

#### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# Print Single Superbill

Last Modified on 01/02/2020 2:14 pm EST

Version 14.19

#### Path: Clinical, Practice Management, or Billing tab > Schedule button

### **Overview**

This page will instruct you on printing an individual superbill.

When a patient makes an appointment on the schedule, and the office is using paper superbills, it may be necessary to print the patient's superbill prior to the patient coming in for their scheduled visit. From the patient's appointment on the calendar:

1. Left click once to highlight the patient.



- 2. Right click once to bring up a menu of action items to do for the selected patient.
- 3. Select the option to **Print OP\_Superbill**.



4. A print preview image is displayed. Notice that Office Practicum will populate the patient's





information, based on what is on the patient's registration. When ready, click on the **Printer** button 🕢 to print the superbill. Click the **Close** button when done.



Version 14.10

#### Path: Smart Toolbar > Schedule button > Calendar tab

## Overview

This page will instruct you on printing an individual superbill.

When a patient makes an appointment on the schedule, and the office is using paper superbills, it may be necessary to print the patient's superbill prior to the patient coming in for their scheduled visit. From the patient's appointment on the calendar:

1. Left click once to highlight the patient.



- 2. Right click once to bring up a menu of action items to do for the selected patient.
- 3. Select the option to Print OP\_Superbill.



Calendar		Primary Location V Complete				^	۵ ک	Appt	s Slots
Tracking		305 - (SJK) Susan Testdoc			stdoc		(none)	V Day	Day Week
Messages	AM 30		Visit status  Bill status				August 2014		
g= Tasks	40								
Encounters	60	0 01	Flag		Cough - S	ЛК	3 4 5	6 7	8 9
Q. Well Visits	00		Open enco	unter			10 11 12 17 18 19	2 13 14	15 1
Diag Tests	12 10		Conv appo	intment			24 25 26 31 1 2	3 27 28 3 4	29 3 5 (
👗 Referrais	20		Delete app	ointment			C) Today:	8/22/2014	
C Documents	30		Move appo	ointment			÷ / =	• 🖻 📋	0
📝 Surveys	PM 40		Review che	cklist items			21 🔎 🖊	। ? 🖸	2
R e-Rx	50		Print receipt Print next appt/vaccine letter				Appt. Date: 08/22/2014		
	00		Print other	reports	Prin	t Generic Lab S	lip	MA DALEL	
Column names:	10				Prin	Print FaceSheet Account			-454-8787 SIT: Coug
Staff	20				Prin	t OP_Superbill	withICD9		chas
Room	1 -	1 Print FaceSheet							shou
Schedule text:	Compl	Complete Doctors Only Nursing Only Print FutureA					Appointments		
of Appointments: 0	Pat.I	D: 5008	Sum Co-P	ayRec'd = \$0.00	riday AL Prin	t Next Appoint	ment Letter		

Calendar: Print OP Superbill

A print preview image will appear. Notice that Office Practicum will pre-populate the patient's information, based on what is on the patient's registration. When ready, click on the **Printer** button *to print the superbill. Click on the Close button when done.* 



