

### 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.

# Customizing the OP Superbill

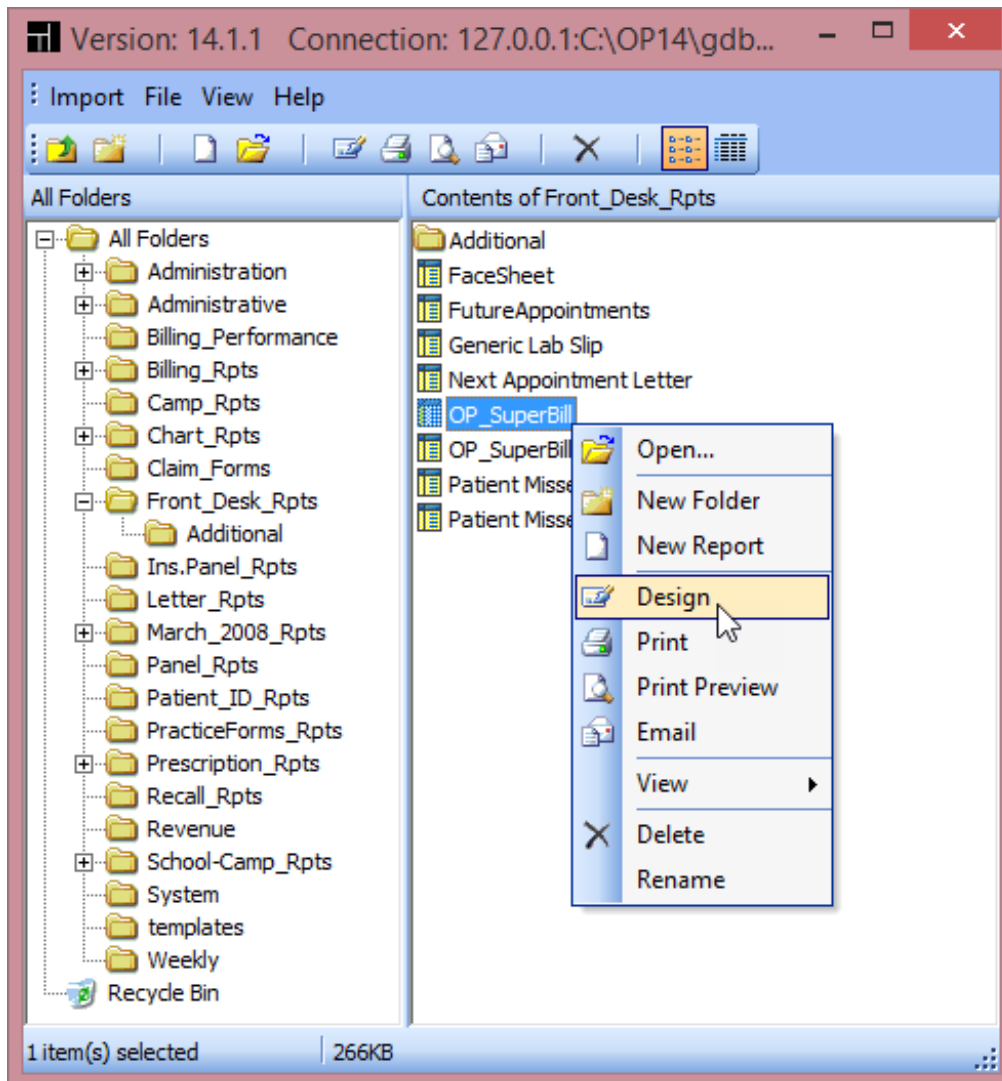
Last Modified on 11/19/2019 1:01 pm EST

Version 14.19

The following is an example of how to customize the OP Superbill to include the fields required by your practice. Any OP Report can be customized using the same techniques shown in this example.

