

Add, Edit, and Delete Procedure Codes

Last Modified on 05/19/2022 8:17 am EDT

Path: Maintenance and Setup > Procedure Codes > Procedure Codes

About

When you go live with NSS, your system will be outfitted with a list of procedure codes. You have the ability to add additional Procedure Codes as needed. Before adding a code, take the time to search the list of Procedure Codes to ensure the code is not already listed.

Add a Procedure Code

1. Navigate to the Master Procedure Codes List by following the path above.
2. Select a radio button to search by **Procedure Code ID** or **Procedure Code Description**.
3. In the **Locator** field, enter the code ID or description based on your search selection.
4. Once you've determined the Procedure Code does not exist, click the **Ok** button.
5. Click the **Add** button.
6. Enter the **Procedure Code** into the field.
7. Enter a **Description** of the Procedure Code.
8. Enter the **837 Format** into the field (P=Professional or I=Institutional).



Note: If this field is left blank, the system default is Professional.

9. *(Optional)* Select the **CLIA ID Required** checkbox to have the CLIA ID displayed on claims for the CPT Code.
10. Click the **Save** button.

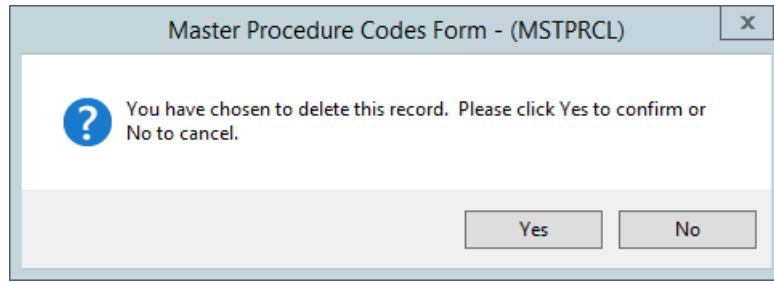
Edit a Procedure Code

1. Navigate to the Master Procedure Codes List: **Maintenance and Setup > Procedure Codes > Procedure Codes**.
2. Select a radio button to search by **Procedure Code ID** or **Procedure Code Description**.
3. In the **Locator** field, enter the code ID or description based on your search selection.
4. Select the code, and click the **Ok** button.
5. Click the **Edit** button.
6. Make necessary edits.
7. Click the **Save** button.

Delete a Procedure Code

Deleting a Procedure Code from the Master List can only be done for codes that are not attached to any Line Items. If you try to delete a code that has been used on a Line Item, a prompt displays letting you know that it cannot be deleted.

1. Navigate to the Master Procedure Codes List: **Maintenance and Setup > Procedure Codes > Procedure Codes**
2. Select a radio button to search by **Procedure Code ID** or **Procedure Code Description**.
3. In the **Locator** field, enter the code ID or description based on your search selection.
4. Select the code, and click the **Ok** button.
5. Click the **Delete** button.
6. The following prompt is displayed:



7. Click the **Yes** button.