Office Practicum



INS NA	MTOR: DNNN TE ME: AETNA HM DARY INS: AS	O		ADDRESS: 2539 MIRIA INS ID: 156344 INS : 2324	M AVE D	GRP :	P	HONE: 215-006-2424 OPAY: 0	
NEW	OFFICE VISITS	EST	IMMUNIZ	MHUNIZATIONS		OTHER PROCEDURES		OTHER MEDICATIONS	
	Clinical staff-5 min	99211	90700	DTaP, ⊄ y, IM	92551	Screening test pure tone, air only	J7611	Albuterol, inhal, concentrated, 1 mg	
99201	Office/OP-10 min	99212	90723	DTaP-Hep B-IPV	92552	Pure tone audiometry, air only	J7612	Levalbuterol, inhal, concentrated	
	Office/OP-15 min	99213	90698	DTaP-HID-IPV	92567	Tympanometry	J7613	Albuterol, inhal, unit, 1 mg	
99202	Office/OP-20 min		90696	DTaP-IPV	92583	Select picture audiometry	J7614	Levalbuterol, inhal, unit, 0.5 mg	
	Office/OP-25 min	99214	90655	Flu, no preserv, trivalent, 6-35 mo	94010	Spirometry	J7506	Prednisone, oral, per 5 mg	
99203	Office/OP-30 min		90656	Flu, no preserv, trivalent, >3 y	94060	Spirometry, pre/post-bronchodilator	J7510	Prednisolone, oral, per 5 mg	
	Office/OP-40 min	99215	90657	Flu, trivalent, 6-35 mo	94640	Nebulizer	J8540	Dexamethasone, oral, 0.25 mg #	
99204	Office/OP-45 min		90658	Flu, trivalent, ×3 y	94664	Demonstrate/teach inhal meds	Other		
99205	Office/OP-60 min		90685	Flu, no preserv, quadrivalent, 6-35 mo	94760	Noninvasive eat/pulse oximetry single	DIAGNOSI	IS	
NEW	PREVENTIVE MEDICINE	EST	90686	Flu, no preserv, quadrivalent, ×3 y	96110	Developmental screen #	R10.84	Abdominal pain, generalized	
99381	dy	99391	90687	Flu, quadrivalent, 6-35 mo	96127	Emotional/behavioral assessment #	R10.3-	Abdominal pain, lower: @ unspec; 1 RLD;	
99382	1-4 y	99392	90688	Flu, quadrivalent, >3 y	96360	IV infusion hydration-initial 31 min-1 hour		2 LLO; 3 periumbilical	
99383	5-11 y	99393	90672	Flu, quadrivalent, intranasal	+96361	IV infusion hydration-each add hour	R10.1-	Abdominal pain, upper: 0 unspec;	
99384	12-17 y	99394	90633	Hep A, 2 dose	99173	Vision screen, acuity	1403 30-	Abaamal aufbars assessions: 1 dt	
99385	18-39 y	99395	90743	Hep B, adol, 2 dose, IM	99174	Instrument-based occular screen	1175.29	2 It; 3 bilat	
PREVENT	EVENTIVE MEDICINE COUNSELING		90744	Hep B, ped/adol, 3 dose, IM	99188	Application topical fluoride varnish	R73.09	Abnormal glucose level	
99401	15 min		90748	Hep 8-Hib, IM	Other		R25.0	Abnormal head movements	
99402	30 min		90647	Hib. PRP-OMP	INJECTIO	INS	P09	Abnormal neonatal screen	
99403	45 min		90648	Hib, PRP-T	95115	Allergy injection, 1	R76.11	Abnormal TB test results	
99404	60 min		90649	HPV, quadrivalent	95117	Allergy injections, ×I	By site*	Abrasion, site	
99406	Smoking cessation-3-10	min	90650	HPY, bivalent	96372	Therapeutic prophylactic/dx ini SC/IM	1.02	Abscess, cutaneous, & arbuncle/Turuncle	
99407	Smoking cessation=>10 min		90713	IPV	LABORATORY			ste	
99408	Audit/DAST w/SBI-15-30 min		90733	Meningococcal, polysac, SC	81000 Urinalysis renaute w/ score			infectiousnoninfectious	
99469	August 10 and 10		90734	Nepingarorcal coni. tetravalent. IM	81002	Urinelysis nonauto wio scope	L70	Acne: O vulgaris: 1 conglobata: 2 variali- formis: 4 infantile: 8 other: 9 unspec	
OFFICE/DUTPATIENT CONSULTATIONS		90707	NNR	82272	Blood occult neroxidase acty gual faces.	F90.0	400		
99241	office consultation-75 min		90710	MNRY		1-3 spec	F90.1	ADHD	
99747	242 Office consultation=30 min		90670	Pneumanarcal, 13 valent	82948	Glucose blood reagent strip	NRG 5	Adhesions vaninal	
