

### 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.

# Customize the View of the Electronic Superbill

Last Modified on 11/18/2019 12:28 pm EST


Version 14.19

**Path: Billing tab > Procedure (CPT) Codes button**

## Overview

There are two criteria necessary for a CPT Code to appear on your Electronic Superbill. The CPT Code must have:

- A Category
- A Sort Number

 CPT-4: Physicians' Current Procedural Terminology, Fourth Edition


CPT Code or Description (full or partial):


Frequently used  Category:

Complete list

CPT Code	CPT Description	g Desc	Freq Used	Category	Sort#	FEE 1	FEE 2	FEE 3
				ENCOUNTER				
				FLU NEW				
				HOSPITAL				
				LAB				
				MEDS				
				PROCEDURE				
				SURVEYS				
				SUTURES				

## Adding a Category to a CPT Code

1. Open the CPT Code table using the path above.
2. Search for a CPT code by entering the code or description in the search field.
3. Click the **Edit** button .

4. Click the **Category** drop-down and select the appropriate category.
5. Click the **Save** button  .

## Editing or Deleting a CPT Code's Category Assignment

1. Open the CPT Code table using the path above.
2. If you know to which Category the CPT code has been assigned, select the **Category** radio button and choose the category from the drop-down list. If you do not know to which category the CPT code has been assigned, search for the CPT code.
3. Select the CPT code.
4. Click the **Edit** button.
5. To edit a category, click the **Category** drop-down and select the new category.
6. To delete a category assignment, click in the **Category** field and delete the text of the category that you do not want.
7. Click the **Save** button.



**Note:** If a category has multiple CPT codes assigned to it, you must remove the category title from each CPT code before the category will be completely deleted.

## Creating a New Category

The OP Software is delivered with multiple categories populated. You can, however, add and remove Categories that will be more meaningful to your practice. To create a new category that will be applied to CPT codes:

1. Open the CPT Code Table using the path above.
2. Search for a CPT code that you wish to add to a new category.
3. Click the **Edit** button to edit the CPT Code.
4. Click in the **Category** field.
5. Type the new Category name.

CPT-4: Physicians Current Procedural Terminology, 4th Edition ✕

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CPT Code:	<input type="text" value="17110"/>	<input type="text" value="DESTRUCT LESION, 1-14"/>
NDC ID:	<input type="text"/>	<input type="text" value="DESTRUCTION, FLAT WARTS, MOLLUSCUM CONTAGIOSUM/MILIA; UP TO 14 LESIONS"/>
Patient-friendly description:	<input type="text" value="Destroy warts/lesions"/>	
Category:	<input style="border: none;" type="text" value="WARTS"/>	Sort#: <input type="text" value="1"/> <input type="checkbox"/> Include in Frequently Used list
Cost:	<input type="text"/>	Revenue code: <input type="text" value="Free-standing clinic"/>

6. Click the **Save** button. The new category will now be visible in the Category drop-down list when searching for CPT codes.

## Sort Numbers

Sort Numbers order the CPTs in each Category. You have the ability to add, edit/modify or delete Sort Numbers on CPT codes to control the order. If two CPTs are assigned the same sort number, the CPT which comes first numerically will appear above the other. Subsequent Sort Numbers will be pushed farther down the screen.

### Adding or Editing a Sort Number

1. Open the CPT Code Table using the path above.
2. Use the **Category** drop-down arrow to select a category.
3. Use the **Sort #** column to see which codes are currently assigned a sort and where changes may need to be made.
4. Find a **Code** where the sort number needs to be modified and type the desired number.



**Note:** Sort Numbers from 1 to 12 are displayed in the center column of the Coding window in an Encounter or Well Visit note. Sort numbers 13 and above are displayed in the right column. If a CPT code has a sort number of 0 or no sort number, it is not displayed in the Category.

