Set Up an Activity Code Service Rate Override for an Insurance Payer

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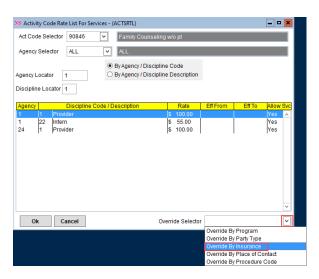
> **Path: Maintenance and Setup > Activity Codes > Activity Codes**

About

When setting up an Activity Code's service rates, the information is set at the Party Type level (see **Set Up an Activity Code** for more detail). Sometimes it may be necessary to set a different service rate for a specific Insurance Payer.

Service Rate 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 **Srv Rate** button. The Activity Code Rate List for Services is displayed and lists all the Disciplines associated with the Activity Code you've selected.
4. Select a **Discipline Code**.
5. Click the **Override Selector** dropdown.
6. Click **Override By Insurance**.

7. Click the **Ok** button.

8. In the Activity Code Service Rate Override By Ins Form, click the **Add** button. The Activity Code, Agency ID, and Discipline will pre-populate based on what you selected in the previous steps.

9. Select the **Insurance** from the drop-down menu that the service rate override is for.

10. Enter the **Rate ($)**. This is the override value.

11. *(Optional)* Add **Effective From** and **Effective to** dates. If left blank, the system assumes this is active.

12. Select the **Allow Service For This Discipline**? checkbox.

13. Click the **Save** button.

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