99243	42 Office constructor-30 min		90732	Pneumacarcal polysac, 23 valent	82962	Glucese blood	F43.20	Adjustment disorder, unspec	
99744	defice consultation-40 min		90680	Potosinus 3 dose and	85018	Blood count hemoglobin	F10.10	Airshol abuse uncomplicated	
00245	Office constitution-30 min		00681	Potening 2 days, and	86308	Heterophile antibodies screen	F10.20	Alcohol dependence, uncomplicated	
HOURIY	1010 CONSULTATION - SU THIN		00715	Stan 57.4	86580	Skin test, tuberculosis, intradermal	130 -	Merrie disilie dit Leden (her fearly	
00201	2001 Critical care-let here		00716	Paricella (chickeepay)	87070	Culture, other specimen, aerobic	330	2 other (seasonal); 5 food; 9 unspec	
499297 Critical care-int into		Other	Tencere (Uncherphic)	87086	Urine culture/colony count	J30.8-	Allergic rhinitis d/t: 1 animal (cat/dog):		
PROVIDE CERTICAL CALCER STATES				87430	Strep A, enzyme immunoassay		9 other		
+99354 Effical/D2 dir contact-let hour		10060 Invision 5 drainage abstract		87804	Influenza, rapid A 8	N91	Amenorrhea: O primary; 1 secondary; 2 unstarc		
+99354	Concerver and and a concerver and more		10000 Incision & craningle, absense		87880	Strep A, rapid	050.9	Anemia, iron deficiency, unspec	
00350	Referentelliter die same hit	har	120	Counte renair les aine	36405	Venipuncture, <3 y, phys/php skill,	R63.0	Anorexia (loss of annutite)	
100350	Refere/after dir care-st	min #	14000	lating transment of humain land		scalp vein	F41.1	Aniety disarder, aspecalized	
+77237	Berorejarder dir care-30	man #	16000	Press Schold a thick burg(s), local	36406	Venipuncture, <3 y, phys/ghp skill,	FALS	Aniety disorder unseer	
ADD-08 :	RENVICES		19020	(<5% TBSA)	36.410	University >3 v shuthto shill	023.0	Anticip using changing canonality	
99050	Medical services after no	urs addation	17110	Destruct benign lesion 1-14	36.415	Collection upper blood uppicumpture	928 -	Annas MR: 3 sleave A other incomplative	
99051	Medical services everywee	ing/noncey	17111	Destruct benign lesion ≥15	36415	Collection resiliers blood exercises	P20	Apres, No. 3 seep, 4 other (prenature)	
99058	unce emergency care	al contra	17250	Chemical cautery tissue	00000	Conector capital y dood specifier	0.47.30	Agnes, china	
Prove ULL of once effert medical service		24640	Treat elbow dislocation (sursemaid	0000	apecimen nanoling, onice ao	145.001	Arthma courts variant		
IMMUNIZ	U ION ADMINISTRATION			elbow)	IN HOTE	D MEDICATIONS	145.3	Anthen mild intervitient	
90460	IA <19 y any rte 1st/only comp #		28190	190 Removal Fill foot, SC		IP306 Residue to 50 ms		Asthma, mild intermittent: Asthma, mild persistent:	
+90461	61         IA 19 y any ite addi comp II           1         IA 1st vaccine IM/SC           72         IA each addi vaccine IM/SC II		30300	Removal FB intranasal	J1200	Dendity) up to 50 mg	J45.4-	Asthma, moderate persistent: Asthma, severe, persistent: O uncomplicated; 1 w/ (acute) exacerba tioe; 2 w/ status asthmaticus	
90471			30901	Control nosebleed	J0558	Bichin C/K 100,000 Units #	345.5		
+90472			51701	Insert bladder catheter	J0561	Bicilin L-A 100,000 units #			
90473	A intransijoral 1st vaccin	e	65205	Removal FB from eye	JINOO	Decadron 1 mg II	021.1	Atrial septal defect, congenital	
+90474	A intransi/oral each add	vaccine #	69200	Removal FB external auditory canal	J0171	Epinephrine 0.1 mg	021.2	Atrioventricular septal defect	
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Calendar: OP Superbill

