

NextStep Billing

Set Up Minimum and Maximum Time to Bill for an Activity Code

Last Modified on 09/26/2024 3:51 pm EDT

Path: Maintenance and Setup > Activity Codes > Activity Codes

About

The rules set up in the Minimum Time to Bill and Maximum Time to Bill fields in the Master Activity Code Form in Billing will now carry over to the Clinical Billing Data box. Applying these rules to the Billing Data box will not allow the user to finalize a note/form without meeting the criteria set up in Billing.

This feature requires enabling a setup option from the Clinical System Setup (Supplemental) Billing Configuration. In addition, this feature can only be utilized if your agency uses NextStep Billing.

Set up the Minimum and Maximum Time to Bill for an Activity Code

1. Navigate to the Master Activity Code List by following the path above.
2. Select an **Activity Code**.
3. Click the **Ok** button. The Master Activity Code Form is displayed.
4. Click the **Edit** button.
5. Add the Minimum or Maximum Time to the field(s). It is not required to fill out both fields.

The screenshot shows the 'Master Activity Code Form - (MSTACTL)' window. The 'Activity Code' is 90853 and the 'Description' is 'Group Therapy'. The 'Type (Direct / Indirect / Staff / Attendance)' is 'D'. The 'Billable Activity' checkbox is checked. The 'Minimum Time To Bill' is set to '00 : 30' and the 'Maximum Time to Bill' is set to '00 : 00'. These two fields are highlighted with a red border. Other fields include 'DCH Cross Reference', 'NDC', 'Units', 'Unit Of Measure', 'Program Element', 'Program Sub-Element', 'Group Flag', 'Allow Unregistered Client', 'Client Number Required', 'Exclude On Line Items Auto Pay / Adjustment Form', 'Modifier', 'Service Cost (Direct)', 'Service Cost (Indirect)', 'User Id', and 'Control Date/Time'. At the bottom, there are buttons for 'Save', 'Revert', 'Delete', 'Exit (Esc)', and 'Act Code List', along with a status bar showing '8 records loaded'.

6. Click the **Save** button.
7. Repeat for any Activity Codes that require a minimum or maximum time to bill.

Enable the System Setup

1. In NextStep Clinical, navigate to Admin Tools - System Setup (Supplemental). NOTE: This requires user permission.



NEXTSTEP BILLING

2. Click on **Billing Configuration** to expand the section.
3. Click **Edit** on the field for Activity Code.
4. In the SETUP BILLING-EDIT FIELD pop-up, check the box for "Apply Minimum and Maximum Time to Bill rules from NextStep Billing"
5. Click **Update**.

The screenshot displays the 'SYSTEM SETUP (SUPPLEMENTAL)' interface. The main window is titled 'Billing Configuration' and contains a table of 'BILLING FIELDS'. A pop-up dialog titled 'SETUP BILLING - EDIT FIELD' is open, showing the configuration for the 'Activity/Service code' field. The 'Apply Minimum and Maximum Time to Bill rules from NextStep Billing' checkbox is checked and highlighted with a red box.

Select Field(s)	Order	Field	
<input type="checkbox"/>	1	Start T	Edit
<input type="checkbox"/>	2	Stop T	Edit
<input checked="" type="checkbox"/>	3	Activit	Edit
<input type="checkbox"/>	4	Progra	Edit
<input type="checkbox"/>	5	Service	Edit
<input type="checkbox"/>	6	Diagn	Edit
<input type="checkbox"/>	7	Rende	Edit
<input type="checkbox"/>	8	Place	Edit

Field Info

Field Name:* Activity/Service code

Required:

Reference: Procedure Code

Type:* Dropdown

Apply Minimum and Maximum Time to Bill rules from NextStep Billing:

Update Cancel

