

# NextStep

## 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

Master Activity Code List - (MSTACTL)

By Act Code ID  
 By Act Code Desc

Locator: 90791

Act Code ID	Activity Code Description	Type	Group
90791	INITIAL EVALUATION	D	N
90792	Psych diag eval w/med services	D	N
90832	Base Ind Therapy 30min	D	N
90833	Psychotherapy w/ E&M Services	D	N
90834	Ind psychotherapy, Pt and family, 45 min	D	N
90836	Psychotherapy w/ E&M Services	D	N
90837	Ind psychotherapy, 60 min	D	N
90839	Psychotherapy for crisis, initial 60 min	D	N
90840	Crisis Services Each Addl 30 Mins	D	N
90846	Family Counseling w/o pt	D	N
90847	Family Counseling w/ pt	D	N
90849	IBHRS: Multiple-Family group psychothera	D	N
90853	Group psychotherapy	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

VPO



Master Activity Code List - (MSTACTL)

By Act Code ID  
By Act Code Desc

Locator: 90791

Act Code ID	Activity Code Description	Type	Group
90791	INITIAL EVALUATION	D	N
90792	Psych diag eval w/med services	D	N
90832	Base Ind Therapy 30min	D	N
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90837	Ind psychotherapy, 60 min	D	N
90839	Psychotherapy for crisis, initial 60 min	D	N
90840	Crisis Services Each Addl 30 Mins	D	N
90846	Family Counseling w/o pt	D	N
90847	Family Counseling w/pt	D	N
90849	IBHRS: Multiple-Family group psychothera	D	N
90853	Group psychotherapy	D	N

Att Rates | Srv Rates | Ins Coverage | Program Edits | Act Code Groups | TOB By Ins | Unbundled Act Codes

Ok | Cancel | Act Code Ins Exclusion | Rev Code Override By Diag | Rev Code Override By Ins

4. Click the **Edit** button.

VFO

Master Activity Code Form - (MSTACTL)

Activity Code: 90791  
Description: INITIAL EVALUATION

Revenue Code: [Redacted]

Type (Direct / Indirect): D

Billable Activity:

Minimum Time To Bill: 00 : 00 | Maximum Time To Bill: 00 : 00

NDC: [Redacted]

Units: [Redacted]

Unit Of Measure: [Redacted]

Group Flag:

Service Cost (Direct): [Redacted]

Service Cost (Indirect): [Redacted]

Modifier: [Redacted]

Case Management:  Show Referring Provider as Ordering Provider on Prof 837

One Charge For Same Activity Code/Date/Time/Staff:

User Id: mzanley | Control Date/Time: 09/27/2024 01:16:41 PM

Add | Edit | Delete | Exit (Esc) | 178 records loaded | Act Code List

VPO

Master Activity Code Form - (MSTACTL)

Activity Code: 90791 | Description: INITIAL EVALUATION

Type (Direct / Indirect / Staff / Attendance): D | Revenue Code: [Redacted]

Billable Activity:  | Minimum Time To Bill: 00 : 00 | Maximum Time To Bill: 00 : 00

DCH Cross Reference: [Redacted]

NDC: [Redacted]

Units: [Redacted]

Unit Of Measure: [Redacted]

Program Element: [Redacted]

Program Sub-Element: [Redacted]

Group Flag:  CSM Only  Assessment

Allow Unregistered Client:  Allow Bypass Program Open Edit:  Override IPS Required Edit:

Client Number Required:  Allow Service Transfer To CR:  Allow Authorizations:

Exclude On Line Items Auto Pay / Adjustment Form:  Case Management:  One Charge For Same Activity Code/Date/Time/Staff:

Modifier: [Redacted]

Service Cost (Direct): [Redacted] | Service Cost (Indirect): [Redacted]

User Id: mzanley | Control Date/Time: 09/27/2024 01:16:41 PM

Add | Edit | Delete | Exit (Esc) | 178 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.

