Edit an Activity Code

Last Modified on 11/17/2021 11:18 am EST

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.

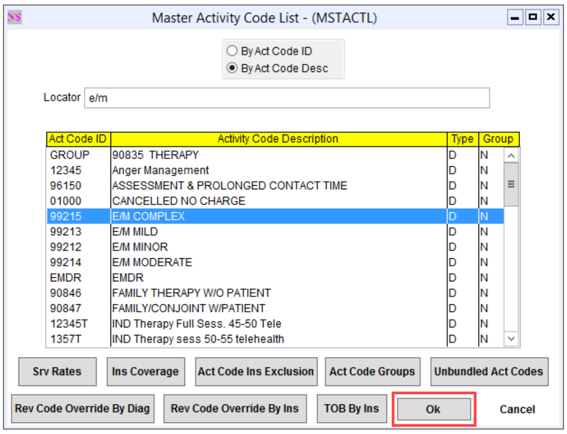
Table of Contents

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.



Master Activity Code List - (MSTACTL)

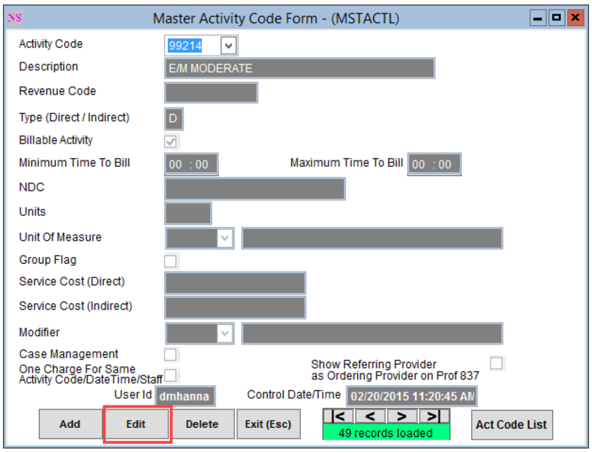
○ By Act Code ID
● By Act Code Desc

Locator e/m

Act Code ID	Activity Code Description	Type	Group
GROUP	90835 THERAPY	D	N
12345	Anger Management	D	N
96150	ASSESSMENT & PROLONGED CONTACT TIME	D	N
01000	CANCELLED NO CHARGE	D	N
99215	E/M COMPLEX	D	N
99213	E/M MILD	D	N
99212	E/M MINOR	D	N
99214	E/M MODERATE	D	N
EMDR	EMDR	D	N
90846	FAMILY THERAPY W/O PATIENT	D	N
90847	FAMILY/CONJOINT W/PATIENT	D	N
12345T	IND Therapy Full Sess. 45-50 Tele	D	N
1357T	IND Therapy sess 50-55 telehealth	D	N

Srv Rates
Ins Coverage
Act Code Ins Exclusion
Act Code Groups
Unbundled Act Codes
Rev Code Override By Diag
Rev Code Override By Ins
TOB By Ins
Ok
Cancel

4. Click the **Edit** button.



Master Activity Code Form - (MSTACTL)

Activity Code 99214
Description E/M MODERATE
Revenue Code
Type (Direct / Indirect) D
Billable Activity ☑
Minimum Time To Bill 00 : 00
Maximum Time To Bill 00 : 00
NDC
Units
Unit Of Measure
Group Flag ☐
Service Cost (Direct)
Service Cost (Indirect)
Modifier
Case Management ☐
One Charge For Same Activity Code/DateTime/Staff ☐
Show Referring Provider as Ordering Provider on Prof 837 ☐
User Id dmhanna
Control Date/Time 02/20/2015 11:20:45 AM

Add
Edit
Delete
Exit (Esc)
|<
<
>
>|
49 records loaded
Act Code List

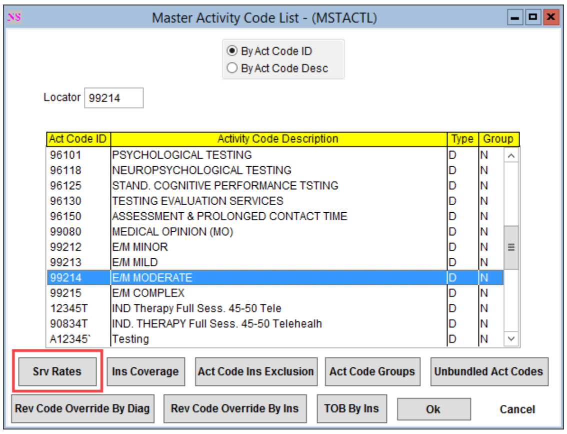
5. Make your edits as necessary.
6. Click the **Save** button.

