

Add Activity Codes to Clinical Billing Widget

Last Modified on 09/26/2022 10:34 am EDT

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

 **Note:** The steps were formerly taken in System Setup and this is the updated workflow.

About

Users with access to System Setup (Supplemental) in NextStep Clinical can add new Activity Codes as options to select from in the Activity Code drop-down within the Billing widget. You can also mark the codes as being associated with Authorizations and you can create multiple code Authorization options.

Add New Choice to Activity Drop-down

1. Navigate to Billing Configuration in NSS Clinical by following the path above.
2. Click the **expand** button for the Activity field row.

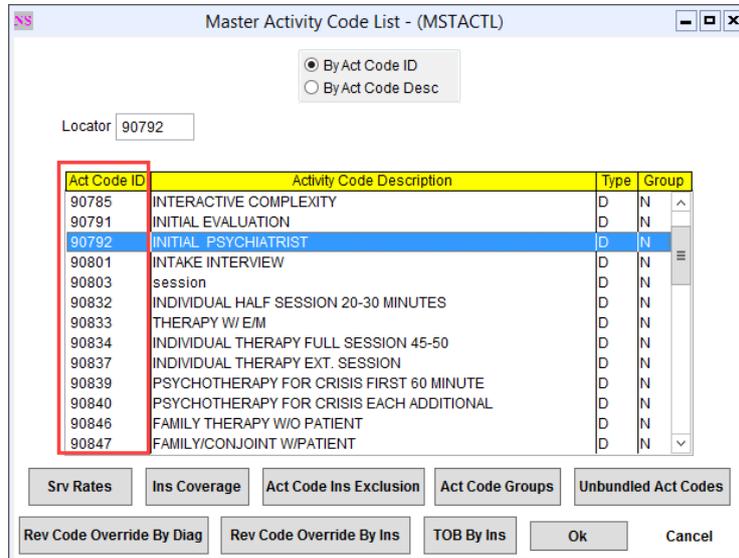
Billing Configuration					
BILLING FIELDS					
Select Field(s)	Order	Field	Type		
<input type="checkbox"/>	1	Start Time	Time	Edit	
<input type="checkbox"/>	2	Stop Time	Time	Edit	
<input type="checkbox"/>	3	Activity	Dropdown	Edit	
<input type="checkbox"/>	4	Program	Dropdown	Edit	

3. Click the **Add New Choice** button.
4. In the Dropdown Choices section, a new line is displayed.

Dropdown Choices:											
Choice Text	Choice Value	Secondary Value	Auth Only	Send To Billing Engine	Track Last Used	Minutes Per Unit	Encounter	Procedure	Intervention	Send To External Billing	Delete
<input type="checkbox"/> Behavioral Health Assessment	96156		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/> Behavioral health assessment	96150		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Delete
<input type="checkbox"/> Diagnostic Interview Examination	90791		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Delete
<input type="checkbox"/> Est. pt; high complexity	99215		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Delete
<input type="checkbox"/> Est. pt; moderate complexity	99214		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Delete
<input type="checkbox"/> Family Counseling w/ pt	90847		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Delete
<input type="checkbox"/> Family Counseling w/o pt	90846		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Delete
<input type="checkbox"/> Form Completion	FRMCP		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Delete
<input type="checkbox"/> Group psychotherapy	90853		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input type="checkbox"/>	Delete
<input type="checkbox"/> Individual Psychotherapy, 30 min	90832		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input type="checkbox"/>	Delete
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	Delete

5. In the **Choice Text** field, enter a description. This can be anything you want it to be (the actual code and/or text) and is what will be displayed in the Activity Code drop-down in the Billing widget.

- In the **Choice Value** field, enter the **Act ID Code** from the Billing Engine: **Maintenance and Setup > Activity Codes > Activity Codes**. See the Example below. If this does not match an Act ID Code from the Billing Engine, when converting Services to Line Items, you will get a **Bill Status** error of 145.



Act Code ID	Activity Code Description	Type	Group
90785	INTERACTIVE COMPLEXITY	D	N
90791	INITIAL EVALUATION	D	N
90792	INITIAL PSYCHIATRIST	D	N
90801	INTAKE INTERVIEW	D	N
90803	session	D	N
90832	INDIVIDUAL HALF SESSION 20-30 MINUTES	D	N
90833	THERAPY W/ E/M	D	N
90834	INDIVIDUAL THERAPY FULL SESSION 45-50	D	N
90837	INDIVIDUAL THERAPY EXT. SESSION	D	N
90839	PSYCHOTHERAPY FOR CRISIS FIRST 60 MINUTE	D	N
90840	PSYCHOTHERAPY FOR CRISIS EACH ADDITIONAL	D	N
90846	FAMILY THERAPY W/O PATIENT	D	N
90847	FAMILY/CONJOINT W/PATIENT	D	N

- (Optional) Select the **Send To External Billing** checkbox to have the code create a Service in the Billing Engine.



Note: If you have a code that is not billable but you would like to track and have it as an option in the Activity Code dropdown (such as No Show), **do not** select the Send To External Billing checkbox.

- Click the **Save changes** button.