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

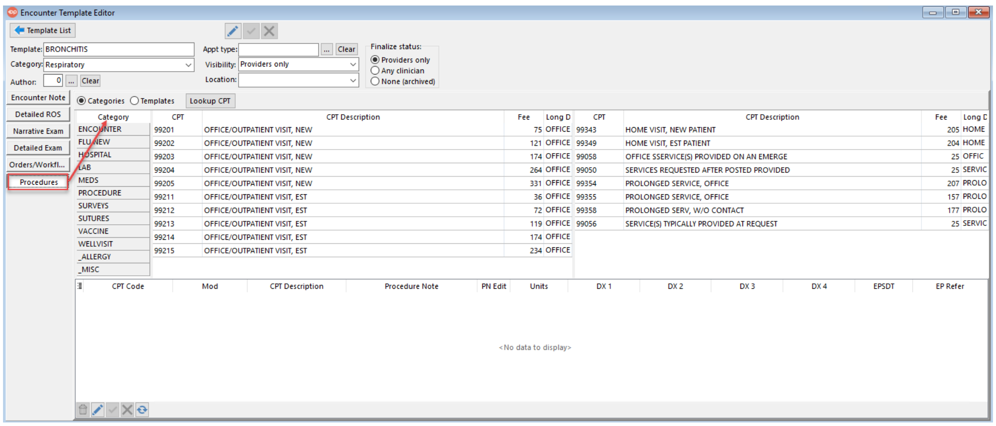
Version 14.19

Overview

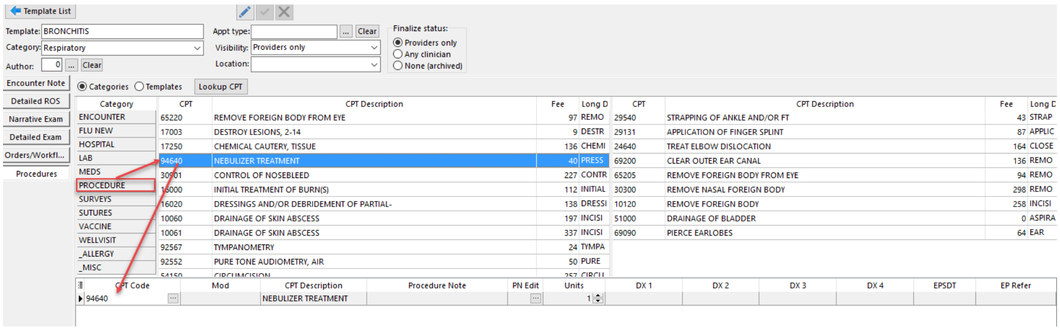
You will learn how to add procedure codes to a template to capture charges performed by procedures done in the office in this article.

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.

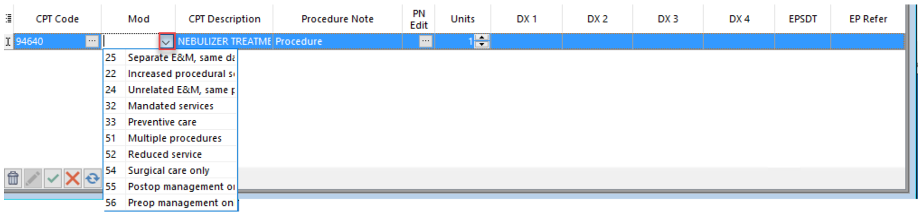


5. Double-click a **Procedure** to select it.



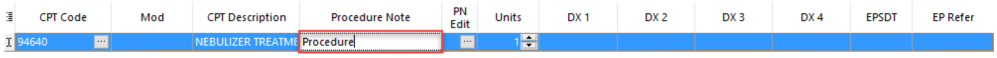
6. Complete the procedure line, the below items are optional:

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

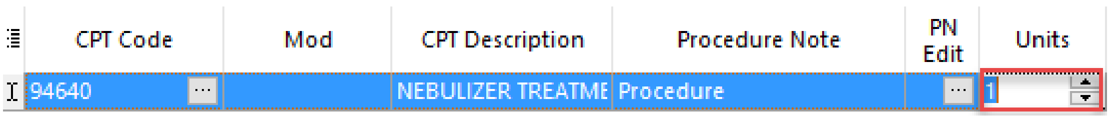


   b. Click the **Procedure Note** field and enter the **Note** for the procedure.

