Set Up Authorization Groups

Last Modified on 09/26/2022 10:33 am EDT

> **Path: Main Menu > Admin Tools Menu > System Setup (Supplemental) > Billing Configuration**

> 📌 **Note**: The steps were formerly taken in System Setup and this is the updated workflow.

About

If your Agency is utilizing Authorizations, an Administrator can manage what is displayed as an option in the Procedure drop-down located in the **Authorization Tracker**. If multiple procedures are authorized at once, an Authorization Group can be created to select. Whenever one of the services in the group is provided to a client, the Authorization Tracker will adjust the remaining authorizations that are available.

Add an Authorization Group

1. Navigate to Billing Configuration in NSS Clinical by following the path above.
2. Click the **expand** button to expand the Activity field row.

Billing Configuration

BILLING FIELDS

☐ New ✕ Discontinue Selected Fields
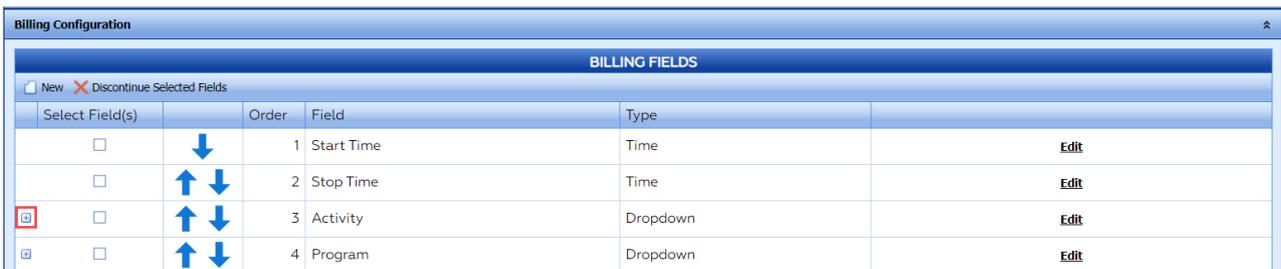
Select Field(s)		Order	Field	Type	
☐	⬇	1	Start Time	Time	Edit
☐	⬆ ⬇	2	Stop Time	Time	Edit
⊞ ☐	⬆ ⬇	3	Activity	Dropdown	Edit
⊞ ☐	⬆ ⬇	4	Program	Dropdown	Edit

3. Click the **Add New Choice** button.
4. In the **Choice Text** field, add a description of what you'd like to call the Authorization Group. This is what is displayed as an option in the Procedure drop-down in the Auth Tracker widget.

> 📌 **Note**: If you want the Authorization Group to show at the top of the list in the Procedure drop-down in the Authorization Tracker, enter a "*" first. (e.g. *All Individual Therapy).

5. In the **Choice Value** field, enter the **Act ID Code(s)** to match the Activity Codes from the Billing Engine:**Maintenance and Setup > Activity Codes > Activity Codes**. Make sure to separate multiple codes by placing a comma after each code with no space added.

Choice Text	Choice Value
90832,90834,90837,90846,90847 HALF INDIVIDUAL, INDIVIDUAL, INDIVIDUAL EXTENDED, FAMILY WITHOUT CLIENT AND FAMILY	90832,90834,90837,90846,90847
PSYCHIATRIST SERVICES	90832,9034,90837,90846,90847
ALL PROCEDURES EXCEPT PSYCHOLOGICAL TESTING	90785,90791,90832,90834,90837,90847,90887,90792,99213,99214,99215

> **Note**: Choice Value should **not** be left blank. What is entered in this field must match an Activity Code or Activity Codes in the Billing Engine.

6. Select the **Auth Only** checkbox.
7. Click the **Save changes** button.