Looking Up CPT Codes

Last Modified on 02/23/2022 4:07 pm EST

Version 14.19

> **Path: Clinical or Billing tab > Procedure (CPT) Codes**

Overview

After accessing the CPT Code table, you can search for CPT codes individually, by category or alphabetically.

Look Up a Specific CPT/Procedure Code

1. Navigate to the CPT Code table using the path above.
2. Type all or part of the CPT code or description in the search field at the top of the window.
3. Click the **Search** button. A list of frequently used procedures that match your search is displayed.

> 📌 **Note**: If the code you are searching for is not displayed in your search results, click the **Complete List** radio button, located below and to the left of the search field. This broadens your search to include all CPT codes published by the AMA.

4. Click the **Select** button to close the window.

> 📌 **Note**: If the table was accessed within the Superbill or Charges window, clicking the **Select** button will add the code to the form.

Look Up Procedure Codes by Category

1. Open the CPT Code table using the path above.
2. Select the **Category** radio button.
3. Select a **Category** from the drop-down menu. All CPT codes that have been placed in the selected category will display.

> 📌 **Note**: Categories are determined by the user/practice. You can create unique categories for your practice by entering category names in the otherwise blank Category field of the CPT table. For instruction on this process, click **here**.

4. Click the **Select** button to close the CPT window.

> 📌 **Note**: If the table was accessed within the Superbill or Charges window, clicking the **Select** button will add the code to the form.

Look up Procedures Alphabetically by First Letter

1. Open the CPT Code table using the path above.
2. Click a letter in the horizontal **letter index**, located at the bottom of the search form.
3. Click the **Select** button to close the CPT window.

> 📌 **Note**: If the table was accessed within the Superbill or Charges window, clicking the **Select** button will add the code to the form.

Version 14.10

Path: Utilities Menu > Manage Codes > Procedure (CPT) Codes (Keyboard Shortcut keys: [Alt][U] [C][C])

Overview

After accessing the CPT Code table, you can search for CPT codes individually, by category or alphabetically.
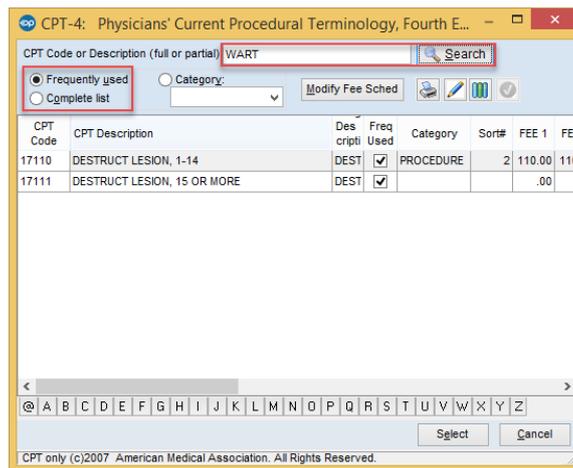
Looking up a Specific CPT Procedure/Code

1. Open the CPT Code table using the path above.
2. Type all or part of the CPT code or description in the search field at the top of the window.
3. Click the **Search** button. A list of frequently used procedures that match will appear

> ✅ **Note**: If the code you are looking for does not appear in your search results, click the **Complete List** radio button, located below and to the left of the search field. This will broaden your search to include all CPT codes published by the AMA.

4. Click the **Select** button to close the window.

> ⚠ **Note**: If the table was accessed within the Superbill or Charges window, clicking **Select** will add the code to the form.
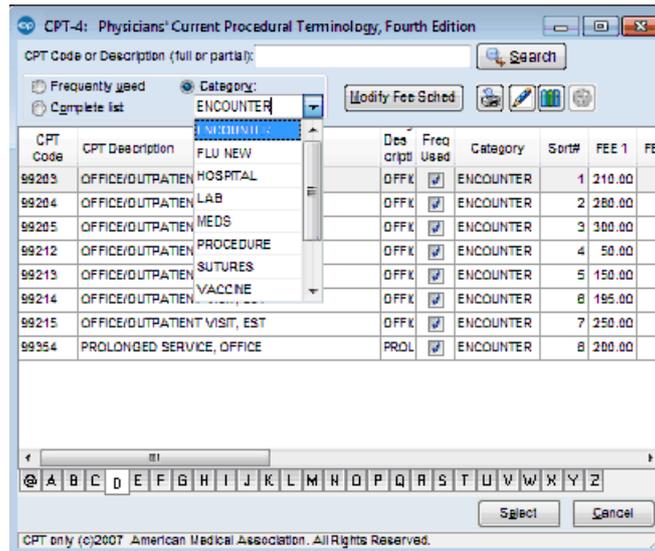

Looking up Procedures/Codes by Category

1. Open the CPT Code table using the path above.
2. Select the **Category** radio button.
3. Use the Category dropdown menu to select a category. All CPT codes that have been placed in the selected category will display.

> ✅ **Note**: Categories are determined by the user/practice. You can can create unique categories for your practice by entering category names in the otherwise blank **Category** field of the CPT table. For instruction on this process, click **here**.

4. Click the **Select** button to close the CPT window.

> ⚠ **Note**: If the table was accessed within the Superbill or Charges window, clicking **Select** will add the code to the form.

Looking up Procedures Alphabetically by First Letter

1. Open the CPT Code table using the path above.
2. Click a letter in the horizontal **letter index**, located at the bottom of the search form.
3. Click the **Select** button to close the CPT window.

⚠️ **Note**: If the table was accessed within the Superbill or Charges window, clicking **Select** will add the code to the form.