional) Enter the **Screen** amount, which is the allowed amount (fee schedule).
- (Optional) Select the **Skip if Primary** checkbox so that the system skips the primary payer and moves to the secondary payer in the list for this code.
- (Optional) Select the **Stop if Primary** checkbox to apply a Bill Status (Do Not Bill) for primary insurance for this code.
- Click the **Save** button and proceed to **Step 4: Add Activity Code Billable Place of Service**



**Note:** Within the Activity Code Insurance Form, if you need to set a different Activity Code Insurance Coverage for a particular insurance payer within a Party Type, select the **Override By Insurance button > Ok button > Add button**. If you need to set a different Screen amount for a specific insurance payer within a Party Type, select the **Screen Override By Ins/Disc button > Ok button > Add button**. Once finished in one of those screens, click the **Exit (Esc)** button to return to the Activity Code Insurance Form and proceed to the next section.

## Step 4: Add Activity Code Billable Place of Service

The last step is to set up the billable Place(s) of Contact (Service) associated with an Activity Code.

- From within the Activity Code Insurance Form, select **Contacts Billable**.

VFO and VPO



1. Click the **Ok** button.
2. Click the **Add** button.
3. Select the **Activity Code** you want to set up the billable Place of Service for.
4. Select the **Party Type** this is for.
5. Select the Place of Service from the **Contact** drop-down menu.
6. Select the **Billable As CSW/CP?** checkbox to allow this code to be billable if the clinician is a CSW/CP. If this box is not selected, you will get a Bill Status error when trying to convert Services into Line Items, see [Bill Status 104](#).

## VFO and VPO

2. (Optional) Select a **Primary Billed Insurance Procedure Code Override**, **Non Primary Billed Insurance Procedure Code Override**, and/or **Non Primary Insurance Billed as Primary Procedure Code Override**
3. Click the **Save** button.
4. Click the **Exit (Esc)** button or **X** to close all windows.