Create, Update, and Remove an Activity Code Bundle Setup

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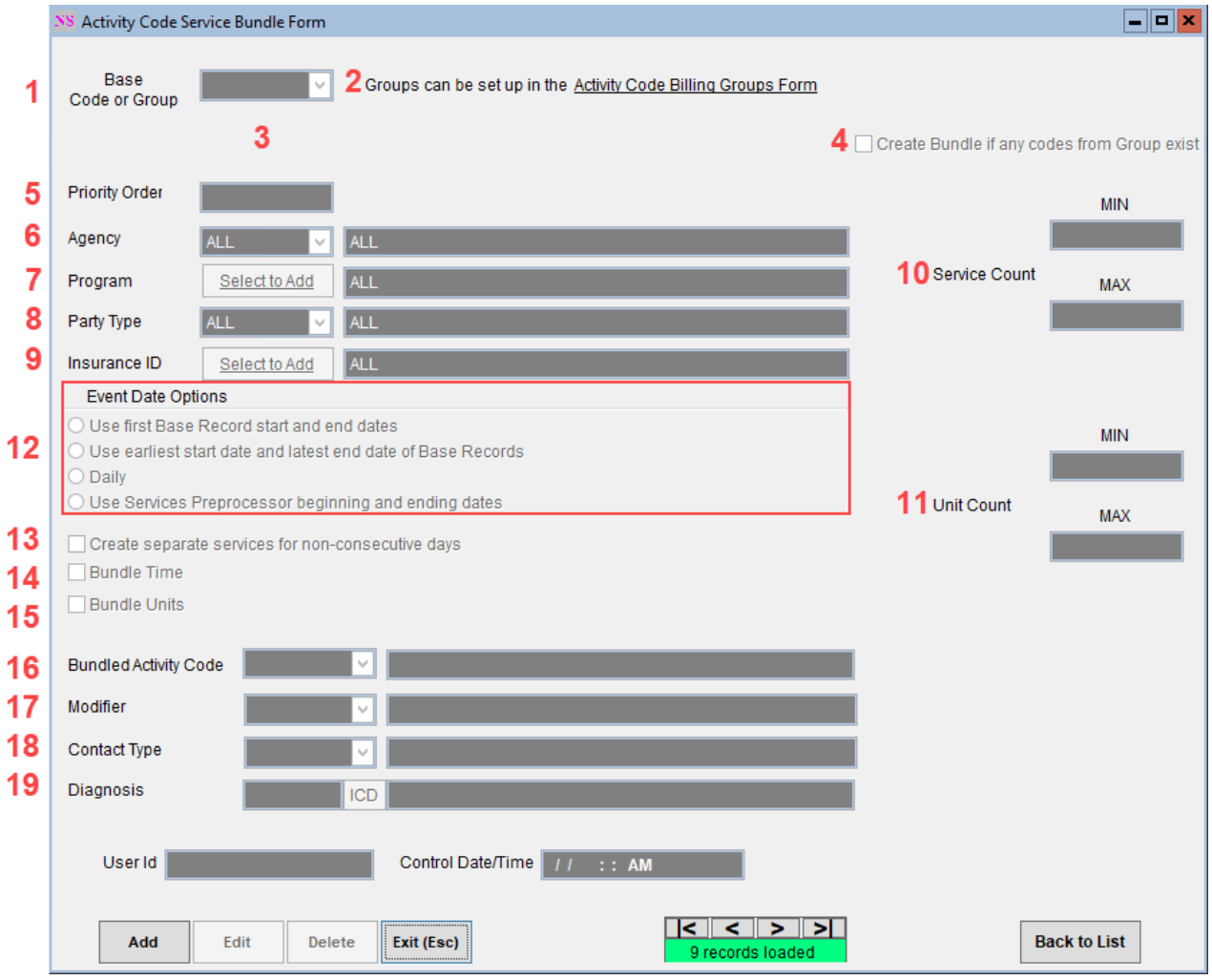
Path: Maintenance and Setup > Activity Codes > Activity Code Bundle Setup

About

The Activity Code Service Bundle Form is used to set up Activity Codes to be bundled together 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. Without selecting a bundle, click Ok.
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, Code or Group Dropdown, Priority Order,** and **Bundled Activity Code**. See the description below for more information on each field.
5. Click **Save.**



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.
2	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.
3	*(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.
4	Create Bundle if any codes from Group exist	When checked, if any of the codes in the **Activity Code Billing Group** exist in the filtered Services Preprocessor criteria, then the bundle will be created. *Only applies when a Group is selected in #1
5	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. *Example*- If using Code Groups and a Code falls within multiple groupings, you can prioritize which group is the highest priority.
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	Click Select to Add to choose the Program(s) the bundle service would be applied to. *You must select an Agency before the Program list opens.
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	Click **Select to Add** to choose the Insurance ID(s) the bundle service would be applied to.
10	Service Count	Enter a **MIN** and **MAX** number of services. The bundle is only created when the number of matching services in the Services Preprocessor (based on the selected date range and filters) falls between these values. Leave both blank to apply the bundle regardless of service count.
11	Unit Count	Enter a **MIN** and **MAX** number of units. The bundle is only created when the total units dispensed across matching services in the Services Preprocessor (based on the selected date range and filters) falls between these values. Leave both blank to apply the bundle regardless of unit count.

12	Event Date Options	Select only one radio button. The Event Date option you select will take place when viewing and generating in the Services Preprocessor. • **Use first Base Record start and end dates** • **Use earliest start date and latest end date of Base Records** • **Daily**: Will create one bundled service per day for the date range entered. • **Use Services Preprocessor beginning and ending dates**
13	Create separate services for non-consecutive days	When checked, the Services Preprocessor will create separate services for non-consecutive days.
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.
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 is appended to any other modifiers already set up.
18	Contact Type	Contact Type for the bundled code. This will replace the original contact type(s) on the base services.
19	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.

Note: Updating or removing a bundle only applies the next time the Services Preprocessor runs. Bundled services that were already created are not updated or removed.