VFO

Master Activity Code List - (MSTACTL)

By Act Code ID (selected)  
By Act Code Desc

Locator: 90791

Act Code ID	Activity Code Description	Type	Group
90791	INITIAL EVALUATION	D	N
90792	Psych diag eval w/med services	D	N
90832	Base Ind Therapy 30min	D	N
90833	Psychotherapy w/ E&M Services	D	N
90834	Ind psychotherapy, Pt and family, 45 min	D	N
90836	Psychotherapy w/ E&M Services	D	N
90837	Ind psychotherapy, 60 min	D	N
90839	Psychotherapy for crisis, initial 60 min	D	N
90840	Crisis Services Each Addl 30 Mins	D	N
90846	Family Counseling w/o pt	D	N
90847	Family Counseling w/ pt	D	N
90849	IBHRS: Multiple-Family group psychothera	D	N
90853	Group psychotherapy	D	N

Srv Rates (highlighted), 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

VPO

Master Activity Code List - (MSTACTL)

By Act Code ID (selected)  
By Act Code Desc

Locator: 90791

Act Code ID	Activity Code Description	Type	Group
90791	INITIAL EVALUATION	D	N
90792	Psych diag eval w/med services	D	N
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90849	IBHRS: Multiple-Family group psychothera	D	N
90853	Group psychotherapy	D	N

Att Rates, Srv Rates (highlighted), Ins Coverage, Program Edits, Act Code Groups, TOB By Ins, Unbundled Act Codes

Ok, Cancel, Act Code Ins Exclusion, Rev Code Override By Diag, Rev Code Override By Ins

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

VFO

Activity Code Rate List For Services - (ACTSRTL)

Act Code Selector: 90791 (INITIAL EVALUATION)

Agency Selector: ALL (ALL)

Agency Locator: 24

Discipline Locator: 1

By Agency / Discipline Code (selected)  
By Agency / Discipline Description

Agency	Discipline Code / Description	Rate	Eff From	Eff To	Allow Svc
1	1 Provider	\$ 200.00			Yes
24	1 Provider	\$ 250.00			Yes

Srv Rates (highlighted), Cancel, Override By Ins, Override By Pl Of Cont, Override By Proc Code

VPO



Activity Code Rate List For Services - (ACTSRTL)

Act Code Selector: 90791 INITIAL EVALUATION

Agency Selector: ALL ALL

Agency Locator: 24

Discipline Locator: 1

Agency	Discipline Code / Description	Rate	Eff From	Eff To	Allow Svc
1	1 Provider	\$ 200.00			Yes
24	1 Provider	\$ 250.00			Yes

Buttons: OK, Cancel, Override, Override By Ins, Override By PI Of Cont, Override By Proc Code

6. Click the **Edit** button.

## VFO

Activity Code Rate Form For Services - (ACTSRTL)

Activity Code: 90791 INITIAL EVALUATION

Agency ID: 24 Ashley's Agency

Discipline: 1 Provider

Rate(\$): 250.00

Effective From: [ ]

Effective To: [ ]

Allow Service For This Discipline?

User Id: mzanley Control Date/Time: 09/27/2024 03:05:12 PM

Buttons: Add, Edit, Delete, Exit (Esc), Override By Proc Code, Override By PI Of Cont, Override By Ins, Svc Rate List

## VPO

Activity Code Rate Form For Services - (ACTSRTL)

Activity Code: 90791 INITIAL EVALUATION

Agency ID: 1 Primary Agency

Discipline: 1 Provider

Rate(\$): 200.00

Effective From: [ ]

Effective To: [ ]

Allow Service For This Discipline?

User Id: mzanley Control Date/Time: 09/27/2024 01:32:59 PM

Buttons: Add, Edit, Delete, Exit (Esc), Override By Proc Code, Override By PI Of Cont, Override By Ins, Override, Svc Rate List

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**.

