

Add, Edit, and Remove Modifiers on Line Items

Last Modified on 08/19/2022 8:16 am EDT

Path: File > Billing > Line Items

About

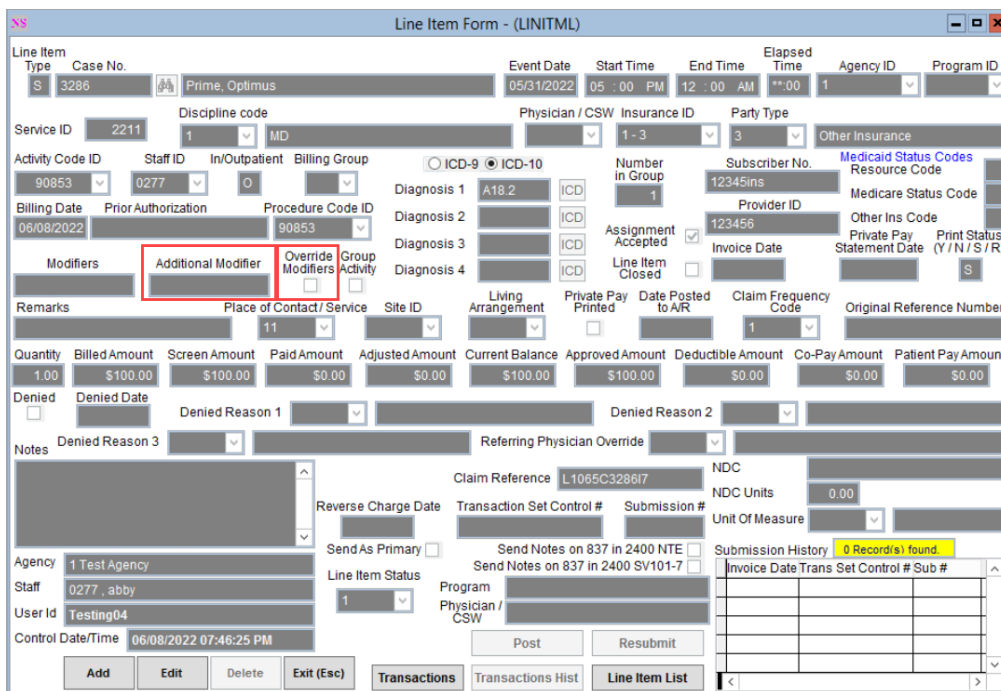
Once Services have been processed into Line Items, they can be reviewed in the Line Items List or opened individually in the Line Item Form. Modifiers can be added, edited, and removed on Line Items before regenerating a claim.

In this article:

