

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.

Template Procedures

Last Modified on 12/04/2019 11:38 am EST

Version 14.19

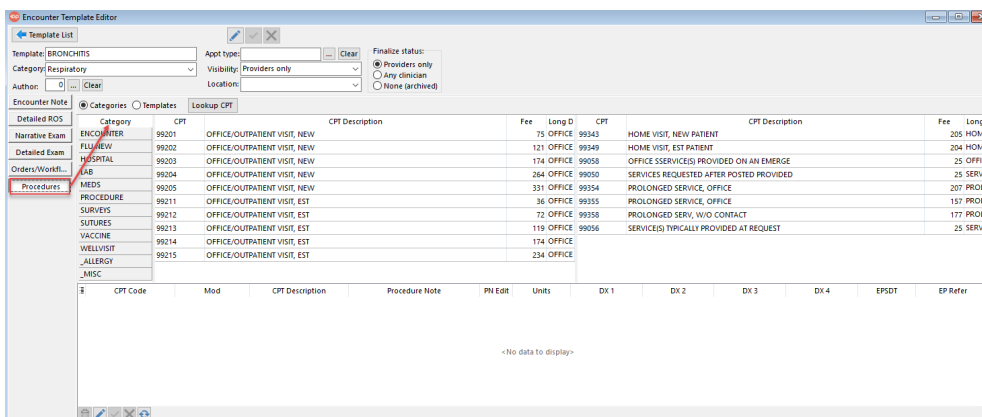
Overview

You will learn how to add procedure codes to a template to capture charges performed by procedures done in the office in this article.



Note: To view a video of how to customize and use the procedure feature [Using Procedures in a Template.](#)

1. Click the **Encounter Templates** or **Well Visit Templates** in the Clinical tab.
2. Select the **Template.**
3. Click the **Edit** button.
4. Click the **Procedures** button and click a button for one of the **Categories**. If the procedure code is not found in a Category, click the **Lookup CPT** button.



Category	CPT	CPT Description	Fee	Long D	CPT	CPT Description	Fee	Long C
ENCOUNTER	99201	OFFICE/OUTPATIENT VISIT, NEW	75	OFFICE	99343	HOME VISIT, NEW PATIENT	205	HOME
FLU/NEW	99202	OFFICE/OUTPATIENT VISIT, NEW	121	OFFICE	99349	HOME VISIT, EST PATIENT	204	HOME
HOSPITAL	99203	OFFICE/OUTPATIENT VISIT, NEW	174	OFFICE	99058	OFFICE SERVICES PROVIDED ON AN EMERGE	25	OFFIC
Orders/Workl...	99204	OFFICE/OUTPATIENT VISIT, NEW	264	OFFICE	99050	SERVICES REQUESTED AFTER POSTED PROVIDED	25	SERVIC
MEDS	99205	OFFICE/OUTPATIENT VISIT, NEW	331	OFFICE	99354	PROLONGED SERVICE, OFFICE	207	PROLO
PROCEDURE	99211	OFFICE/OUTPATIENT VISIT, EST	36	OFFICE	99355	PROLONGED SERVICE, OFFICE	157	PROLO
SURVEYS	99212	OFFICE/OUTPATIENT VISIT, EST	72	OFFICE	99358	PROLONGED SERV, W/O CONTACT	177	PROLO
SUTURES	99213	OFFICE/OUTPATIENT VISIT, EST	119	OFFICE	99056	SERVICES TYPICALLY PROVIDED AT REQUEST	25	SERVIC
VACCINE	99214	OFFICE/OUTPATIENT VISIT, EST	174	OFFICE				
WELLVISIT	99215	OFFICE/OUTPATIENT VISIT, EST	234	OFFICE				
_ALLERGY								
_MISC								

5. Double-click a **Procedure** to select it.

Template List

Template: BRONCHITIS Appt type: Finalize status:
 Category: Respiratory Visibility: Providers only Providers only Any clinician
 Author: 0 Location: None (archived)