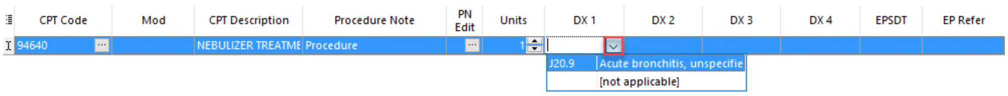
> **Note**: Click the Ellipses button in the PN Edit field to add a procedure note or click the PC button to insert phrases. If a Procedure Note is added it is inked to the procedure code on the note summary.



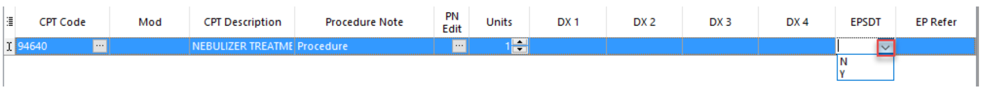
   c. Enter the number of **Units**.



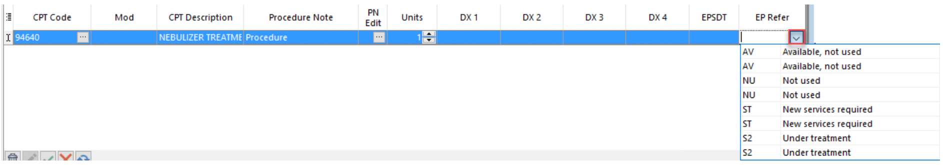
   d. Select **Diagnosis Codes** from the DX1-DX4 drop-down menus. The list of diagnosis codes to choose from are entered on the Encounter Note tab of the template.



