Superbill: Pending Charges for Procedures

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Version 20.3

> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.
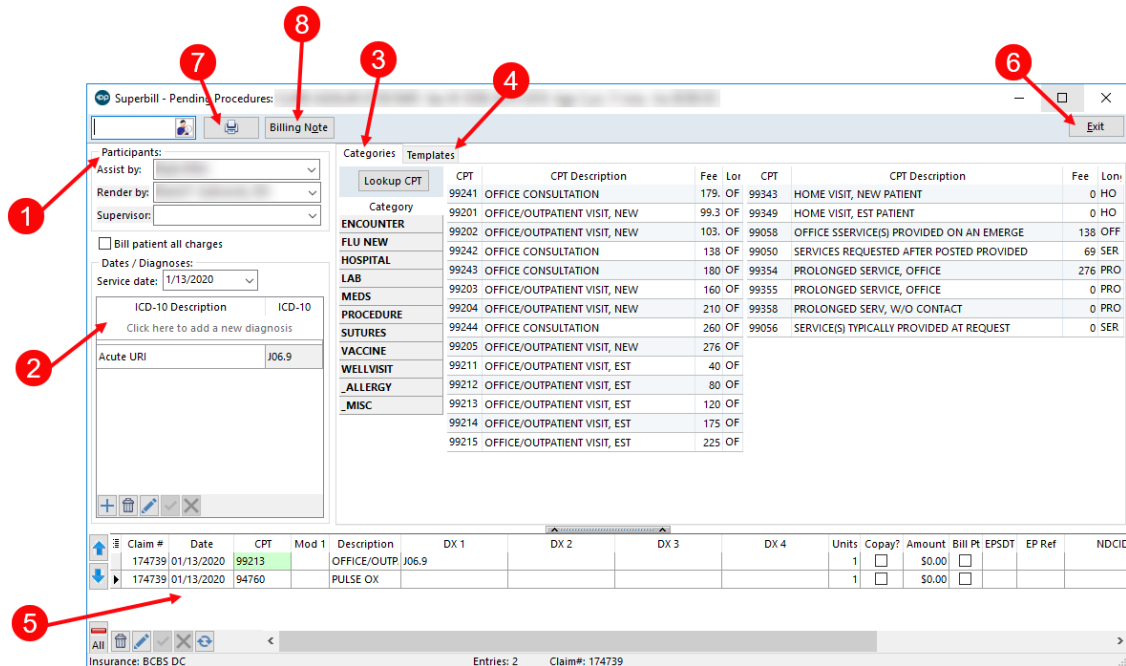
About Superbill: Pending Procedures

> **Path: Billing tab > Billing Center button > Superbills tab > Edit button**
> **Path: Main Navigation bar > Superbills button (Billing group) > Edit button**

The Superbill is an intermediate billing stage that enables you to enter some information directly while you're waiting for more complete information. Such direct entries are therefore pending until more patient insurance information is added. Charges are automatically added to the Superbill when, for example, vaccines are administered and entered into a patient's chart, or when diagnostic tests are entered.

OP has pre-loaded a complete list of CPT codes. In addition, there is a pre-defined Superbill with commonly used CPT Codes. Your practice may customize this Superbill to meet your practice's needs by creating templates.

Superbill: Pending Procedures Map

Number	Section	Description
1	Participants	The participants group sets the staff who participated in the visit. The Rendering Provider field is used to select the Provider of services. The Supervisor field is used to select the Supervising Provider, if needed. When this is required, the Supervisor field is highlighted in red.
2	Diagnosis	The ICD-10 section is where diagnosis codes for the superbill are selected.