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.**

> **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 **Srv Rates** button.


Srv Rates
Ins Coverage
Act Code Ins Exclusion
Act Code Groups
Unbundled Act Codes
Rev Code Override By Diag
Rev Code Override By Ins
TOB By Ins
Ok
Cancel

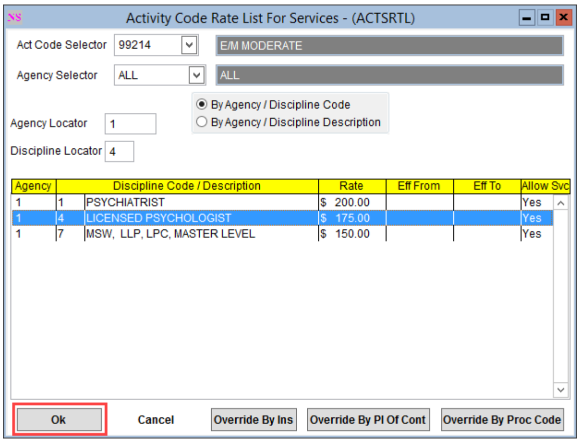
Master Activity Code List - (MSTACTL)

● By Act Code ID
○ By Act Code Desc

Locator 99214

Act Code ID	Activity Code Description	Type	Group
96101	PSYCHOLOGICAL TESTING	D	N
96118	NEUROPSYCHOLOGICAL TESTING	D	N
96125	STAND. COGNITIVE PERFORMANCE TSTING	D	N
96130	TESTING EVALUATION SERVICES	D	N
96150	ASSESSMENT & PROLONGED CONTACT TIME	D	N
99080	MEDICAL OPINION (MO)	D	N
99212	E/M MINOR	D	N
99213	E/M MILD	D	N
99214	E/M MODERATE	D	N
99215	E/M COMPLEX	D	N
12345T	IND Therapy Full Sess. 45-50 Tele	D	N
90834T	IND. THERAPY Full Sess. 45-50 Telehealh	D	N
A12345`	Testing	D	N

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


Ok
Cancel
Override By Ins
Override By Pl Of Cont
Override By Proc Code

Activity Code Rate List For Services - (ACTSRTL)

Act Code Selector 99214 E/M MODERATE

Agency Selector ALL ALL

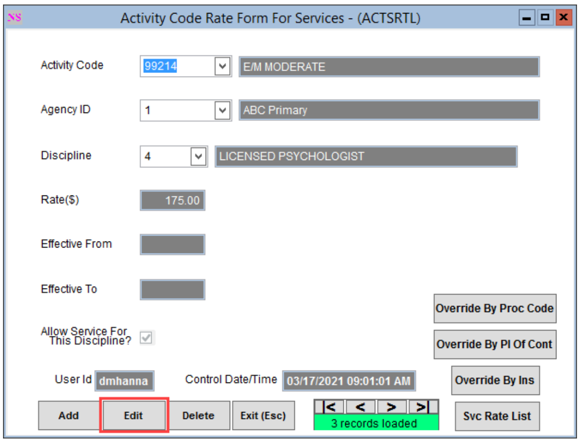
● By Agency / Discipline Code
○ By Agency / Discipline Description

Agency Locator 1

Discipline Locator 4

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 **Edit** button.


Activity Code Rate Form For Services - (ACTSRTL)
Override By Proc Code
Override By Pl Of Cont
Override By Ins
Svc Rate List
Add
Edit
Delete
Exit (Esc)

Activity Code 99214 E/M MODERATE
Agency ID 1 ABC Primary
Discipline 4 LICENSED PSYCHOLOGIST
Rate($) 175.00
Effective From
Effective To
Allow Service For This Discipline? ☑
User Id dmhanna
Control Date/Time 03/17/2021 09:01:01 AM
3 records loaded

