

### 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.

# Adding Adjustment Codes used in Office

Last Modified on 11/20/2019 2:55 pm EST

Version 14.19

**Path: Practice Management tab > Coded Values**

## Overview


Office Practicum has an extensive list of adjustment code reasons for patient and insurance adjustments. However, there may be an adjustment code that you are searching for that does not suit your needs. You can add to your Coded Values table. To access this Coded Values Table:

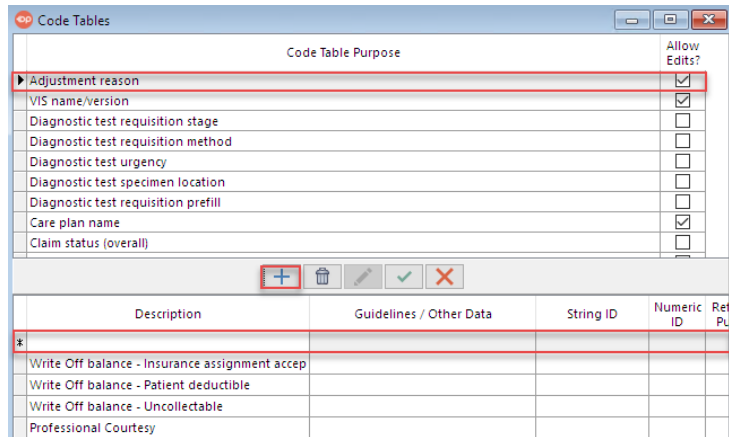
## Adding Adjustment Codes

1. Follow the path above. The Code Tables window displays the first table: Adjustment Reasons.




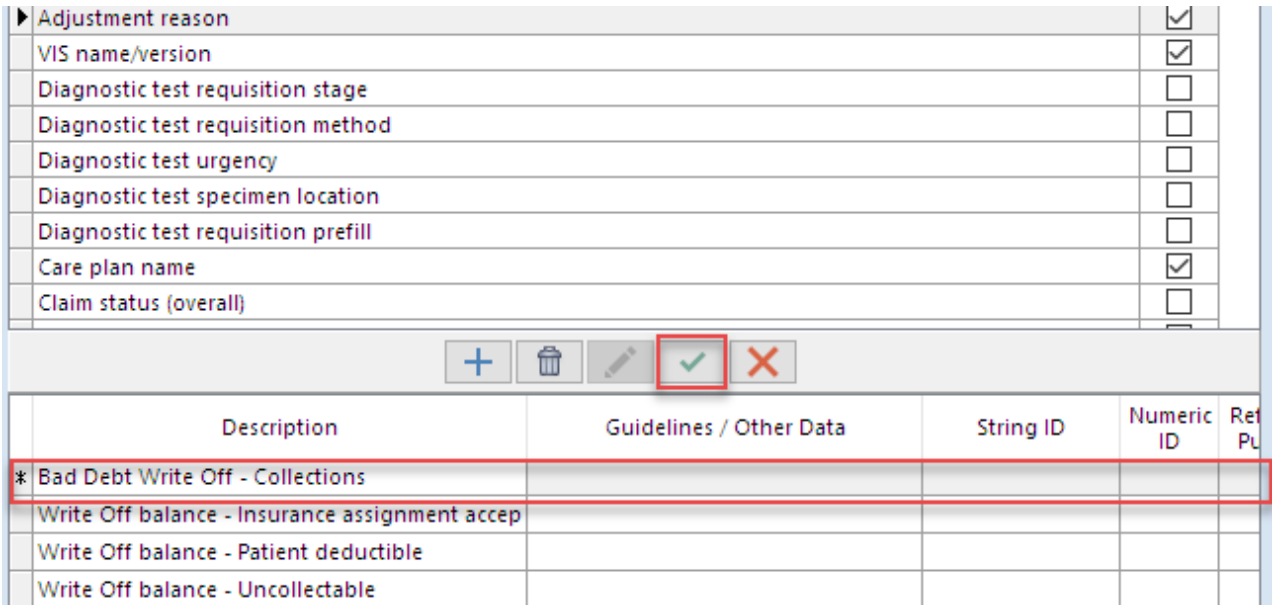
**Note:** You may go through additional Code Tables and modify them to meet your office's needs. If the Allow Edits column is not selected, a user may not Modify that specific table.

