IBHRS Manage Billing Activity Codes

Last Modified on 09/29/2022 11:10 am EDT

> **Path: Main Menu > Admin Tools Menu > Billing Activities and Encounter Types**

About

Billing Activity Codes that are set up within the Clinical site are added and mapped to a list of Encounter Types for IBHRS Agencies. These Encounter Types are used to report out on the IBHRS Data Export tool.

- Add a Billing Activity Code
- Delete a Billing Activity Code
- Reload Service Events to IBHRS

> 🔑 **User Permission:** The Admin Tools permission **Billing Activities and Encounter Types** is required to add or delete Billing Activity Codes. If your Administrator does not see the permission in Maintain Users, contact NextStep Support.

Add a Billing Activity Code

1. Navigate to Billing Activities and Encounter Types following the path above.
2. Confirm that the **Billing reported to** drop-down displays IBHRS. If not, click the drop-down and select IBHRS.

3. Click the **New** button.

4. Click the **Activity** drop-down and select the Activity.

5. Click the **Encounter Type** drop-down and select the Encounter Type to map to the Activity.
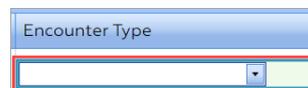
6. Click the **Save Changes** button. Follow the steps in the **Reload Service Events to IBHRS** section below to load the new service event(s) to IBHRS.

Delete a Billing Activity Code

1. Navigate to Billing Activities and Encounter Types: **Main Menu > Admin Tools Menu > Billing Activities and Encounter Types.**
2. Next to the Activity that you'd like to remove, click the **Delete** button.

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> 📌 **Note**: If you clicked the Delete button in error, simply click the **Recover** button to restore the row.

3. Click the **Save changes** button. Follow the steps in the **Reload Service Events to IBHRS** section below to load the deleted service event(s) to IBHRS.

Reload Service Events to IBHRS

After Activity Codes have been added or deleted, you'll need to reload the service events in the IBHRS Data Export tool in order to access your data.

1. Navigate to IBHRS Data Export: **Main Menu > Reports Menu > IBHRS > IBHRS Export**.
2. Click the **Reload Service Event Data** button. Once the data has been loaded to IBHRS, the date and time next to the button will update.