

## Set Up a Procedure Code Override for an Insurance Payer

Last Modified on 08/12/2021 10:19 am EDT

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

## About

When setting up an Activity Code's insurance coverage, the information is set at the Party Type level (se**Set Up an Activity Code** for more detail). Sometimes, it may be necessary to enter in an insurance level override for a procedure code.

## Procedure Code Override for an Insurance Payer

- 1. Navigate to the Master Activity Code List by following the path above.
- 2. Select an Activity Code.
- 3. Click the **Ins Coverage** button. The Activity Code Insurance List is displayed and lists all the Party Types associated with the Activity Code you've selected.
- 4. Select the Party Type.
- 5. Click the **Override By Insurance** button.

NS	Acti	vity Co	de Insura	ance List -	(ACTI	NSL)			- <b>-</b> ×		
Act	Code Selector 90832	*	INDIVIDU	IAL HALF SE	SSION	20-30	MINUTES				
Ра	By Party Type     By Party Type Name Party Type Locator 2										
	Party Type / Name	BRC	Temp LA	Not Billable	Pla	ces Of (	Contact Billa	able Proc	Code		
1	Medicare	1			1			9083	2 ^		
2	Blue Cross/Blue Shield	1			1			9083	2		
3	Other Insurance	1			1			9083	2		
4	Medicaid	1			1			9083	2		
5	Private Pay	1			1			9083	2		
									~		
	Ok Cance	Contacts Billable LA Not			Not Billable Screen Override			By Ins/Disc			
							Ove	erride By Ins	urance		

6. In the Activity Code Insurance Override By Insurance List, click the Ok button.

NS	Activity	Code I	nsurai	nce Override	By Insurance	List - (ACIN	ISOIL)	- <b>-</b> ×
Activity Co	de Selector	90832	~	INDIVIDUAL H	HALF SESSION	20-30 MINUTE	ES	
Party Type	Selector	1	~	Medicare				
				<ul> <li>By Insurar</li> <li>By Insurar</li> </ul>	ice ID ice Name			
Insurance	Locator							
Law ID								
			nsurar	nce Name		Eff From	Eff To	Screen
		<u> </u>	nsurar	nce Name		Eff From	Eff To	Screen
			nsurar	nce Name		Eff From	Eff To	Screen

- 7. Click the Add button.
- 8. Select the Activity Code from the drop-down menu that you want to do an override for.
- 9. Select the Party Type from the drop-down menu that the payer belongs to.





- 10. Select the Insurance from the drop-down menu that the override is for.
- 11. (Optional) Enter an Effective From and Effective To date range.
- 12. Select a **Billing Rate Code** from the drop-down menu.
- 13. Select a **Procedure Code** from the drop-down menu that you want to attach to the Activity Code for the insurance you selected in step 10.
- 14. *(Optional)* Select a **Modifier** from the drop-down menu, if applicable to this Procedure Code. Remember, Modifiers in this window are additive to what you have set at the Party Type level.
- 15. *(Optional)* Select a **Contact Type** from the drop-down menu if this code should be billed to a different place of service than what is set in Contacts Billable.
- 16. Click the Save button.

**Note**: To view the Activity Code Insurance Override By Insurance List, click the**Override List** button after saving your record.