Encounter Note Categories Templates Lookup CPT

Category	CPT	CPT Description	Fee	Long 0	CPT	CPT Description	Fee	Long C
Narrative Exam	ENCOUNTER	65220 REMOVE FOREIGN BODY FROM EYE	97	REMO	29540 STRAPPING OF ANKLE AND/OR FT		43	STRAP
Detailed Exam	FLU NEW	17003 DESTROY LESIONS, 2-14	9	DESTR	29131 APPLICATION OF FINGER SPLINT		87	APPLIC
Orders/Work...	HOSPITAL	17250 CHEMICAL CAUTERY, TISSUE	136	CHEMI	24640 TREAT ELBOW DISLOCATION		164	CLOSE
Procedures	LAB	94640 NEBULIZER TREATMENT	40	PRESS	69200 CLEAR OUTER EAR CANAL		136	REMO
	MEDS	30071 CONTROL OF NOSEBLEED	227	CONTR	65205 REMOVE FOREIGN BODY FROM EYE		94	REMO
	PROCEDURE	80000 INITIAL TREATMENT OF BURNS	112	INITIAL	30300 REMOVE NASAL FOREIGN BODY		298	REMO
	SURVEYS	16020 DRESSINGS AND/OR DEBRIDEMENT OF PARTIAL-	139	DRESS	10720 REMOVE FOREIGN BODY		258	INCISI
	SUTURES	10060 DRAINAGE OF SKIN ABSCESS	197	INCISI	51000 DRAINAGE OF BLADDER		0	ASPIRA
	VACCINE	10061 DRAINAGE OF SKIN ABSCESS	337	INCISI	69090 PIERCE EARLOBES		64	EAR
	WELLVISIT	92567 TYMPANOMETRY	24	TYMPA				
	_ALLERGY	92552 PURE TONE AUDIOMETRY, AIR	50	PURE				
	_MISC	64450 CRYOLIPOLYSIS	347	CRYOLI				

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EPSDT	EP Refer
94640		NEBULIZER TREATMENT			1						

6. Complete the procedure line, the below items are optional:

a. Select a **Procedure Modifier** from the Mod drop-down menu.

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EPSDT	EP Refer
94640		NEBULIZER TREATMENT Procedure			1						

25 Separate E&M, same date of service

22 Increased procedural services

24 Unrelated E&M, same patient

32 Mandated services

33 Preventive care

51 Multiple procedures

52 Reduced service

54 Surgical care only

55 Postpost management of wound, burn, or other injury

56 Preop management of patient

b. Click the **Procedure Note** field and enter the **Note** for the procedure.

Note: Click the Ellipses button in the PN Edit field to add a procedure note or click the PC button to insert phrases. If a Procedure Note is added it is inked to the procedure code on the note summary.

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EPSDT	EP Refer
94640		NEBULIZER TREATMENT	Procedure		1						

c. Enter the number of **Units**.

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EPSDT	EP Refer
94640		NEBULIZER TREATMENT Procedure			1						

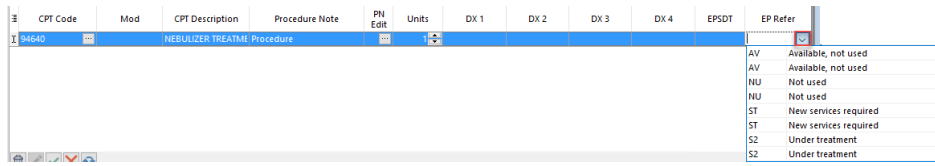
d. Select **Diagnosis Codes** from the DX1-DX4 drop-down menus. The list of diagnosis codes to choose from are entered on the Encounter Note tab of the template.

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EPSDT	EP Refer
94640		NEBULIZER TREATMENT Procedure			1	J20.9					

e. Select **Y** or **N** from the EPSDT drop-down menu.

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EPSDT	EP Refer
94640		NEBULIZER TREATMENT Procedure			1					Y	

f. Select an option from the **EP Refer** drop-down menu




7. Click the **Save Changes** button .

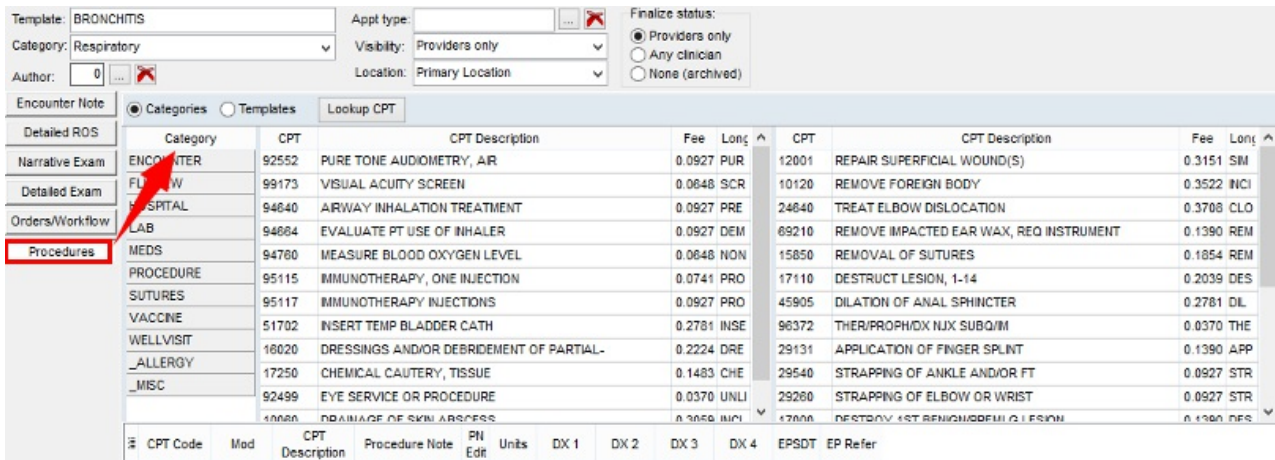
Version 14.10

Overview

You will learn how to add procedure codes to a template to capture charges performed by procedures done in the office in this article.