## Opening the Report in OP Reports

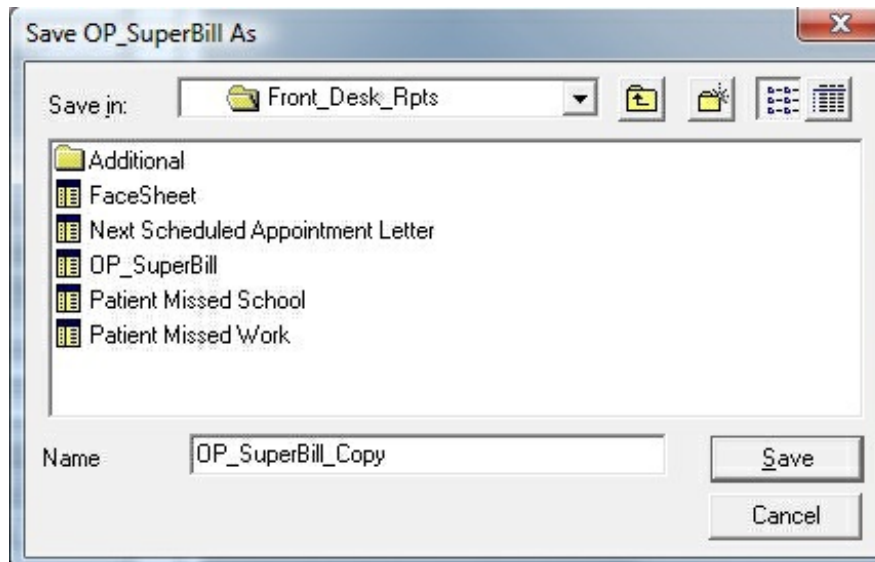
1. Click the **Tools** tab
2. Click the **OP Reports** button.
3. From the All Folders section of the window (left section of the window), select the **Front\_Desk\_Rpts** folder.
4. In the Contents of the Front\_Desk\_Rpts section of the window (right section of the window), select **OP\_SuperBill**.
5. Right-click the report and select **Design**. The Report Builder window is displayed.



## Saving a Copy of the Report

Prior to altering a report in OP Reports, it is recommended to create a copy of the original report because mistakes can be difficult to undo. To save a copy:

1. Click **File** in the Main Menu of the Report Builder window.
2. Select **Save As...**
3. Enter the **Name** of the copy in the field.
4. Click the **Save** button.

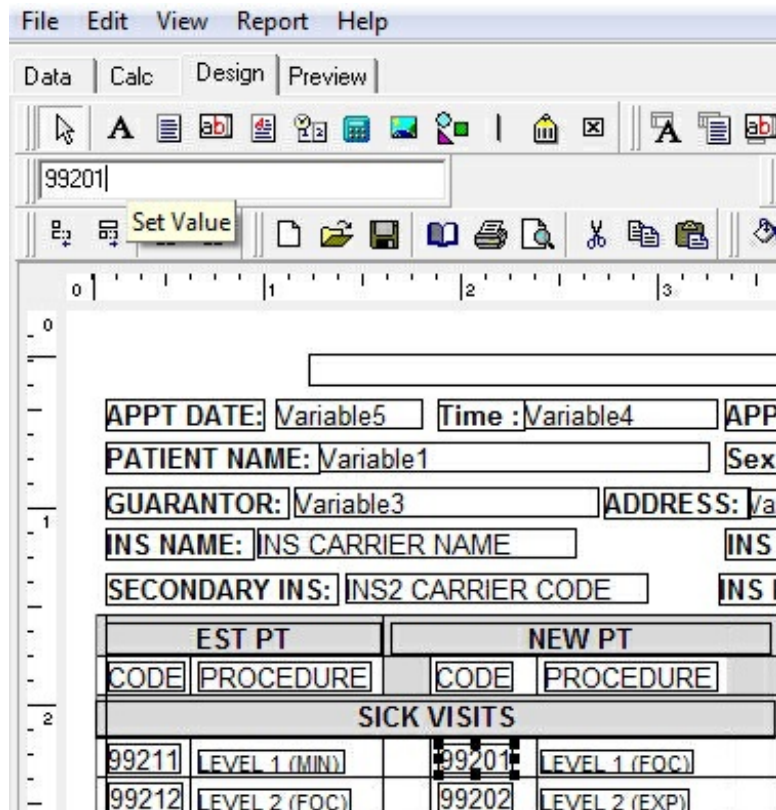


5. After saving a copy of the report, click the **X** button to exit the Report Builder window.
6. Navigate to and select **Design** in the right-click menu to open the Report Builder for the copy.
7. Make any changes that you need to make. The fields that make up the OP Superbill are displayed on the screen. The procedures and codes on the Superbill are labels filled with text that can be easily changed to show the procedures you would like to include. The patient information at the top of the report uses DBText components to pull information directly from the database. You can remove these fields by selecting them and pressing the Delete button on the keyboard.
8. Click the **Save** button to save your work.

