

NextStep Clinical

Add Place of Service Code to Clinical Billing Widget

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.

Select Field(s)		Order	Field	Type	
☐	↓	1	Start Time	Time	Edit
☐	↑ ↓	2	Stop Time	Time	Edit
☐	↑ ↓	3	Activity	Dropdown	Edit
☒	↑ ↓	4	Place of Service	Dropdown	Edit

3. Click the **Add New Choice** button.

Choice Text	Choice Value	Secondary Value	Order		Delete
Office	11		1	↓	Delete
Telehealth Provided in Patient's Home	10		2	↑ ↓	Delete
Telehealth Provided Other than in Patient's Home	02		3	↑	Delete

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

Choice Text	Choice Value	Secondary Value	Order		Delete
Office	11		1	↓	Delete
Telehealth Provided in Patient's Home	10		2	↑ ↓	Delete
Telehealth Provided Other than in Patient's Home	02		3	↑	Delete
				↑ ↓	Delete

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



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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 click **Save changes**.