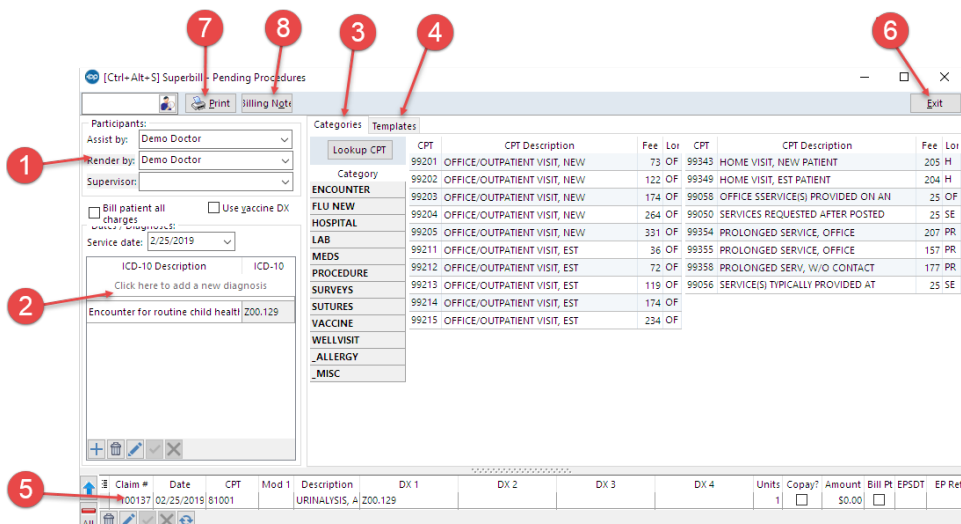| 3	Categories tab	The Categories tab lists the CPT codes that have been categorized and assigned a sort number. To search for a CPT code that has not been categorized, the **Lookup CPT** button is available.
4	Template tab	The Templates tab lists the superbill templates that have been created and is used to create superbill templates.
5	Superbill Form	The Superbill form lists all of the superbill charges. CPT codes can be removed and modified in this panel. Diagnosis codes (DX 1, DX 2, DX 3) ICD-10 codes are associated with the claim transactions in this panel.
6	Exit button	The **Exit** button saves the patient's superbill automatically and exits the superbill window.
7	Print button	The **Print** button prints the superbill.
8	Billing Note button	The **Billing Note** button opens the Patient Register: Notes and Coordination of Care window to the Billing Notes tab. You can enter the billing note from this location.

Version 20.2

About Superbill: Pending Procedures

> **Path: Billing tab > Billing Center button > Superbills tab > Edit button**
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The Superbill is an intermediate billing stage that enables you to enter some information directly while you're waiting for more complete information. Such direct entries are therefore pending until more patient insurance information is added. Charges are automatically added to the Superbill when, for example, vaccines are administered and entered into a patient's chart, or when diagnostic tests are entered.

The Superbill eliminates duplication by enabling all of a patient's procedures and diagnosis codes for a particular visit to be entered just once. The Superbill is most often used by doctors, nurses, or physician assistants at the end of the visit. The office manager/billing department can review the Superbill to ensure that the proper codes were used before the final bill is generated.

Office Practicum has pre-loaded a complete list of CPT codes. In addition, there is a pre-defined Superbill with commonly used CPT Codes. Your practice may customize this Superbill to meet your practice's needs by creating templates.

Superbill: Pending Procedures Map

Number	Section	Description
1	Participants	The participants group sets the rendering provider for the superbill. Staff can also be entered in the assist by and supervisor fields.
2	Diagnosis	The ICD-10 description enters the diagnosis codes for the superbill.
3	Categories tab	The Categories tab lists the CPT codes by category. To select CPT codes, click on the correct category, i.e., encounter, exam, hospital, newborn, procedure, or vaccine. As each category is highlighted, a list of frequently used CPT codes appears. Double-click the CPT code to enter it into the Superbill. You can also click the **Lookup CPT** button to search for a CPT code.
4	Template tab	Templates can be created by selecting a CPT code in the Categories tab and then adding it to a template in the Templates tab. CPT codes can be added, removed and modified for each created template.
5	Superbill Claim Form	The Superbill claim panel lists all the selected CPT code and associated claim numbers based off the selections made in the Superbill. CPT codes can be removed and modified in this panel. Diagnosis codes (DX 1, DX 2, DX 3) ICD-10 codes are associated with the claim transactions in this panel.
6	Exit button	The Exit button saves the patient's superbill automatically and exits the superbill window. To confirm the creation of a Superbill, go to the Patient's Account and access Charges. In the top portion you will see the new claim under SUPERBILL (UNPOSTED) CHARGES.
7	Print button	The Print button prints the superbill.
8	Billing Note button	The Billing Note button opens the Patient Register: Notes and Coordination of Care window. You can enter the billing note from this location.