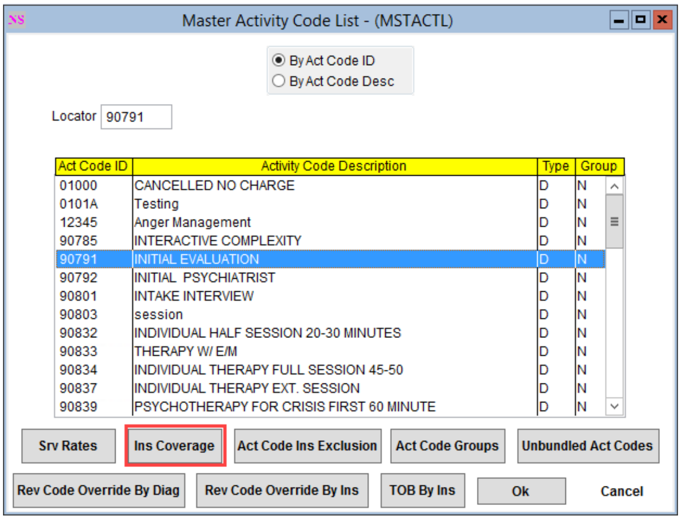
7. Make edits as necessary.
8. Click the **Save** button.

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.

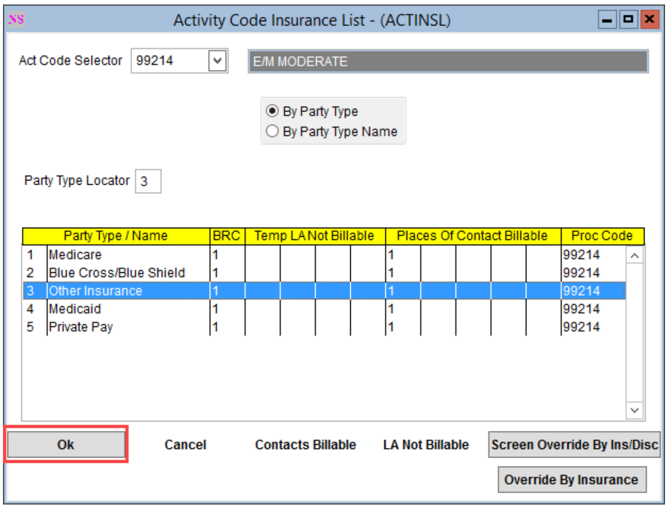

Master Activity Code List - (MSTACTL)
Srv Rates
Ins Coverage
Act Code Ins Exclusion
Act Code Groups
Unbundled Act Codes
Rev Code Override By Diag
Rev Code Override By Ins
TOB By Ins
Ok
Cancel

● By Act Code ID
○ By Act Code Desc

Locator 90791

Act Code ID	Activity Code Description	Type	Group
01000	CANCELLED NO CHARGE	D	N
0101A	Testing	D	N
12345	Anger Management	D	N
90785	INTERACTIVE COMPLEXITY	D	N
90791	INITIAL EVALUATION	D	N
90792	INITIAL PSYCHIATRIST	D	N
90801	INTAKE INTERVIEW	D	N
90803	session	D	N
90832	INDIVIDUAL HALF SESSION 20-30 MINUTES	D	N
90833	THERAPY W/ E/M	D	N
90834	INDIVIDUAL THERAPY FULL SESSION 45-50	D	N
90837	INDIVIDUAL THERAPY EXT. SESSION	D	N
90839	PSYCHOTHERAPY FOR CRISIS FIRST 60 MINUTE	D	N

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



Activity Code Insurance List - (ACTINSL)

Act Code Selector 99214 E/M MODERATE

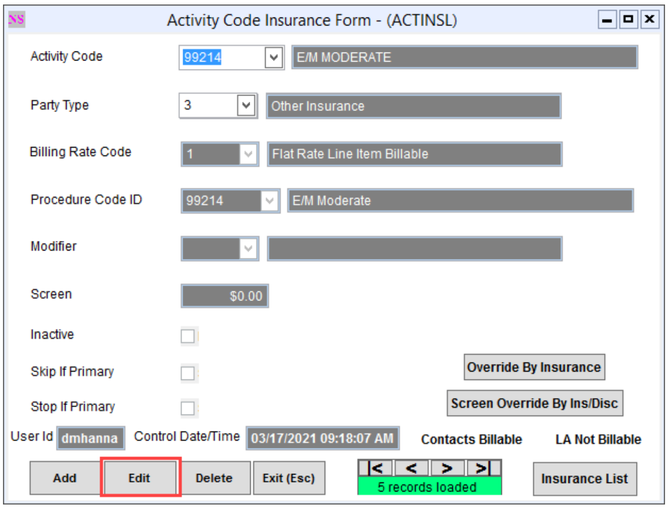
● By Party Type
○ By Party Type Name

Party Type Locator 3

	Party Type / Name	BRC	Temp LA Not Billable	Places Of Contact Billable	Proc Code
1	Medicare	1		1	99214
2	Blue Cross/Blue Shield	1		1	99214
3	Other Insurance	1		1	99214
4	Medicaid	1		1	99214
5	Private Pay	1		1	99214

