

NextStep

Add Adjustment Codes used in Office

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Path: Maintenance and Setup > System Codes

About

NextStep Solutions has an extensive list of Adjustment Note reasons in the Billing Engine. You can add to your System Codes table if you need any other type of adjustment reason option to display as a selection in the Adjustment Note drop-down menu.

Add New Adjustment Note Options

1. Navigate to System Codes by following the path above.
2. In the Code Type Locator field, enter **TXNNT**. Review all TXNNT entries in the System Codes List to make sure you are not adding a duplicate.

Code Type	Code Value	Code Description
TT	G	Month Pass 9-11 trips
TT	H	Month Pass 12-14 trips
TT	I	Month Pass 15-17 trips
TT	J	Month Pass 18-20 trips
TT	K	Month Pass 21-23 trips
TT	L	Month Pass 1-14 trips
TT	M	Headliners Trans-1 staff
TT	N	Headliners Trans-2 staff
TXNNT	1	Deductible Amount.
TXNNT	2	Coinsurance Amount.
TXNNT	3	Co-payment Amount.
TXNNT	4	The procedure code is inconsistent with the modifier used or a required modifier
TXNNT	5	The procedure code/bill type is inconsistent with the place of service.
TXNNT	6	The procedure/revenue code is inconsistent with the patient's age.
TXNNT	7	The procedure/revenue code is inconsistent with the patient's gender.
TXNNT	8	The procedure code is inconsistent with the provider type/specialty (taxonomy).
TXNNT	9	The diagnosis is inconsistent with the patient's age.



Note: In the lower left-hand corner of the Billing Engine aCode Type = " " is displayed that is associated with the drop-down menu you are selecting within a window. This is the value you would enter into the Code Type field if you wanted to add additional options to this particular drop-down menu.

3. Click the **Ok** button.
4. Click the **Add** button.
5. Complete the following fields:
 - o **Code Type:** Enter TXNNT.
 - o **Code Value:** Enter a value. This is the order that the Adjustment Note options are displayed. If you try to enter a value that is already taken, the system will tell you it's a duplicate record.
 - o **Code Xref:** May be left blank.
 - o **Short Description:** May be left blank.
 - o **Long Description:** Enter in a description for the Adjustment Note. This is displayed in the Code Description column in the System Codes List.
6. Click the **Save** button. The adjustment reason is displayed in the Adjustment Note drop-down menu.



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