Add, Edit, and Remove Modifiers on Line Items

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Path: File > Billing > Line Items

About

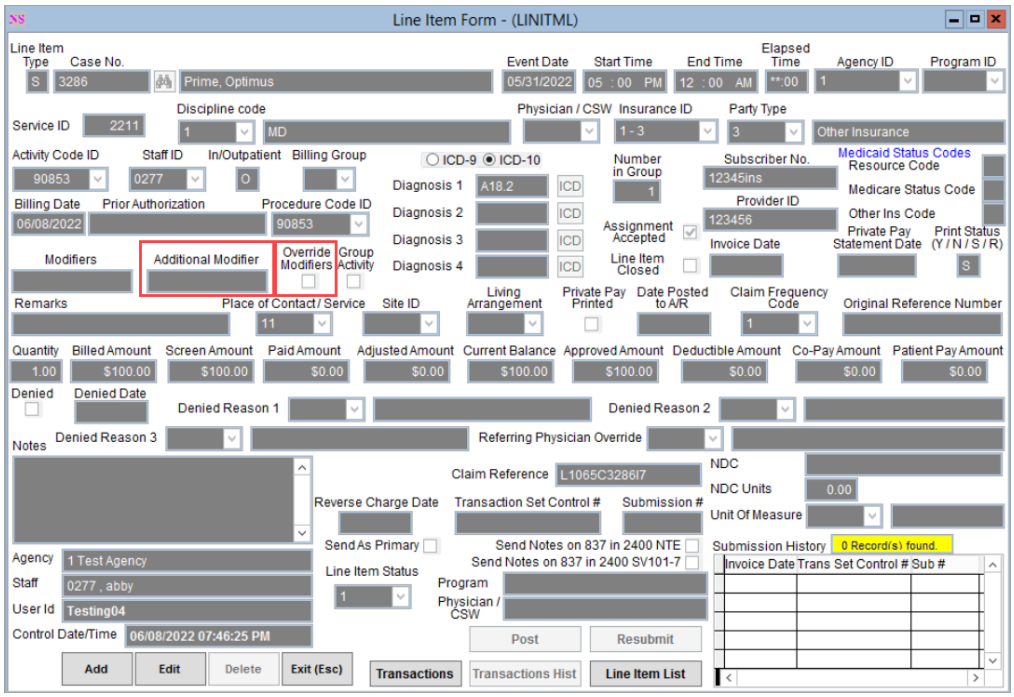
Once Services have been processed into Line Items, they can be reviewed in the Line Items List or opened individually in the Line Item Form. Modifiers can be added, edited, and removed on Line Items before generating a claim.

In this article:

- Add Modifiers
- Edit Modifiers
- Remove Modifiers

Add Modifiers

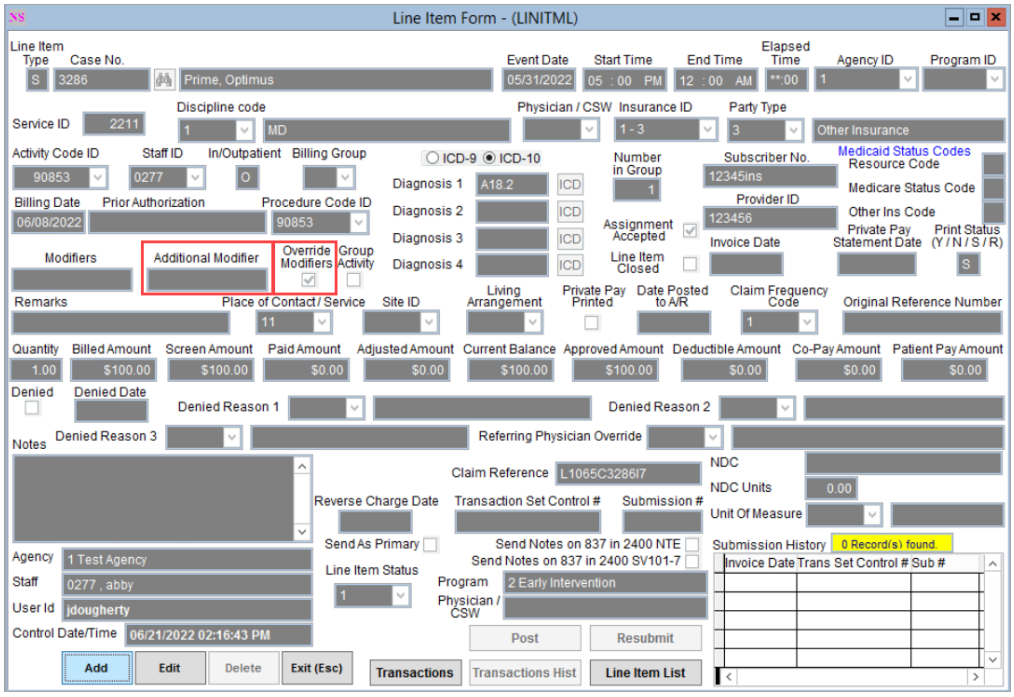
1. Navigate to the Line Items Filters Form by following the path above.
2. Add filters, if needed, and click the **OK** button.
3. In the Line Items List, select the Line Item that needs a modifier and click the **OK** button. The selected Line Item is displayed.
4. Click the **Edit** button.
5. Click in the **Additional Modifier** field and enter the modifier(s). To add multiple modifiers, type each modifier, using a colon in between the modifiers (Fpr example, 25:HJ). Type the modifiers in the order that you want them to display on the claim.
6. Confirm the **Override Modifiers** checkbox is not selected to keep the original modifier on the Line Item.When the claim is generated, the original modifier(s) will display first, and the modifier(s) in the Additional Modifier field will display second.