2. Click the **Add** button  to add a new adjustment reason.




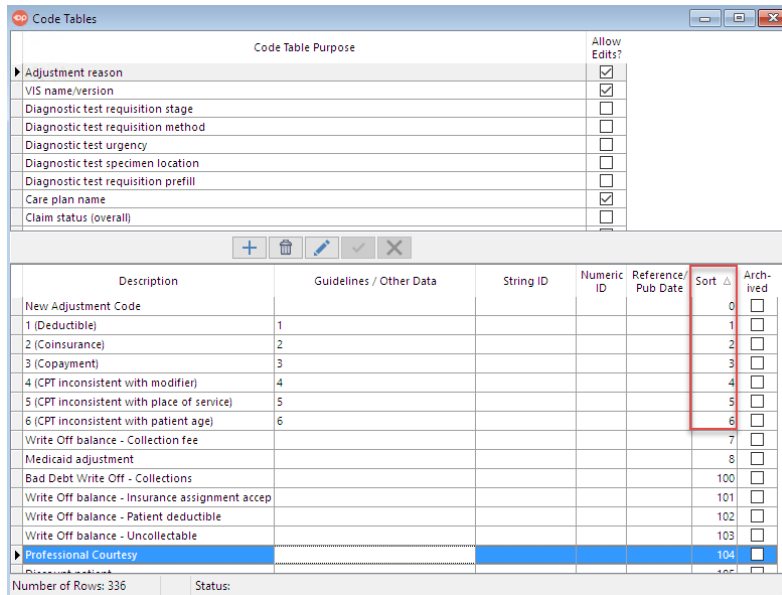
Description	Guidelines / Other Data	String ID	Numeric ID	Ref PU
* Write Off balance - Insurance assignment accep				
Write Off balance - Patient deductible				
Write Off balance - Uncollectable				
Professional Courtesy				

3. The Description line is a free form line. Enter an **Adjustment Code** for your office.
4. Click the **Save** button  to save changes.

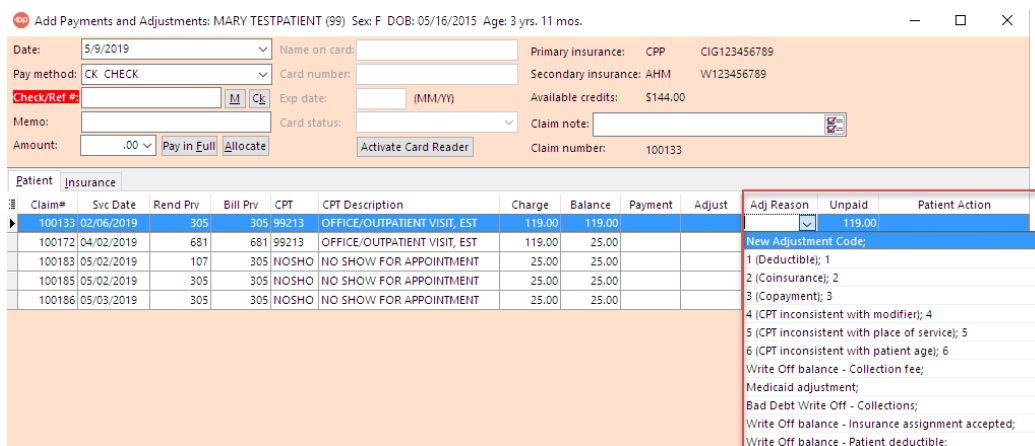


Description	Guidelines / Other Data	String ID	Numeric ID	Ref PU
* Bad Debt Write Off - Collections				
Write Off balance - Insurance assignment accep				
Write Off balance - Patient deductible				
Write Off balance - Uncollectable				

5. If you would like to edit an adjustment, highlight the **Line item** you want to edit and click on the **Edit** button  to begin edits. Click the **Save** button to save your changes.
6. To re-order the list of Adjustment Codes, view the Sort column. Renumber your **Adjustment Codes** to the order you want them to be displayed in the drop-down menu.



7. When you make an adjustment to a patient's account, the Adjustment Codes are customized to the look that fits the office's needs.