5. Click the **Save** button to save your changes.
6. Repeat steps 5 & 6 until the category is assigned appropriately.

### Deleting a Sort Number

1. Open the CPT Code Table using the path above.
2. Click on the **Category** drop-down arrow.
3. Select a category from the drop-down menu. This will pull up all codes in that category.
4. Locate the code whose sort number should be removed.
5. Press **Delete** or **Backspace** on your keyboard.
6. Click the **Save** button to save your changes.
7. Continue as needed to remove additional sort numbers.



**Note:** Deleting the Sort number removes the CPT code from the Electronic Superbill.

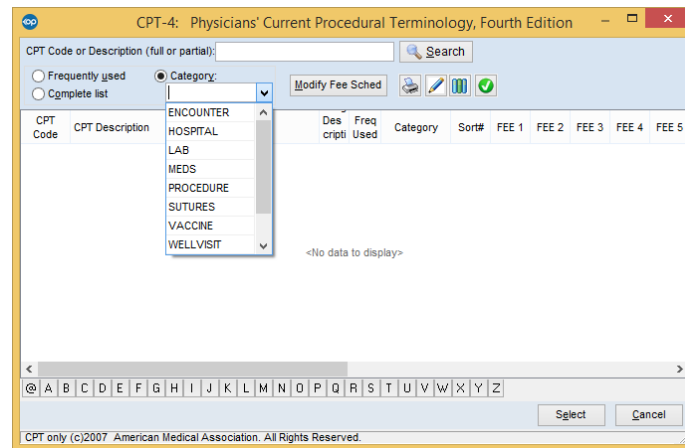
Version 14.10

**Utilities > Manage Codes > Procedure (CPT) Codes**



## Overview

In order for a CPT Code to be included in the Electronic Superbill that Providers use to code their visits, it must be assigned to a Category in the CPT Code table. There are two criteria necessary for a CPT Code to appear on your Electronic Superbill.


- A Category
- A Sort Number



## Adding a Category to a CPT Code

1. Open the CPT Code table using the path above.
2. Search for a CPT code by entering the code or description in the search field.
3. Click the **Edit Record** button .
4. Click the Category dropdown to select the appropriate category.
5. Click the **Post Edit** button  to save.
6. Click **Exit** to close the window.

## Editing or Deleting a CPT Code's Category Assignment

1. Open the CPT Code table using the path above.
2. If you know which Category the CPT code has been assigned to, select the Category radio button and choose the category from the dropdown. If you do not know which category the CPT code has been assigned to, search for the CPT code.
3. Select the CPT code.
4. Click the **Edit Record** button.
5. To edit a category, click the Category dropdown and select the new category.
6. To delete a category assignment, click in the Category field and delete the text of the category that you do not want.
7. Click the **Post Edit** button  to save.
8. Click **Exit** to close the window.

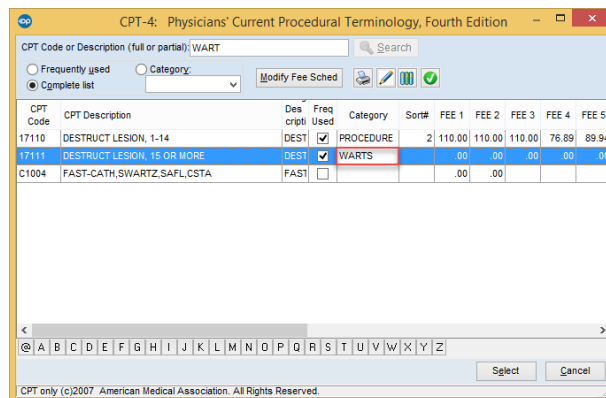


**Note:** If a category has multiple CPT codes in it, you must remove the category title from each CPT code before the category will be completely deleted.

## Creating a new Category

The OP Software is delivered with multiple categories populated. You can, however, add and remove Categories that will be more meaningful to your practice. To create a new category that will be applied to CPT codes:

1. Open the CPT Code Table using the path above.
2. Search for a CPT code that you wish to add to a new category.
3. Click the **Edit Record** button to edit the CPT Code.
4. Click in the Category field.
5. Type the new Category name.



