

Last Modified on 10/17/2025 9:55 am EDT

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

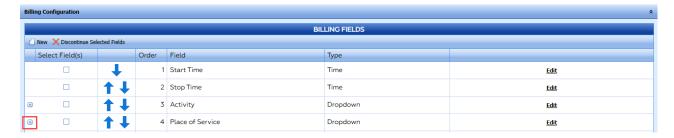
Note: The steps were formerly taken in System Setup and this is the updated workflow.

About

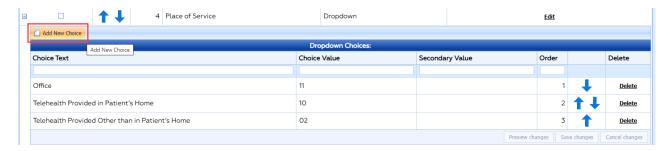
Users with access to System Setup (Supplemental) in NextStep Clinical can add new Place of Service Codes as options to select from in the Place of Service dropdown within the Billing widget.

Add a New Choice to the Place of Service Dropdown

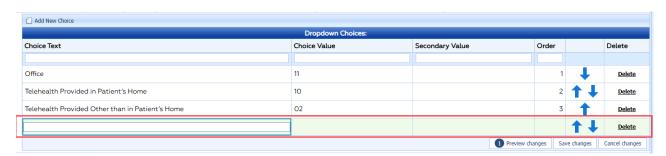
- 1. Navigate to Billing Configuration in NSS Clinical by following the path above.
- 2. Click the **expand** button for the Place of Service field row.



3. Click the Add New Choice button.



4. In the Dropdown Choices section, a new line is displayed.



5. In the Choice Text field, enter a description. This can be anything you want it to be (the actual code and/or text) and is





what will be displayed in the Place of Service dropdown in the Billing widget.

6. In the Choice Value field, enter the Place of Service 2-digit code. Then clickSave changes.