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Add Modifiers

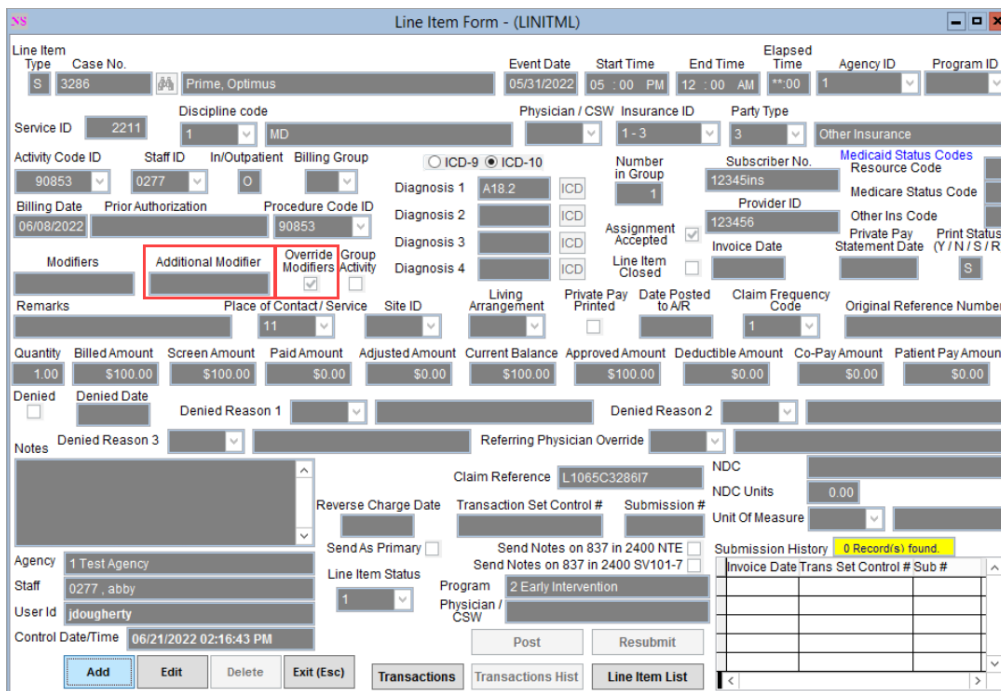
1. Navigate to the Line Items Filters Form by following the path above.
2. Add filters, if needed, and click the **OK** button.
3. (If applicable) Click **Yes** to continue through the dialog box letting you know you haven't selected any filters and all Line Items records will be displayed.
4. In the Line Items List, select the Line Item that needs a modifier and click the **OK** button. The selected Line Item is displayed.
5. Click the **Edit** button.
6. Click in the **Additional Modifier** field and enter the modifier(s). To add multiple modifiers, type each modifier, using a semicolon in between the modifiers (ex: 25;HJ). Type the modifiers in the order that you want them to display on the claim.
7. 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 will display first and the modifier(s) in the Additional Modifier field will display second.



The screenshot shows the 'Line Item Form - (LINITML)' window. The 'Modifiers' section is visible, containing three input fields: 'Modifiers', 'Additional Modifier', and 'Override Modifiers'. The 'Additional Modifier' field is highlighted with a red box. Below it, the 'Override Modifiers' checkbox is also highlighted with a red box. The form includes various other fields such as 'Line Item Type', 'Case No.', 'Event Date', 'Start Time', 'End Time', 'Elapsed Time', 'Agency ID', 'Program ID', 'Discipline code', 'Physician / CSW', 'Insurance ID', 'Party Type', 'Activity Code ID', 'Staff ID', 'In/Outpatient', 'Billing Group', 'Diagnosis 1-4', 'ICD-9/10', 'Number in Group', 'Subscriber No.', 'Medicaid Status Codes', 'Resource Code', 'Billing Date', 'Prior Authorization', 'Procedure Code ID', 'Assignment Accepted', 'Provider ID', 'Medicare Status Code', 'Other Ins Code', 'Invoice Date', 'Private Pay Statement Date', 'Print Status', 'Remarks', 'Place of Contact/Service', 'Site ID', 'Living Arrangement', 'Private Pay Printed', 'Date Posted to AR', 'Claim Frequency Code', 'Original Reference Number', 'Quantity', 'Billed Amount', 'Screen Amount', 'Paid Amount', 'Adjusted Amount', 'Current Balance', 'Approved Amount', 'Deductible Amount', 'Co-Pay Amount', 'Patient Pay Amount', 'Denied', 'Denied Date', 'Denied Reason 1-3', 'Referring Physician Override', 'Claim Reference', 'Reverse Charge Date', 'Transaction Set Control #', 'Submission #', 'NDC', 'NDC Units', 'Unit Of Measure', 'Agency', 'Staff', 'User Id', 'Control Date/Time', 'Send As Primary', 'Send Notes on 837 in 2400 NTE', 'Send Notes on 837 in 2400 SV101-7', 'Submission History', 'Invoice Date Trans Set Control # Sub #', and buttons for 'Add', 'Edit', 'Delete', 'Exit (Esc)', 'Transactions', 'Transactions Hist', and 'Line Item List'.

Edit Modifiers

1. Navigate to the Line Items Filters Form: **File > Billing > Line Items**.
2. Add filters, if needed, and click the **OK** button.
3. (If applicable) Click **Yes** to continue through the dialog box letting you know you haven't selected any filters and all Line Items records will be displayed.
4. In the Line Items List, select the Line Item and click the **OK** button. The selected Line Item is displayed.
5. Click the **Edit** button.
6. 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.



