Set Up a Procedure Code Override for an Insurance Payer

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

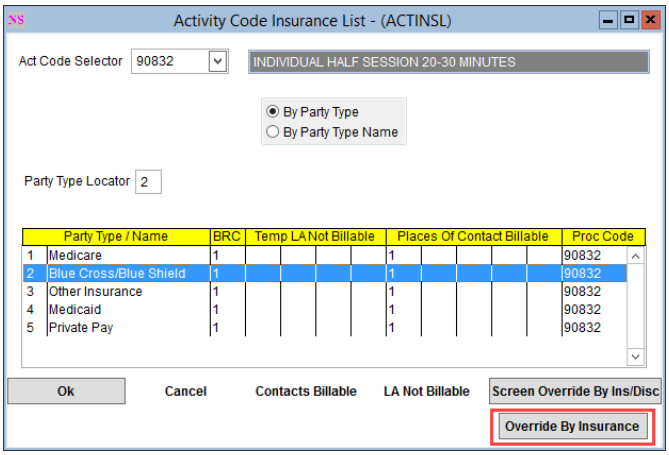
Path: Maintenance and Setup > Activity Codes > Activity Codes

About

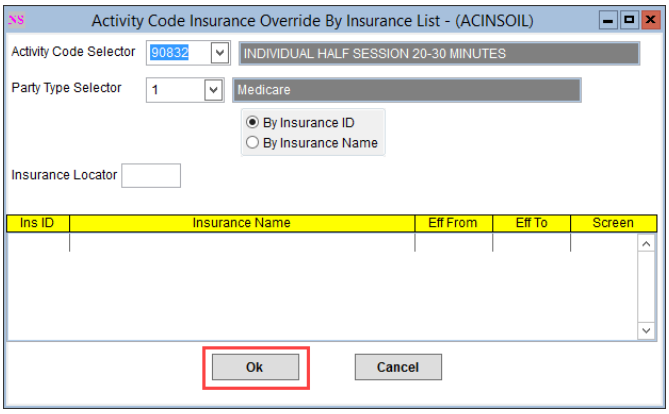
When setting up an Activity Code's insurance coverage, the information is set at the Party Type level (see **Set Up an Activity Code** for more detail). Sometimes, it may be necessary to enter in an insurance level override for a procedure code.

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.



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



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.