Edit Modifiers

1. Navigate to the Line Items Filters Form by following the path above.
2. Add filters, if needed, and click the **OK** button.
3. In the Line Items List, select the Line Item and click the **OK** button. The selected Line Item is displayed.
4. Click the **Edit** button.
5. Select the **Override Modifiers** checkbox and do one of the following:

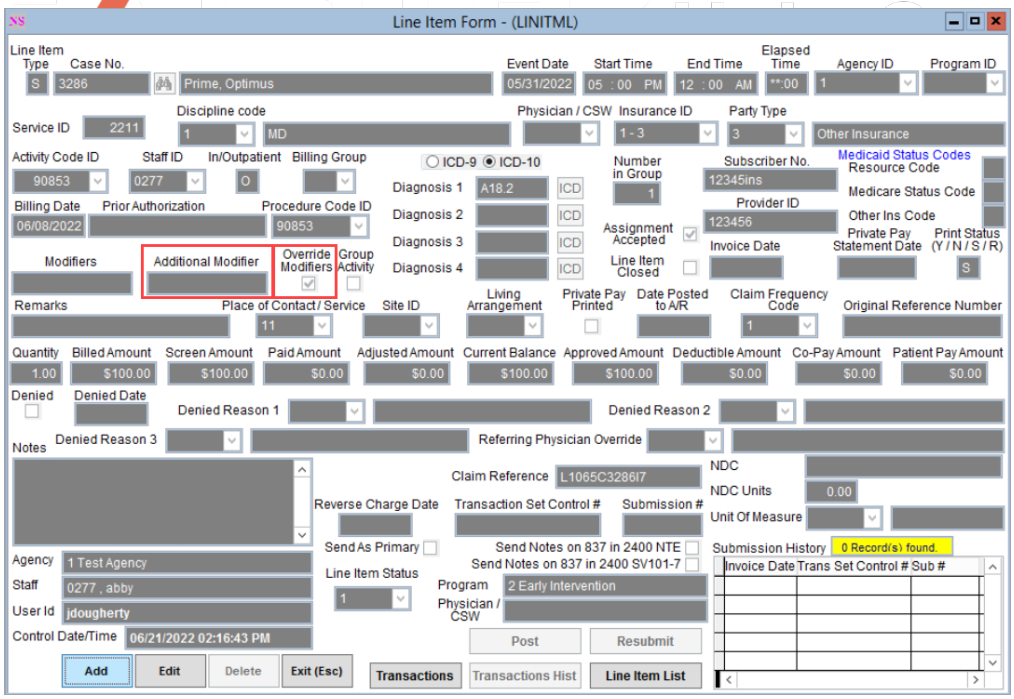
   - Leave the **Additional Modifier** field blank to remove the original modifier on the Line Item.
   - Click in the **Additional Modifier** field and enter the modifier(s).When the claim is generated, only the modifier(s) in the Additional Modifier field will be on the claim.



6. Click the **Save** button.

Remove Modifiers

1. Navigate to the Line Items Filters Form by following the path above.
2. Add filters, if needed, and click the **OK** button.
3. In the Line Items List, select the Line Item and click the **OK** button. The selected Line Item is displayed.
4. Click the **Edit** button.
5. Select the **Override Modifiers** checkbox.
6. Leave the **Additional Modifier** field blank to remove the original modifier on the Line Item.When the claim is generated, it will generate with no modifiers.



7. Click the **Save** button.