

NEWTSTED

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)
- 2: Priority Order (dropdown)
- 3: Agency (dropdown)
- 4: Reference to 'Activity Code Billing Groups Form'
- 5: Agency (text input)
- 6: Program (dropdown)
- 7: Party Type (dropdown)
- 8: Insurance ID (dropdown)
- 9: Service Count (text input)
- 10: Unit Count (text input)
- 11: Create separate services for non-consecutive days
- 12: Use first Event Date as Start and End Date of Bundled Service
- 13: Bundle Time
- 14: Bundle Units
- 15: Daily
- 16: Bundled Activity Code (dropdown)
- 17: Modifier (dropdown)
- 18: Diagnosis (dropdown)

Buttons at the bottom: Add, Edit, Delete, Exit (Esc), Back to List.

Number	Section	Description
1	Base Code or Group *	*This is a required field. This allows you to select whether the base activity code will be a single code or a group of codes.



NEXT STEPS

2	(not pictured) Code or Group Dropdown *	*This is a required field. 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.
3	Priority Order *	*This is a required field. This allows you to prioritize the order in which Base Codes or Groups are run through the Services Preprocessor . <i>Example-</i> If using Code Groups and a Code falls within multiple groupings, you can prioritize which group is the highest priority.
4	Groups can be set up in the Activity Code Billing Groups Form	Hyperlink to Activity Code Billing Groups Form if a code group needs to be set up.
5	Agency	This gives you a dropdown of all available Agencies in NSS billing. Select the Agency the bundle service would be applied to.
6	Program	This gives you a dropdown of all available Programs in NSS Billing. Select the Program the bundle service would be applied to.
7	Party Type	This gives you a dropdown of all Party Types. Select the Party Type the bundle service would be applied to.
8	Insurance ID	This gives you a dropdown of all available Insurance IDs. Select the Insurance ID the bundle service would be applied to.
9	Service Count	Service Count MIN and MAX will dictate the Bundled Activity Code based on the number of services within the selected date range and filters in the Preprocessor.
10	Unit Count	Unit Count MIN and MAX will dictate the Bundled Activity Code based on the number of units dispensed within the selected date range and filters in the Preprocessor.
11	Create separate services for non-consecutive days	When checked, the Services Preprocessor will create separate services for non-consecutive days.
12	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.
13	Bundle Time	When checked, the time on the bundled service will be the sum of times on all of the services being bundled together.
14	Bundle Units	When checked, the units on the bundled service will be the sum of units on all of the services being bundled together.
15	Daily	When checked, the Services Preprocessor will create one bundled service per day for the date range entered.
16	Bundled Activity Code *	*This is a required field. Enter the activity code that will be associated with the new bundled service that will be billed.
17	Modifier	Modifier for the bundled code. This will add on to any other modifiers already set up.



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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.
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