# NEXT STEPS

**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

Master Activity Code List - (MSTACTL)

By Act Code ID  
 By Act Code Desc

Locator: 90791

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90849	IBHRS: Multiple-Family group psychothera	D	N
90853	Group psychotherapy	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

VPO

Master Activity Code List - (MSTACTL)

By Act Code ID  
 By Act Code Desc

Locator: 90791

Act Code ID	Activity Code Description	Type	Group
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Att Rates Srv Rates **Ins Coverage** Program Edits Act Code Groups TOB By Ins Unbundled Act Codes

Ok Cancel Act Code Ins Exclusion Rev Code Override By Diag Rev Code Override By Ins

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

VFO and VPO



Activity Code Insurance List - (ACTINSL)

Act Code Selector: 90791 INITIAL EVALUATION

By Party Type  
 By Party Type Name

Party Type Locator: 1

Party Type / Name	BRC	Temp LA Not Billable	Places Of Contact Billable	Proc Code
1 Medicare	1		11	90791
2 Blue Cross/Blue Shield	1		11	90791
3 Other Insurance	1		11	90791
4 Medicaid	1		11	90791
5 Private Pay	1		11	90791

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

6. Click the **Edit** button.

### VFO and VPO

Activity Code Insurance Form - (ACTINSL)

Activity Code: 90791 INITIAL EVALUATION

Party Type: 1 Medicare

Billing Rate Code: 1 Flat Rate Line Item Billable

Procedure Code ID: 90791 Initial

Modifier: [Empty]

Screen: \$0.00

Auth Required For Billing:

Inactive:

Skip If Primary:

Stop If Primary:

User Id: mzanley Control Date/Time: 09/27/2024 02:18:22 PM

Buttons: Add, Edit, Delete, Exit (Esc), 5 records loaded, Insurance List, Override By Insurance, Screen Override By Ins/Disc, Contacts Billable, LA Not Billable

- 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



Master Activity Code List - (MSTACTL)

By Act Code ID  
 By Act Code Desc

Locator: 90791

Act Code ID	Activity Code Description	Type	Group
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90846	Family Counseling w/o pt	D	N
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90849	IBHRS: Multiple-Family group psychothera	D	N
90853	Group psychotherapy	D	N

VPO

Master Activity Code List - (MSTACTL)

By Act Code ID  
 By Act Code Desc

Locator: 90791

Act Code ID	Activity Code Description	Type	Group
90791	INITIAL EVALUATION	D	N
90792	Psych diag eval w/med services	D	N
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90846	Family Counseling w/o pt	D	N
90847	Family Counseling w/ pt	D	N
90849	IBHRS: Multiple-Family group psychothera	D	N
90853	Group psychotherapy	D	N

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

VFO and VPO

Activity Code Insurance List - (ACTINSL)

Act Code Selector: 90791 INITIAL EVALUATION

By Party Type  
 By Party Type Name

Party Type Locator: 1

Party Type / Name	BRC	Temp	LA Not Billable	Places Of Contact Billable	Proc Code
1 Medicare	1			11	90791
2 Blue Cross/Blue Shield	1			11	90791
3 Other Insurance	1			11	90791
4 Medicaid	1			11 2	90791
5 Private Pay	1			11	90791

6. Select the **Place of Service** (Contact Type).



# NEXT STEPS

7. Click the **Ok** button.

## VFO and VPO

Activity Code Selector: 90791 INITIAL EVALUATION

Party Type Selector: 1 Medicare

By Contact Type Number  
 By Contact Type Description

Contact Type Locator: 11

Number	Description
11	Office

Ok Cancel

8. Click the **Edit** button.

## VFO and VPO

Activity Code: 90791 INITIAL EVALUATION

Party Type: 1 Medicare

Contact Type: 11 Office

Place Code # For Invoice: [Empty]

Billable As Incident To Phys?

Billable As CSW / CP?

Primary Billed Insurance Procedure Code Override: [Empty]

Non Primary Billed Insurance Procedure Code Override: [Empty]

Non Primary Insurance Billed As Primary Procedure Code Override: [Empty]

User Id: mzanley Control Date/Time: 09/27/2024 02:20:54 PM

Add Edit Delete Exit (Esc) 1 record loaded Billable List

9. Make edits as necessary.

10. Click the **Save** button.

