

# Add a New Discipline to System Codes

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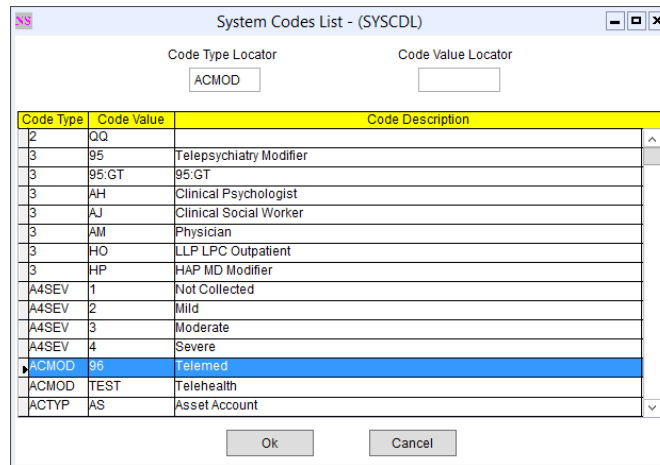
**Path: Maintenance and Setup > System Codes**

## About

When your Agency goes live with NSS, there is an existing set of Disciplines available in the Billing Engine. If you hire staff with a different Discipline than what is listed in the Billing Engine, you need to add a new Discipline option to System Codes. A drop-down menu has a specific Code Type associated with it. In order to add a new Discipline so that it shows in the drop-down, it's important to know which Code Type is associated with the drop-down in the window that you are in.

## Add a New Discipline

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



Code Type	Code Value	Code Description
2	QQ	
3	95	Telepsychiatry Modifier
3	95:GT	95:GT
3	AH	Clinical Psychologist
3	AJ	Clinical Social Worker
3	AM	Physician
3	HO	LLP LPC Outpatient
3	HP	HAP MD Modifier
A4SEV	1	Not Collected
A4SEV	2	Mild
A4SEV	3	Moderate
A4SEV	4	Severe
ACMOD	96	Telemed
ACMOD	TEST	Telehealth
ACTYP	AS	Asset Account

3. Click the **Ok** button.
4. Click the **Add** button.
5. Complete the following fields:
  - **Code Type:** Enter the Code Type. For this example, it is **DC**.
  - **Code Value:** Enter the number value of where you'd like the Discipline to be ordered in the list. For example, if you currently have three disciplines with values 1, 2, and 3 and want this to be the fourth option in the list, enter 4 here.
  - **Code Xref:** May be left blank.
  - **Short Description:** May be left blank.
  - **Long Description:** Enter a description for the Discipline. This is displayed in the Code Description column in the System Codes List.
6. Click the **Save** button. The Discipline is now displayed as an option in the Discipline drop-down menu when you navigate to the Staff Form.

**Note:** If you need to add other types of System Codes, click the **Edit** button within the window and select the drop-down that you need to add a new option to. In the lower left-hand corner of the Billing Engine a **Code Type = " "** is displayed. This is the value you would enter into the Code Type field if you wanted to add an option to this particular drop-down menu. Alternatively, you can search for the Code Type in the Codes Type List: **Maintenance and Setup > Code Types**.



NS Staff Form - (STAFFL)

Employee / Contractor ID

Staff ID

Discipline Code 

1	PSYCHIATRIST
4	LICENSED PSYCHOLOGIST
7	MSW, LLP, LPC, MASTER LEVEL

License Type

License Number

Renewal Date

Taxonomy Code

Supervisor ID

Department

User Id  Control Date/Time

Code Type = DC