Ok
Cancel
Contacts Billable
LA Not Billable
Screen Override By Ins/Disc
Override By Insurance

6. Click the **Edit** button.



Activity Code Insurance Form - (ACTINSL)

Activity Code 99214 E/M MODERATE

Party Type 3 Other Insurance

Billing Rate Code 1 Flat Rate Line Item Billable

Procedure Code ID 99214 E/M Moderate

Modifier

Screen $0.00

Inactive ☐

Skip If Primary ☐

Stop If Primary ☐

User Id dmhanna Control Date/Time 03/17/2021 09:18:07 AM

5 records loaded

Override By Insurance
Screen Override By Ins/Disc
Contacts Billable
LA Not Billable
Add
Edit
Delete
Exit (Esc)
|< < > >|
Insurance List

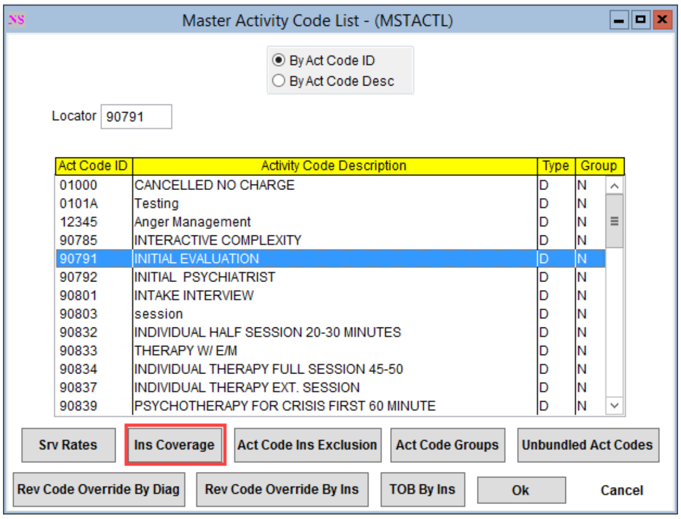
7. Make edits as necessary.
8. Click the **Save** button.

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.



Master Activity Code List - (MSTACTL)

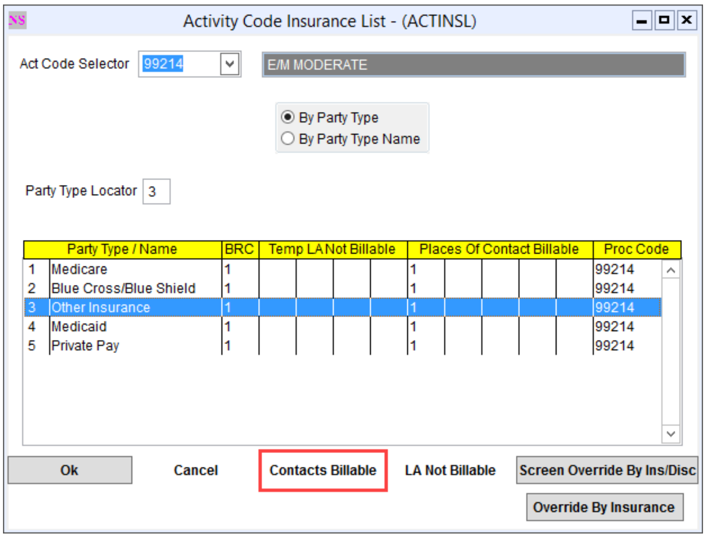
● By Act Code ID
○ By Act Code Desc

Locator 90791

Act Code ID	Activity Code Description	Type	Group
01000	CANCELLED NO CHARGE	D	N
0101A	Testing	D	N
12345	Anger Management	D	N
90785	INTERACTIVE COMPLEXITY	D	N
90791	INITIAL EVALUATION	D	N
90792	INITIAL PSYCHIATRIST	D	N
90801	INTAKE INTERVIEW	D	N
90803	session	D	N
90832	INDIVIDUAL HALF SESSION 20-30 MINUTES	D	N
90833	THERAPY W/ E/M	D	N
90834	INDIVIDUAL THERAPY FULL SESSION 45-50	D	N
90837	INDIVIDUAL THERAPY EXT. SESSION	D	N
90839	PSYCHOTHERAPY FOR CRISIS FIRST 60 MINUTE	D	N

