Separate the Client's Programs in the Billing Data Box

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> **Path: Main Menu > Admin Tools > System Setup (Supplemental) > Billing Configuration**

About

NextStep has a setup option that, when enabled, separates the Program dropdown list in the Billing Data box into two groups. The top group will display the client's current programs for the last chosen program on that Date of Service and the second group will display all programs.

This feature can only be utilized if your agency uses NextStep Billing.

Enable the System Setup

1. In NextStep Clinical, navigate to Admin Tools > System Setup (Supplemental). NOTE: This requires user permission.
2. Click on **Billing Configuration** to expand the section.
3. Click **Edit** on the Program Field.
4. In the SETUP BILLING - EDIT FIELD pop-up, click the slider to enable "Separate the client's programs for selected Date of Service".
5. Click **Update**.