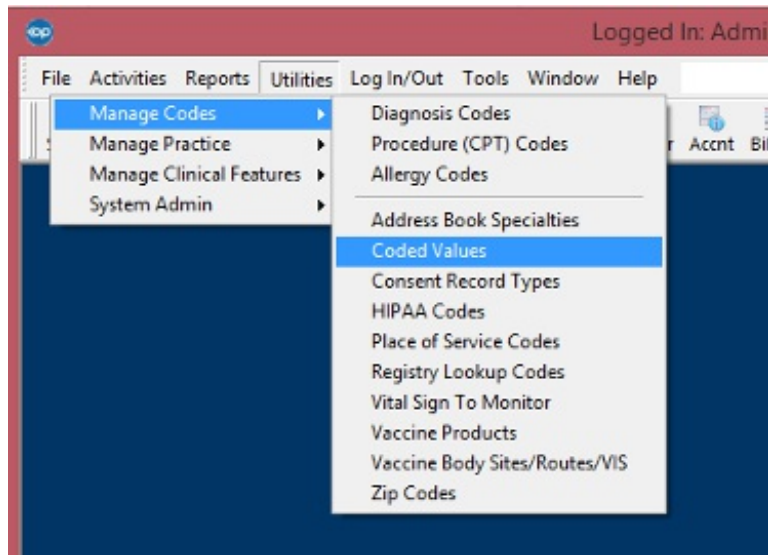
Version 14.10

**Path: Utilities menu > Manage Codes > Coded Values (Keyboard Shortcut keys: [Alt][U][C][O])**

## Overview

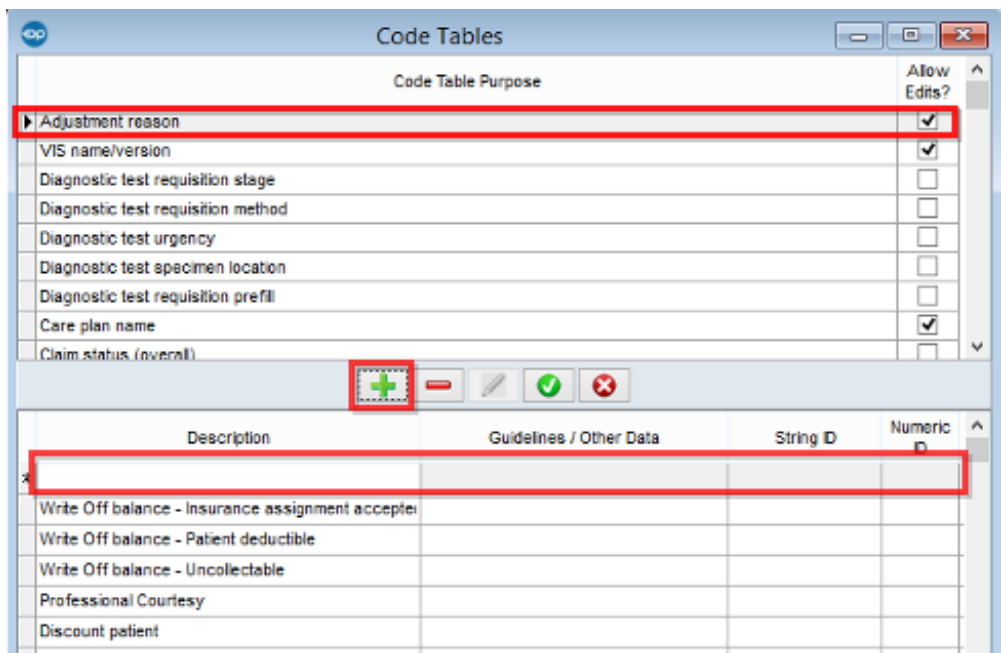
Office Practicum has an extensive list of adjustment code reasons for patient and insurance adjustments. There may be an Adjustment Code that you are searching for that does not suit your needs. You can add to your Coded Values table. To access this Coded Values Table:

1. The table opens to the Adjustment Reasons.



**Note:** You may go through additional Code Tables and modify them to meet your office's needs. If the Allows Edits column is not selected, you cannot modify that specific table.