Srv Rates
Ins Coverage
Act Code Ins Exclusion
Act Code Groups
Unbundled Act Codes
Rev Code Override By Diag
Rev Code Override By Ins
TOB By Ins
Ok
Cancel

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



Activity Code Insurance List - (ACTINSL)

Act Code Selector 99214 E/M MODERATE

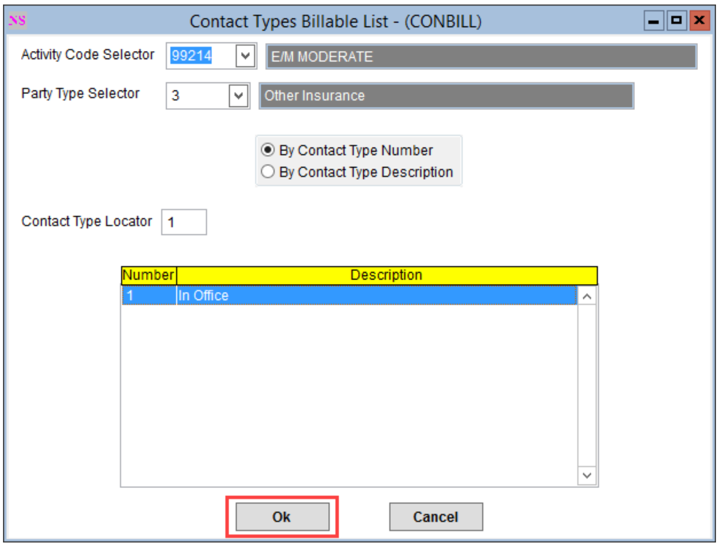
● By Party Type
○ By Party Type Name

Party Type Locator 3

Party Type / Name		BRC	Temp LA Not Billable	Places Of Contact Billable	Proc Code
1	Medicare	1		1	99214
2	Blue Cross/Blue Shield	1		1	99214
3	Other Insurance	1		1	99214
4	Medicaid	1		1	99214
5	Private Pay	1		1	99214

Ok
Cancel
Contacts Billable
LA Not Billable
Screen Override By Ins/Disc
Override By Insurance

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



Contact Types Billable List - (CONBILL)

Activity Code Selector 99214 E/M MODERATE

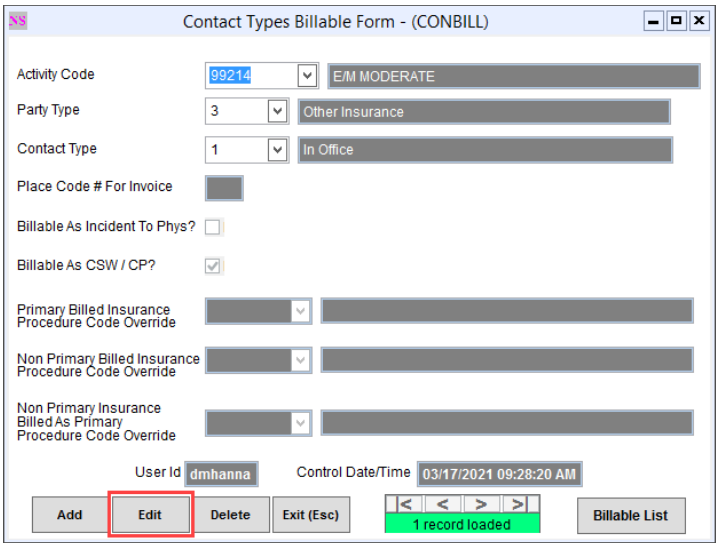
Party Type Selector 3 Other Insurance

● By Contact Type Number
○ By Contact Type Description

Contact Type Locator 1

Number	Description
1	In Office

8. Click the **Edit** button.



Contact Types Billable Form - (CONBILL)

Activity Code 99214 E/M MODERATE
Party Type 3 Other Insurance
Contact Type 1 In Office
Place Code # For Invoice
Billable As Incident To Phys? ☐
Billable As CSW / CP? ☑
Primary Billed Insurance Procedure Code Override
Non Primary Billed Insurance Procedure Code Override
Non Primary Insurance Billed As Primary Procedure Code Override
User Id dmhanna
Control Date/Time 03/17/2021 09:28:20 AM

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