CPT Code	CPT Description	Description	Frequency Used	Category	Sort#	FEE 1	FEE 2	FEE 3	FEE 4	FEE 5
17110	DESTRUCT LESION, 1-14	DEST	<input type="checkbox"/>	PROCEDURE	2	110.00	110.00	110.00	76.89	89.94
17111	DESTRUCT LESION, 15 OR MORE	DEST	<input checked="" type="checkbox"/>	WARTS		.00	.00	.00	.00	.00
C1004	FAST-CATH,SWARTZ,SAFL,CSTA	FAST	<input type="checkbox"/>			.00	.00			

6. Click the **Post Edit** button. The new category will now be visible in the Category dropdown when searching for CPT codes.
7. Click **Exit** to close the window.

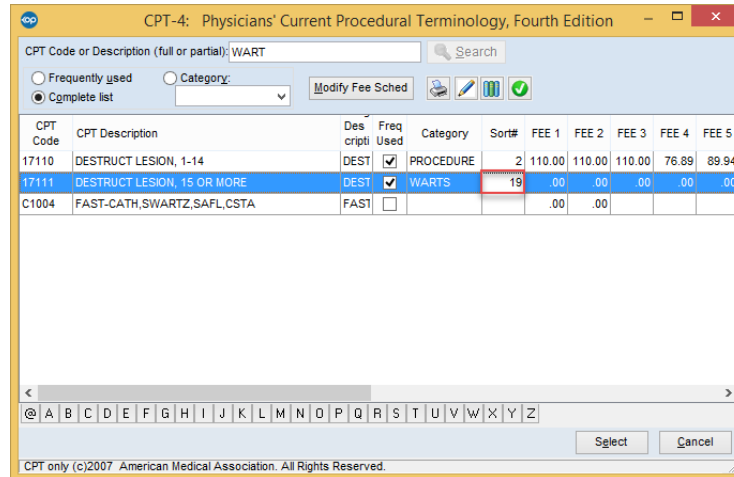
## Sort Numbers

Sort Numbers order the CPTs in each Category on the Add/Edit Charges window. You have the ability to add, edit/modify or delete Sort Numbers on CPT codes to control the order. If two CPTs are assigned the same sort number, the CPT which comes first numerically will appear above the other. Subsequent Sort Numbers will be pushed farther down the screen.

## Adding or Editing a Sort Number

1. Open the CPT Code Table using the path above.
2. Click on the Category dropdown arrow.

3. Select a category from the dropdown menu. This will pull up all codes in that category.
4. Use the **Sort #** column to see which codes are currently assigned a sort and where changes may need to be made.
5. Find a code where the sort number needs to be modified and type the desired number.



CPT Code	CPT Description	Descripti	Freq Used	Category	Sort#	FEE 1	FEE 2	FEE 3	FEE 4	FEE 5
17110	DESTRUCT LESION, 1-14	DEST	<input checked="" type="checkbox"/>	PROCEDURE	2	110.00	110.00	110.00	76.89	89.94
17111	DESTRUCT LESION, 15 OR MORE	DEST	<input checked="" type="checkbox"/>	WARTS	19	.00	.00	.00	.00	.00
C1004	FAST-CATH, SWARTZ, SAFL, CSTA	FAST	<input type="checkbox"/>			.00	.00			

**Note:** Sort Numbers from 1 to 12 will appear in the center column of the Add/Edit Charges window. Sort numbers 13 and above will appear in the right column of the Add/Edit Charges window. If a CPT code has a sort number of 0 it will not appear in the Category.

6. Click the **Post Edit** button to save your changes.
7. Repeat steps 5 & 6 until the category is assigned appropriately.

## Deleting a Sort Number

1. Open the CPT Code Table using the path above.
2. Click on the **Category** dropdown arrow.
3. Select a category from the dropdown menu. This will pull up all codes in that category.
4. Locate the code whose sort number should be removed.
5. Press Delete or Backspace on your keyboard.
6. Click the **Post Edit** button to save your changes.
7. Continue as needed to remove additional sort numbers.



Note: Remember, deleting the Sort number will remove the CPT code from the Electronic Superbill.