2. Click the **Green Plus** sign  to add a new Adjustment Reason.



3. The Description line is a free form line. Enter an **Adjustment Code** for your office.

4. Click the **Green Checkmark**  to save changes.



Code Tables

Code Table Purpose		Allow Edits?
▶ Adjustment reason		<input checked="" type="checkbox"/>
VIS name/version		<input checked="" type="checkbox"/>
Diagnostic test requisition stage		<input type="checkbox"/>
Diagnostic test requisition method		<input type="checkbox"/>
Diagnostic test urgency		<input type="checkbox"/>
Diagnostic test specimen location		<input type="checkbox"/>
Diagnostic test requisition prefill		<input type="checkbox"/>
Care plan name		<input checked="" type="checkbox"/>
Claim status (overall)		<input type="checkbox"/>

Description	Guidelines / Other Data	String ID	Numeric ID
▶ Bad Debt Write Off - Collections			
Write Off balance - Insurance assignment accepted			
Write Off balance - Patient deductible			
Write Off balance - Uncollectable			
Professional Courtesy			
Discount patient			
Chargeback			
Write Off balance - Collection fee			
Medicaid adjustment			
1 (Deductible)	1		
2 (Coinsurance)	2		
3 (Copayment)	3		
4 (CPT inconsistent with modifier)	4		

Number of Rows: 247      Status:

5. To edit an Adjustment, highlight the **Line Item** that you want to edit.
6. Click the **Pencil** icon  to begin edits.
7. Click the **Green Checkmark**  to save changes.
8. To re-order the list of Adjustment Codes, view the Sort column. Re-number your Adjustment Codes to the order you want them to be displayed in the drop-down menu.

Code Tables

Code Table Purpose	Allow Edits?
▶ Adjustment reason	<input checked="" type="checkbox"/>
VIS name/version	<input checked="" type="checkbox"/>
Diagnostic test requisition stage	<input type="checkbox"/>
Diagnostic test requisition method	<input type="checkbox"/>
Diagnostic test urgency	<input type="checkbox"/>
Diagnostic test specimen location	<input type="checkbox"/>
Diagnostic test requisition prefill	<input type="checkbox"/>
Care plan name	<input checked="" type="checkbox"/>
Claim status (overall)	<input type="checkbox"/>

Description	Guidelines / Other Data	Reference/ Pub Date	Sort	Arch- ived
New Adjustment Code			0	<input type="checkbox"/>
1 (Deductible)	1		1	<input type="checkbox"/>
2 (Coinsurance)	2		2	<input type="checkbox"/>
3 (Copayment)	3		3	<input type="checkbox"/>
4 (CPT inconsistent with modifier)	4		4	<input type="checkbox"/>
5 (CPT inconsistent with place of service)	5		5	<input type="checkbox"/>
▶ 6 (CPT inconsistent with patient age)	6		6	<input type="checkbox"/>
Bad Debt/in Collection Status			101	<input type="checkbox"/>
Write Off balance - Insurance assignment accepted			102	<input type="checkbox"/>
Write Off balance - Patient deductible			103	<input type="checkbox"/>
Write Off balance - Uncollectable			104	<input type="checkbox"/>
Professional Courtesy			105	<input type="checkbox"/>
Discount patient			106	<input type="checkbox"/>
Chargeback			107	<input type="checkbox"/>

Number of Rows: 248      Status:

9. When you make an adjustment to a patient's account, the Adjustment Codes are customized to the look that fits the office's needs.

Add Payments and Adjustments

Date: 7/1/2012      Name on card:      Primary insurance: MCD123 123  
 Pay method: AD ADJUSTMENT ONLY      Card number:      Secondary insurance:  
 Check/Ref #:      Exp date: (MM/YY)      Default statement type:  Ins + Pat Resp  Pat Resp Only  
 Memo:      Card status:      Claim note:  
 Amount: .00      Pay in Full      Allocate

Claim#	Svc Date	Rend Prv	Bill Prv	CPT	CPT Description	Charge	Balance	Payment	Adjust	Adj Reason	Unpaid	Patient Action
I 100015	08/14/2014	107	107	99213	OFFICE/OUTPATIENT VISIT, ES	100.00	5.00		5.00	<input type="checkbox"/> Bad Debt Write Off - Collections; <input type="checkbox"/> Write Off balance - Insurance assignment accepted; <input type="checkbox"/> Write Off balance - Patient deductible; <input type="checkbox"/> Write Off balance - Uncollectable;	00	