Edit an Activity Code

Last Modified on 09/27/2024 3:22 pm EDT

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

About

Sometimes it may be necessary to review your Activity Code setup and make changes to the Activity Codes if the Billing Engine is producing **Bill Status** errors when converting Services to Line Items.

> ☐ **Note**: NextStep has two types of billing modules. One is known as VFO and the other is VPO. The example screenshots below include both module types if the screens shown are different.
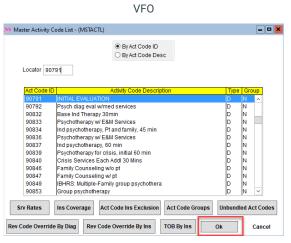
Table of Contents

Edit the Master Activity Code Form

1. Navigate to the Master Activity Code List by following the path above.
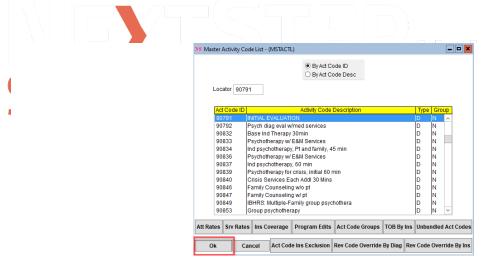2. Select the **Activity Code.**

> ☐ **Note**: Scroll through the list to find the code or you can use the **By Act Code ID** or **By Act Code Description** radio buttons and type in the **Locator** box to search.
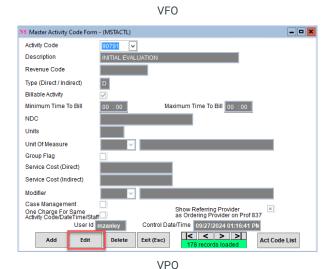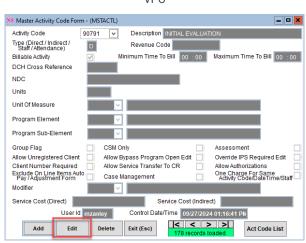
3. Click the **OK** button.

VFO

VPO

4. Click the **Edit** button.

VFO

VPO

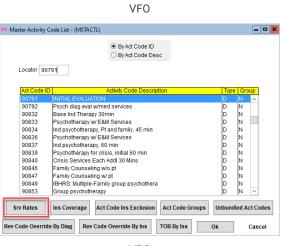5. Make your edits as necessary.
6. Click the **Save** button.

Edit Service Rate Information for an Activity Code

1. Navigate to the Master Activity Code List by following the path above.
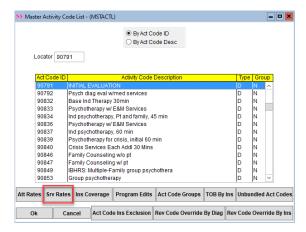2. Select the **Activity Code.**