The screenshot shows the 'Line Item Form - (LINITML)' window. The 'Additional Modifier' field is highlighted with a red box. The form contains various fields for patient information, service details, and billing information. The 'Override Modifiers' checkbox is checked. The 'Additional Modifier' field is currently empty.

7. Click the **Save** button.

Remove Modifiers

1. Navigate to the Line Items Filters Form: **File > Billing > Line Items**.
2. Add filters, if needed, and click the **OK** button.
3. (If applicable) Click **Yes** to continue through the dialog box letting you know you haven't selected any filters and all Line Items records will be displayed.
4. In the Line Items List, select the Line Item and click the **OK** button. The selected Line Item is displayed.
5. Click the **Edit** button.
6. Select the **Override Modifiers** checkbox.
7. 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.

Line Item Form - (LINITML)

Line Item Type: S Case No.: 3286 Agency: Prime, Optimus Event Date: 05/31/2022 Start Time: 05:00 PM End Time: 12:00 AM Elapsed Time: **:00 Agency ID: 1 Program ID: [dropdown]

Service ID: 2211 Discipline code: 1 MD Physician / CSW: 1-3 Insurance ID: 3 Party Type: 3 Other Insurance: [dropdown]

Activity Code ID: 90853 Staff ID: 0277 In/Outpatient: O Billing Group: [dropdown] ICD-9: [dropdown] ICD-10: [dropdown] Number in Group: 1 Subscriber No.: 12345ins Medicaid Status Codes Resource Code: [dropdown]

Billing Date: 06/08/2022 Prior Authorization: [dropdown] Procedure Code ID: 90853 Diagnosis 1: A18.2 ICD: [dropdown] Diagnosis 2: [dropdown] ICD: [dropdown] Diagnosis 3: [dropdown] ICD: [dropdown] Diagnosis 4: [dropdown] ICD: [dropdown] Assignment Accepted: [checked] Invoice Date: [dropdown] Provider ID: 123456 Medicare Status Code: [dropdown] Other Ins Code: [dropdown] Private Pay: [dropdown] Print Status: S Statement Date (Y/N/S/R): [dropdown]

Modifiers: [dropdown] Additional Modifier: [dropdown] Override Modifiers: [checked] Group Activity: [dropdown]

Remarks: [text area] Place of Contact/Service: 11 Site ID: [dropdown] Living Arrangement: [dropdown] Private Pay Printed: [checkbox] Date Posted to AR: [dropdown] Claim Frequency Code: 1 Original Reference Number: [dropdown]

Quantity	Billed Amount	Screen Amount	Paid Amount	Adjusted Amount	Current Balance	Approved Amount	Deductible Amount	Co-Pay Amount	Patient Pay Amount
1.00	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00

Denied: [checkbox] Denied Date: [dropdown] Denied Reason 1: [dropdown] Denied Reason 2: [dropdown] Denied Reason 3: [dropdown] Referring Physician Override: [dropdown]

Notes: [text area] Claim Reference: L1085C328617 NDC: [dropdown] NDC Units: 0.00 Reverse Charge Date: [dropdown] Transaction Set Control #: [dropdown] Submission #: [dropdown] Unit Of Measure: [dropdown]

Agency: 1 Test Agency Line Item Status: 1 Send As Primary: [checkbox] Send Notes on 837 in 2400 NTE: [checkbox] Send Notes on 837 in 2400 SV101-7: [checkbox] Submission History: 0 Record(s) found Invoice Date Trans Set Control # Sub #: [table]

Staff: 0277, abby Program: 2 Early Intervention Physician / CSW: [dropdown]

User Id: jdougherty Control Date/Time: 06/21/2022 02:16:43 PM

Buttons: Add, Edit, Delete, Exit (Esc), Transactions, Transactions Hist, Line Item List, Post, Resubmit

8. Click the **Save** button.