

# Next Step... Create, Update, and Remove an Activity Code Bundle

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

## About

The Activity Code Service Bundle Form is used to set up Activity Codes to be bundled together or replaced to create one billable service. The Activity Code Service Bundle List will show you all of the bundle rules you have created. Below are the steps 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 **Base Code or Group**, **Priority Order**, 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' with the following fields and callouts:

- 1**: Base Code or Group (dropdown menu)
- 2**: Groups can be set up in the Activity Code Billing Groups Form (text)
- 3**: (Callout pointing to the Base Code or Group field)
- 4**: Create Bundle if any codes from Group exist (checkbox)
- 5**: Priority Order (text input)
- 6**: Agency (dropdown menu)
- 7**: Program (Select to Add button)
- 8**: Party Type (dropdown menu)
- 9**: Insurance ID (Select to Add button)
- 10**: Service Count (MIN and MAX input fields)
- 11**: Unit Count (MIN and MAX input fields)
- 12**: Create separate services for non-consecutive days (checkbox)
- 13**: Use first Event Date as Start and End Date of Bundled Service (checkbox)
- 14**: Bundle Time (checkbox)
- 15**: Bundle Units (checkbox)
- 16**: Daily (checkbox)
- 17**: Bundled Activity Code (dropdown menu)
- 18**: Modifier (dropdown menu)
- 19**: Contact Type (dropdown menu)
- 20**: Diagnosis (dropdown menu with ICD selected)

At the bottom, there are buttons for Save, Revert, Delete, and Exit (Esc). A status bar shows '7 records loaded' and a 'Back to List' button.

Number	Section	Description
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1	Base Code or Group*	<p><b>*This is a required field.</b></p> <p>This allows you to select whether the base activity code will be a single code or a group of codes.</p>
2	Groups can be set up in the <a href="#">Activity Code Billing Groups Form</a>	Hyperlink to <b>Activity Code Billing Groups Form</b> if a code group needs to be set up.
3	(not pictured) Code or Group Dropdown *	<p><b>*This is a required field.</b></p> <p>Once the dropdown selection of #1 is made, this dropdown will appear with either a list of Codes or Code Groups. This list allows you to select the base activity for the services that will need to be bundled into the bundled service to be billed.</p>
4	Create Bundle if any codes from Group exist	When checked, if any of the codes in the <b>Activity Code Billing Group</b> exist in the filtered Services Preprocessor criteria, then the bundle will be created.
5	Priority Order*	<p><b>*This is a required field.</b></p> <p>This allows you to prioritize the order in which Base Codes or Groups are run through the <a href="#">Services Preprocessor</a>.</p> <p><i>Example-</i> If using Code Groups and a Code falls within multiple groupings, you can prioritize which group is the highest priority.</p>
6	Agency	This gives you a dropdown of all available Agencies in NSS billing. Select the Agency the bundle service would be applied to.
7	Program	<p>This gives you Select to Add button. Select the Program(s) the bundle service would be applied to.</p> <p>*You must select an Agency before the Program list opens.</p>
8	Party Type	This gives you a dropdown of all Party Types. Select the Party Type the bundle service would be applied to.
9	Insurance ID	This gives you Select to Add button. Select the Insurance ID(s) the bundle service would be applied to.
10	Service Count	Service Count <b>MIN</b> and <b>MAX</b> will dictate the Bundled Activity Code based on the number of services within the selected date range and filters in the Preprocessor.
11	Unit Count	Unit Count <b>MIN</b> and <b>MAX</b> will dictate the Bundled Activity Code based on the number of units dispensed within the selected date range and filters in the Preprocessor.
12	Create separate services for non-consecutive days	When checked, the <a href="#">Services Preprocessor</a> will create separate services for non-consecutive days.
13	Use first Event Date as Start and End Date of Bundled Service	When checked, the first Event Date will be used as the Start and End Date of the Bundled Service.
14	Bundle Time	When checked, the time on the bundled service will be the sum of times on all of the services being bundled together.
15	Bundle Units	When checked, the units on the bundled service will be the sum of units on all of the services being bundled together.



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16	Daily	When checked, the <a href="#">Services Preprocessor</a> will create one bundled service per day for the date range entered.
17	Bundled 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.
18	Modifier	Modifier for the bundled code. This will add on to any other modifiers already set up.
19	Contact Type	Contact Type for the bundled code. This will replace the original contact type(s) on the base services.
20	Diagnosis	Diagnosis for the bundled code. This will override the current diagnosis to become the primary diagnosis billed on the claim.

## 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.

