

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

Last Modified on 08/13/2021 2:36 pm EDT

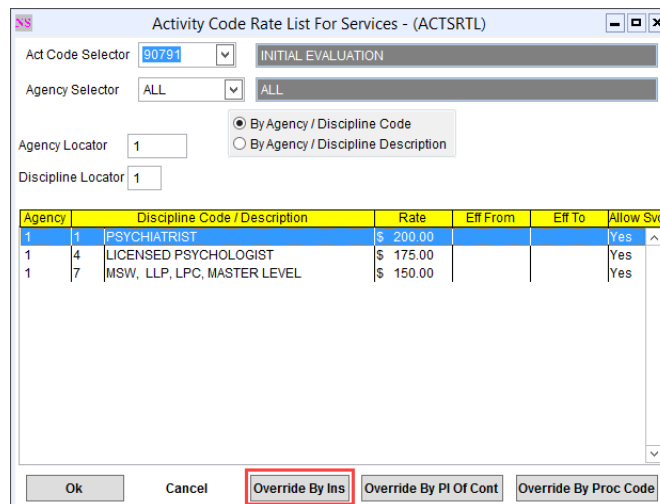
**Path: Maintenance and Setup > Activity Codes > Activity Codes**

## 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.

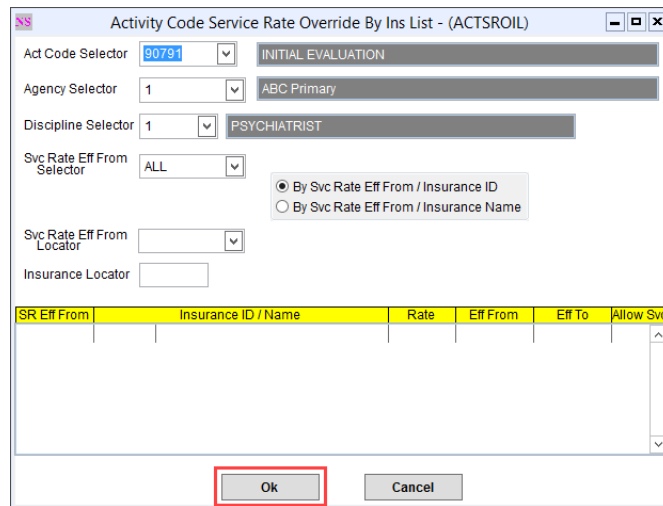
## Service Rate Override for an Insurance Payer

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 By Ins** button.



| Agency | Discipline Code / Description | Rate      | Eff From | Eff To | Allow Svc |
|--------|-------------------------------|-----------|----------|--------|-----------|
| 1      | 1 PSYCHIATRIST                | \$ 200.00 |          |        | Yes       |
| 1      | 4 LICENSED PSYCHOLOGIST       | \$ 175.00 |          |        | Yes       |
| 1      | 7 MSW, LLP, LPC, MASTER LEVEL | \$ 150.00 |          |        | Yes       |

6. Click the **Ok** button.



7. 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.
8. Select the **Insurance** from the drop-down menu that the service rate override is for.
9. Enter the **Rate (\$)**. This is the override value.
10. *(Optional)* Add **Effective From** and **Effective to** dates. If left blank, the system assumes this is active.
11. Select the **Allow Service For This Discipline?** checkbox.
12. 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.