

# Create, Update and Remove an Activity Code Bundle

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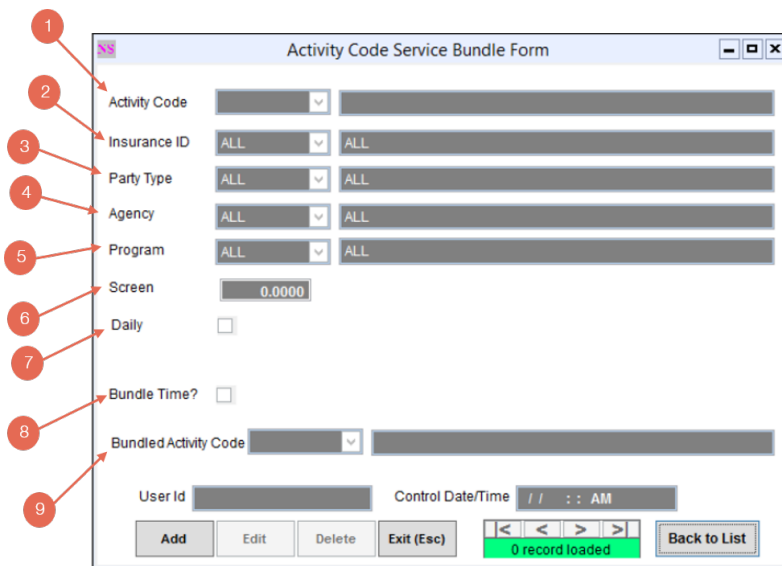
**Path: Maintenance and Setup > Activity Codes > Activity Code Rollup**

## About

The Activity Code Service Bundle form is used to set up Activity codes to be bundled together to create one billable service. The Activity Code Service Bundle List will show you all of the bundles you have created, and allow you to create new bundles, update existing bundles, or remove unused bundles.

## Create a New Activity Code Bundle

1. Navigate to the path above to open the **Activity Code Service Bundle List**.
2. Click the **Ok** button.
3. The Activity Code Service Bundle Form opens. Click the **Add** button.
4. Fill out the fields as appropriate. The required fields are **Activity Code** and **Bundled Activity Code**. See the description below for more information on each field.
5. Click **Save**.



The screenshot shows the 'Activity Code Service Bundle Form' window. Numbered callouts point to the following elements:

- 1: Activity Code dropdown
- 2: Insurance ID dropdown
- 3: Party Type dropdown
- 4: Agency dropdown
- 5: Program dropdown
- 6: Screen input field (0.0000)
- 7: Daily checkbox
- 8: Bundle Time? checkbox
- 9: Bundled Activity Code dropdown

At the bottom, there are buttons for 'Add', 'Edit', 'Delete', 'Exit (Esc)', a navigation bar with '<<', '<', '>', '>>', and '0 record loaded', and a 'Back to List' button.

Number	Section	Description
1	Activity Code	<b>This is a required field.</b> This allows you to select the base activity code for the services that will need to be bundled into the bundled service in order to be billed.
2	Insurance ID	This gives you a drop down of all available Insurance ID's. Select the Insurance ID the bundle service would be applied to.
3	Party Type	This gives you a drop down of all party types. Select the party type the bundle service would be applied to.

4	Agency	This gives you a drop down of all available agencies in NSS billing. Select the Agency the bundle service would be applied to.
5	Program	This gives you a drop down of all available programs in NSS Billing. Select the Program the bundle service would be applied to.
6	Screen	Enter an amount in here to apply as the screen amount on the bundled service.
7	Daily	When this box is checked the service bundle tool will create one bundled service per day for the date range entered. For example: I have a counseling service/activity that may happen more than once a day but needs to be billed as one service per day.
8	Bundle Time?	When this box is checked the time on the bundled service will be the sum of times on all of the services being bundled together.
9	Bundle Activity Code	<b>This is a required field.</b> Enter the activity code that will be associated with the new bundled service that will be billed.

## Update an Activity Code Bundle

1. Navigate to the path above to open the **Activity Code Service Bundle List**.
2. Select an Activity Code Service Bundle.
3. Click the **Ok** button.
4. The Activity Code Service Bundle Form opens with the selected Activity code service bundle information populated. Click the **Edit** button.
5. Make any necessary changes to the setup.
6. Click **Save**.

## Remove an Activity Code Bundle

1. Navigate to the path above to open the **Activity Code Service Bundle List**.
2. Select an Activity Code Service Bundle.
3. Click the **Ok** button.
4. The Activity Code Service Bundle Form opens with the selected Activity code service bundle information populated. Click the **Delete** button.

## Print Status

If an Activity code is set up to be bundled via the Activity Code Service Bundle Form, when a line item is created for a service with that activity code, then the Print status for that line time will be N. This will prevent the code from being picked up by the 837 generator before it can be bundled.

1. User sets up the Activity code bundle.
2. A service comes over to billing from clinical for that Activity code that is set up to be bundled.
3. When the service is calculated and the line item for that Activity is created the print status on the Line item will be N.