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



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



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

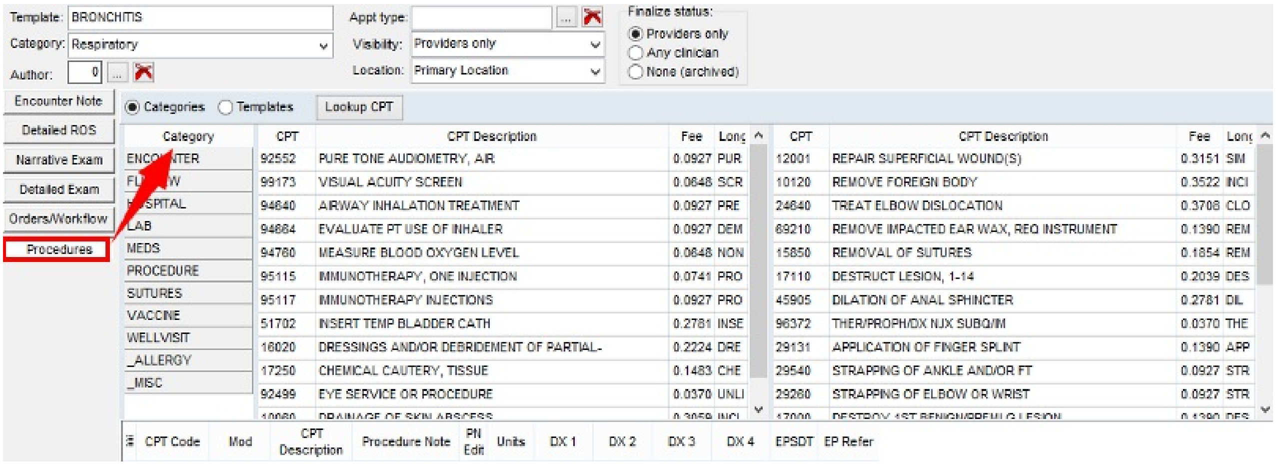
Version 14.10

Overview

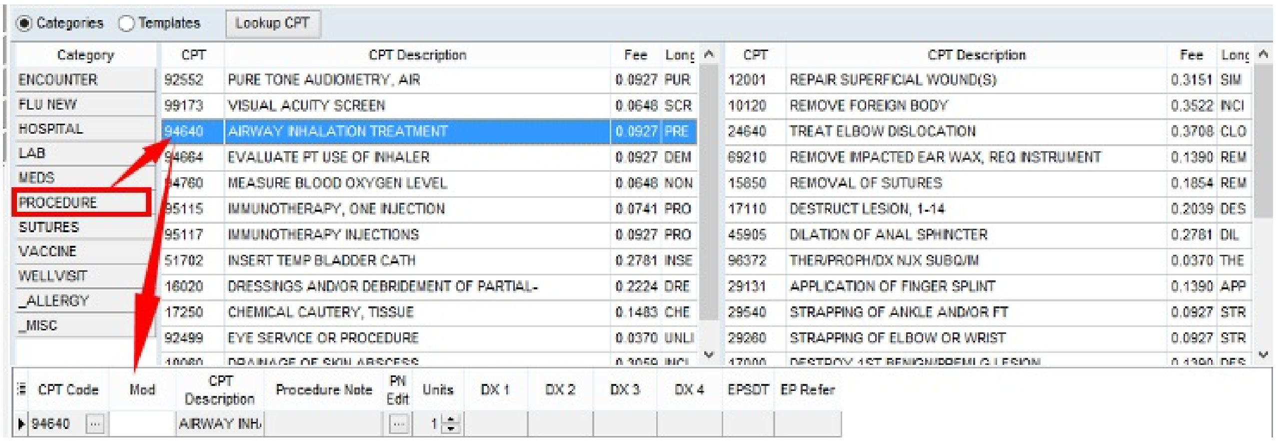
You will learn how to add procedure codes to a template to capture charges performed by procedures done in the office in this article.

> 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.

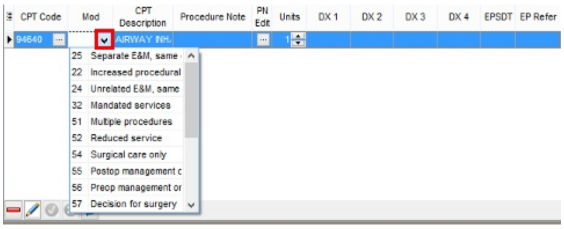


2. Double-click a **Procedure** to select it.



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

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

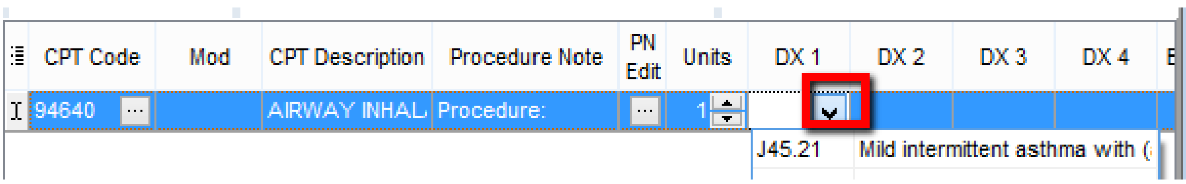


   b. Click the **Procedure Note** field and enter the **Note** for the procedure.

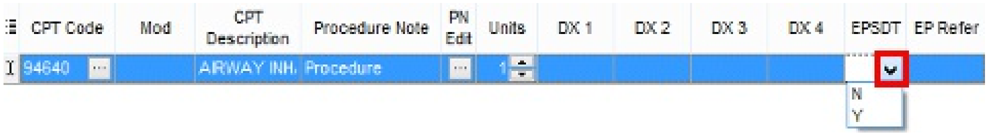
Note: You can click the ellipse button in the **PN Edit** field to add a procedure note or click the **PC** button to insert phrases. If a Procedure Note is added is will appear linked to the procedure code on the note summary.

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

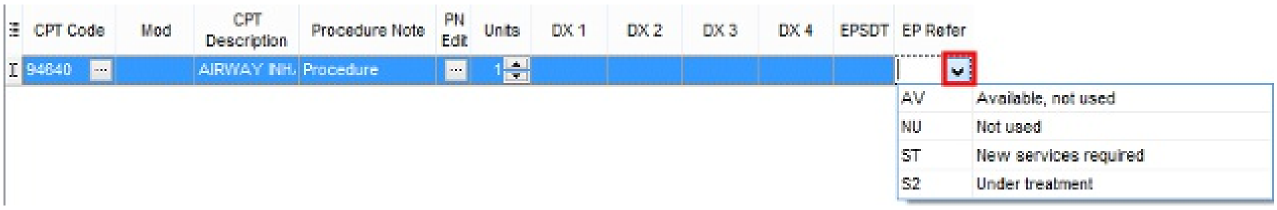
   d. Select **Diagnosis Codes** from the DX1-DX4 drop-down menus. The list of diagnosis codes to choose from are entered on the Encounter Note tab of the template.



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



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



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