3. Click the **Srv Rates** button.
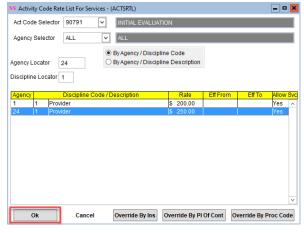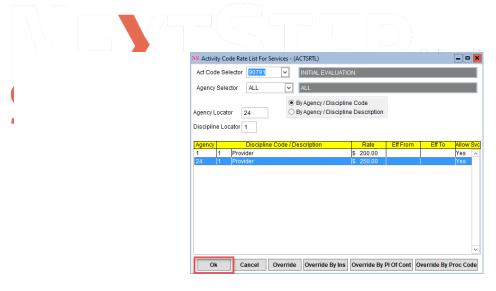
VFO

VPO

4. Select a **Discipline** that you want to edit.
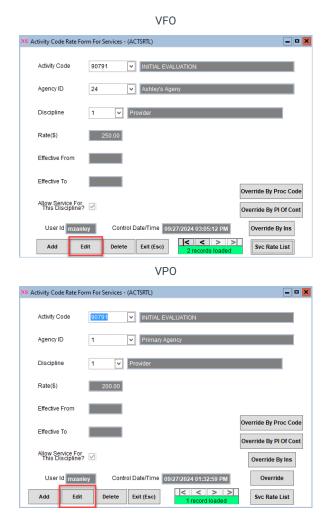5. Click the **Ok** button.

VFO

VPO

6. Click the **Edit** button.

VFO

VPO

7. Make edits as necessary.
8. Click the **Save** button.

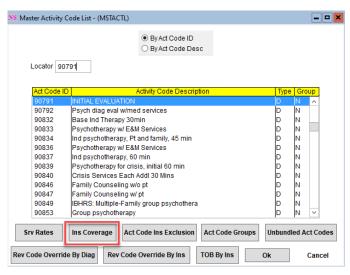## Edit Insurance Coverage Information for An Activity Code

1. Navigate to the Master Activity Code List by following the path above.
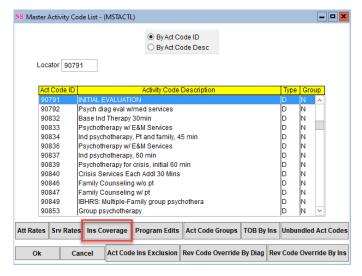2. Select the **Activity Code.**

> ⊠ **Note**: Scroll through the list to find the code or you can use the **By Act Code ID** or **By Act Code Description** radio buttons and type in the **Locator** box to search.
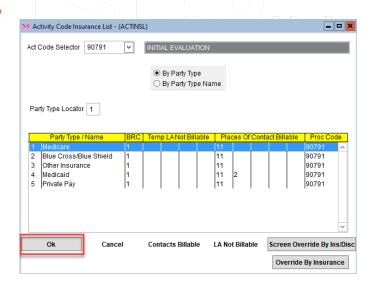
3. Click the **Ins Coverage** button.
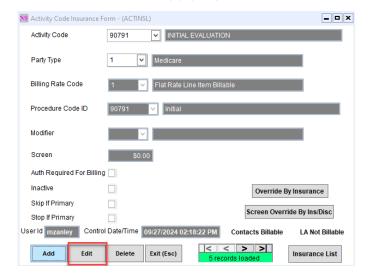
VFO

VPO

4. Select a **Party Type**.
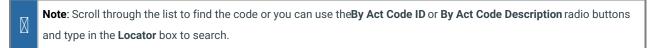5. Click the **Ok** button.

VFO and VPO

6. Click the **Edit** button.

VFO and VPO

7. Make edits as necessary.
8. Click the **Save** button.

Edit Billable Place of Service Information for an Activity Code
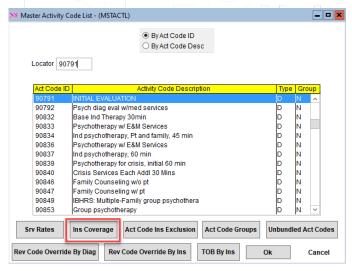
1. Navigate to the Master Activity Code List by following the path above.
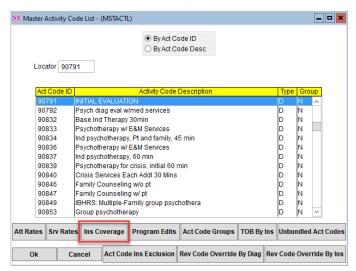2. Select the **Activity Code.**

> ⊠ **Note**: Scroll through the list to find the code or you can use the **By Act Code ID** or **By Act Code Description** radio buttons and type in the **Locator** box to search.

3. Click the **Ins Coverage** button.

VFO

VPO

4. Select the **Party Type**.
5. Click **Contacts Billable**.

VFO and VPO

6. Select the **Place of Service** (Contact Type).
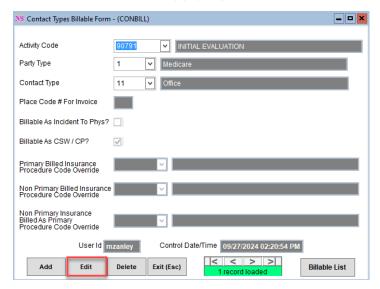
7. Click the **Ok** button.

VFO and VPO

8. Click the **Edit** button.

VFO and VPO

9. Make edits as necessary.
10. Click the **Save** button.