 To view a video of how to customize and use the procedure feature [Using Procedures in a Template](#).

1. Click the **Procedures** button and click a **Category** button. If the procedure code is not found in a Category, click the **Lookup CPT** button.

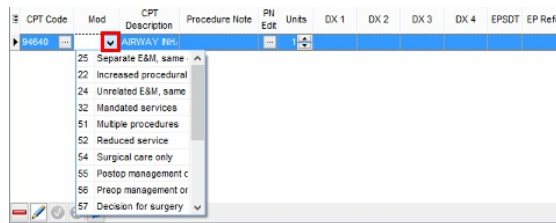


2. Double-click a **Procedure** to select it.

Category	CPT	CPT Description	Fee	Long	CPT	CPT Description	Fee	Long
ENCOUNTER	92552	PURE TONE AUDIOMETRY, AIR	0.0927	PUR	12001	REPAIR SUPERFICIAL WOUND(S)	0.3151	SIM
FLU NEW	99173	VISUAL ACUITY SCREEN	0.0648	SCR	10120	REMOVE FOREIGN BODY	0.3522	INCI
HOSPITAL	94640	AIRWAY INHALATION TREATMENT	0.0927	PRE	24840	TREAT ELBOW DISLOCATION	0.3708	CLO
LAB	94664	EVALUATE PT USE OF INHALER	0.0927	DEM	69210	REMOVE IMPACTED EAR WAX, REQ INSTRUMENT	0.1390	REM
MEDS	94760	MEASURE BLOOD OXYGEN LEVEL	0.0648	NON	15850	REMOVAL OF SUTURES	0.1854	REM
PROCEDURE	95115	IMMUNOTHERAPY, ONE INJECTION	0.0741	PRO	17110	DESTRUCT LESION, 1-14	0.2039	DES
SUTURES	95117	IMMUNOTHERAPY INJECTIONS	0.0927	PRO	45905	DILATION OF ANAL SPHINCTER	0.2761	DIL
VACCINE	51702	INSERT TEMP BLADDER CATH	0.2781	INSE	96372	THER/PROPH/DX NJX SUBQ/IM	0.0370	THE
WELLVISIT	16020	DRESSINGS AND/OR DEBRIDEMENT OF PARTIAL-	0.2224	DRE	29131	APPLICATION OF FINGER SPLINT	0.1390	APP
_ALLERGY	17250	CHEMICAL CAUTERY, TISSUE	0.1483	CHE	29540	STRAPPING OF ANKLE AND/OR FT	0.0927	STR
_MISC	92499	EYE SERVICE OR PROCEDURE	0.0370	UNLI	29260	STRAPPING OF ELBOW OR WRIST	0.0927	STR

3. Complete the procedure line, the below items are optional:

a. Select a **Procedure Modifier** from the Mod drop-down menu.



b. Click the **Procedure Note** field and enter the **Note** for the procedure.

Note: You can click the ellipse button in the **PN Edit** field to add a procedure note or click the **PC** button to insert phrases. If a Procedure Note is added it will appear linked to the procedure code on the note summary.

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EPSDT	EP Refer
94640		AIRWAY INH	Procedure		1						

c. Enter the number of **Units**.

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EPSDT	EP Refer
94640		AIRWAY INH	Procedure		1						

d. Select **Diagnosis Codes** from the DX1-DX4 drop-down menus. The list of diagnosis codes to choose from are entered on the Encounter Note tab of the template.

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EP
94640		AIRWAY INHAL	Procedure:		1	J45.21	Mild intermittent asthma with (

e. Select **Y** or **N** from the EPSDT drop-down menu.

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EPSDT	EP Refer
94640		AIRWAY INH. Procedure			1					▼	

N
Y

f. Select an option from the **EP Refer** drop-down menu.

CPT Code	Mod	CPT Description	Procedure Note	PN Edit	Units	DX 1	DX 2	DX 3	DX 4	EPSDT	EP Refer
94640		AIRWAY INH. Procedure			1						▼

AV	Available, not used
NU	Not used
ST	New services required
S2	Under treatment

4. Click the **Save changes to template** button  .