# Map Scheduler Activities and Time-Based Codes to NSS Billing Activity Codes

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

## About

When Agencies that utilize schedule-based billing onboard with NextStep, we'll do an initial mapping of Scheduler Activities to Activity Codes and Time-Based codes for you. However, if you need to make adjustments to these mappings or add additional mappings, you can do so from Scheduler Configuration within NextStep Clinical. This functionality is **only available** to you if your Agency is enabled for NSS Billing, is enabled for schedule-based billing, and if your User Role has the admin privilege selected (**System Setup > User Roles > Privilege > admin checkbox selected**). If you are an Administrator and you don't see these options available, this functionality likely does not apply to your Agency and you handle billing setup differently.

Table of Contents

## Link a Scheduler Activity to an NSS Billing Activity Code

1. Navigate to Scheduler Configuration by following the path above.
2. In Scheduler Activities, click **+** to expand a Scheduler Activity.



3. From the **Billing Linked Activity Code** drop-down, select an Activity Code to link from NSS Billing to the Scheduler Activity. This is a global setting for the Activity. To add specific time-based overrides, see the next section **Add Time Based Codes to Activities**.



4. The following message is displayed to let you know the linkage was successful.

**Note**: The Activities displayed in this section are pulled directly from Locations and Activities in the Scheduler Setup window within the Scheduler. You can also add a new Activity in NextStep Clinical by clicking the **New** button and the information will show in the Scheduler Setup window within the Scheduler. However, it is important to note that the Type that is displayed in the Scheduler will default to ALL if you enter it from Clinical.

| Caption | Color | Type |
|---|---|---|
| New Patient | | ALL |

*Example of Type if the new Activity is entered directly in NextStep Clinical.*

## Add Time-Based Codes to Activities

Linking the main Scheduler Activity to NSS Billing Activity is a global setting. However, if your Agency needs to add specific time-based overrides with different Activity Code linkage, then follow the steps below.

1. Navigate to Scheduler Configuration: **Main Menu > Admin Tools Menu >System Setup (Supplemental) > Scheduler Configuration tab**.
2. In Scheduler Activities, click **+** to expand a Scheduler Activity.
3. Confirm that you have a selection in the **Billing Linked Activity Code** drop-down.
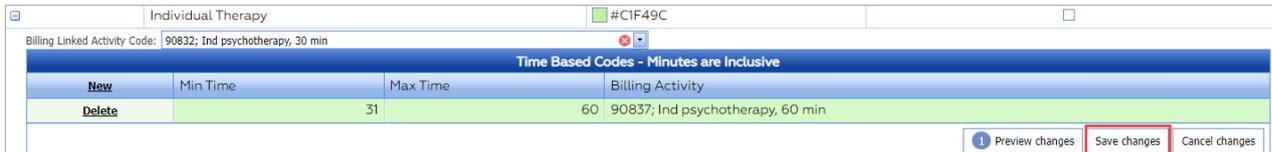4. Under Time Based Codes - Minutes are Inclusive, click **New**.

| | Individual Therapy | #C1F49C | |
|---|---|---|---|
| Billing Linked Activity Code: | 90832; Ind psychotherapy, 30 min | | |
| Time Based Codes - Minutes are Inclusive | | | |
| **New** | Min Time | Max Time | Billing Activity |
| | No data to display | | |

5. In the **Min Time** and **Max Time** fields, type a number or use the up and down arrows to select a number.
6. From the **Billing Activity** drop-down, select an Activity Code to link from NSS Billing.
7. Click the **Save Changes** button.

| | Individual Therapy | #C1F49C | |
|---|---|---|---|
| Billing Linked Activity Code: | 90832; Ind psychotherapy, 30 min | | |
| Time Based Codes - Minutes are Inclusive | | | |
| **New** | Min Time | Max Time | Billing Activity |
| **Delete** | 31 | 60 | 90837; Ind psychotherapy, 60 min |

Preview changes | Save changes | Cancel changes

**Note**: If you try to add a time-based code that overlaps another time-based code, an overlap message is displayed. Click the **Cancel Changes** button.
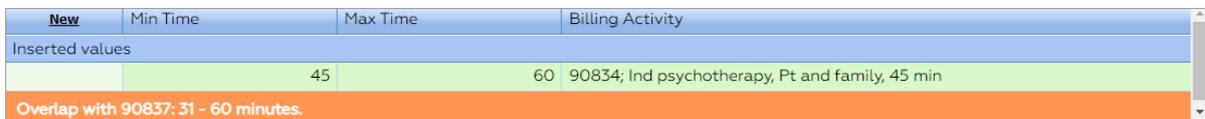
| **New** | Min Time | Max Time | Billing Activity |
|---|---|---|---|
| Inserted values | | | |
| | 45 | 60 | 90834; Ind psychotherapy, Pt and family, 45 min |
| Overlap with 90837: 31 - 60 minutes. | | | |

## Edit Linked Billing Activity and Time-Based Codes

1. Navigate to Scheduler Configuration: **Main Menu > Admin Tools Menu >System Setup (Supplemental) > Scheduler Configuration tab**.
2. In Scheduler Activities, click **+** to expand a Scheduler Activity.
3. To change the linked Activity Code, select another code from the **Billing Linked Activity Code** drop-down.
4. The following message is displayed to let you know the linkage was successful.

**Success**
Success - Updated Billing Linked Activity

5. To edit **Min Time** or **Max Time** fields, click into the fields and type a number or use the up and down arrows to select a number.

6. To edit the linked Activity Code, click into the **Billing Activity** field and select a new Activity Code from the drop-down.

7. Click the **Save Changes** button.

> **Note**: If a change was made to the configuration, these changes are only applied going forward. The changes do not retroactively apply to any Services that were generated previously.

## Delete Time-Based Codes

1. Navigate to Scheduler Configuration: **Main Menu > Admin Tools Menu > System Setup (Supplemental) > Scheduler Configuration tab**.

2. In Scheduler Activities, click **+** to expand a Scheduler Activity.

3. Click **Delete** for the linked Activity Code.

| Time Based Codes - Minutes are Inclusive | | | |
|---|---|---|---|
| **New** | Min Time | Max Time | Billing Activity |
| Delete | 31 | 60 | 90834; Ind psychotherapy, Pt and family, 45 min |
| | | | ① Preview changes    Save changes    Cancel changes |

4. Click the **Save Changes** button.

> **Note**: If a change was made to the configuration, these changes are only applied going forward. The changes do not retroactively apply to any Services that were generated previously.