## Replacing or Deleting a Procedure Code

The easiest way to customize the Superbill is to replace the text of an existing field to show the new procedures you would like to add:

1. Click the **Code** of the procedure you would like to replace.
2. Use the edit box on the toolbar to delete the Code Number in the Edit and enter the new one.
3. Repeat this process to change the text in the Procedure name label.
4. If there is a procedure listed you would like to remove, but don't have a code to replace it with, select the **CODE** and **PROCEDURE** labels and press the **Delete** button on the keyboard.



## Saving Customizations

Once you are satisfied with the changes made to the Superbill, click **File** and select **Save**. Click the **X** button to close the Report Builder. To replace the original Superbill with your edited version, move the original Superbill to another folder, or to the Recycle Bin, and rename the report you modified. Remember to empty the recycling bin before closing OP Reports to delete the report from your database.



**Note:** Office Practicum Support offers a report customization service for a fee. If you require more complicated modifications, please contact Office Practicum Support to discuss your needs.

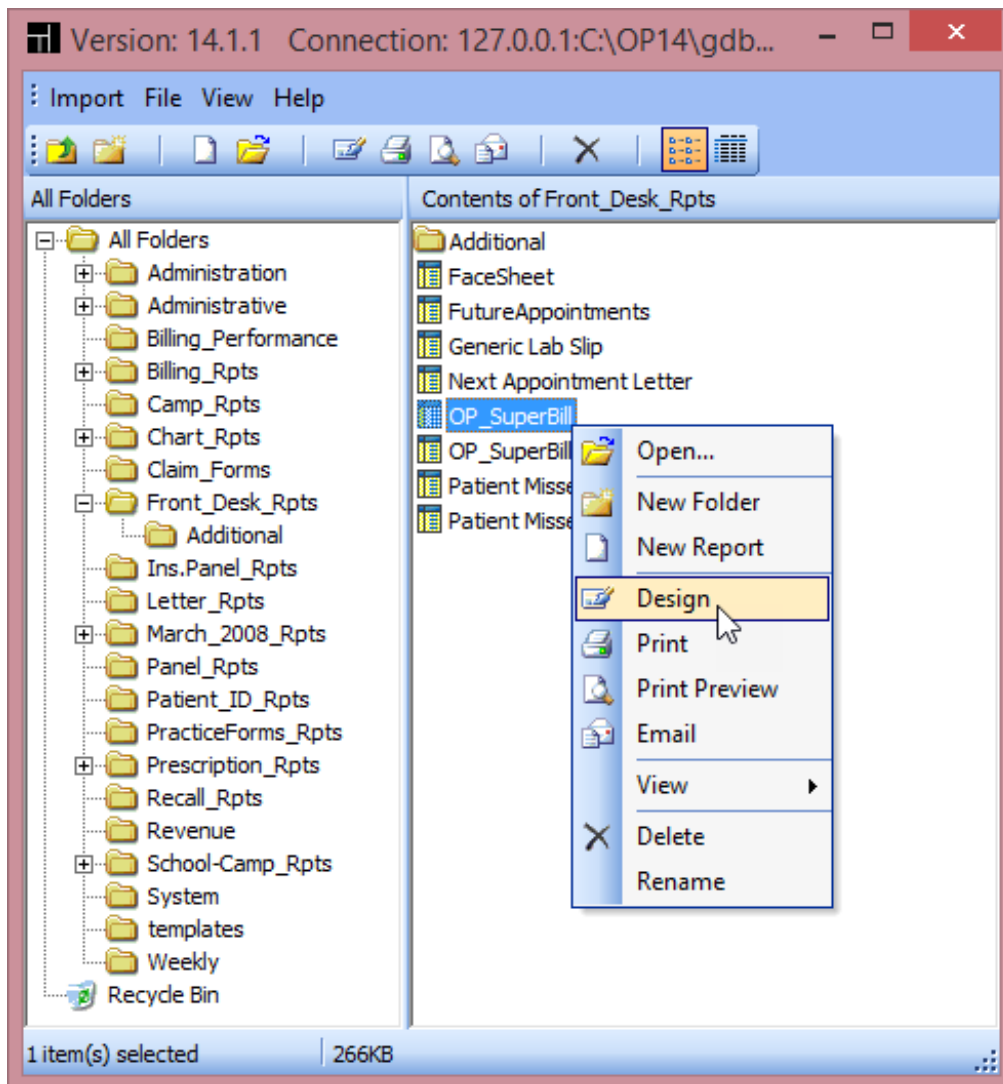
Version 14.10

The following is an example of how to customize the OP Superbill to include the fields required by your practice. Any OP Report can be customized using the same techniques shown in this example.

## Opening the Report in OP Reports

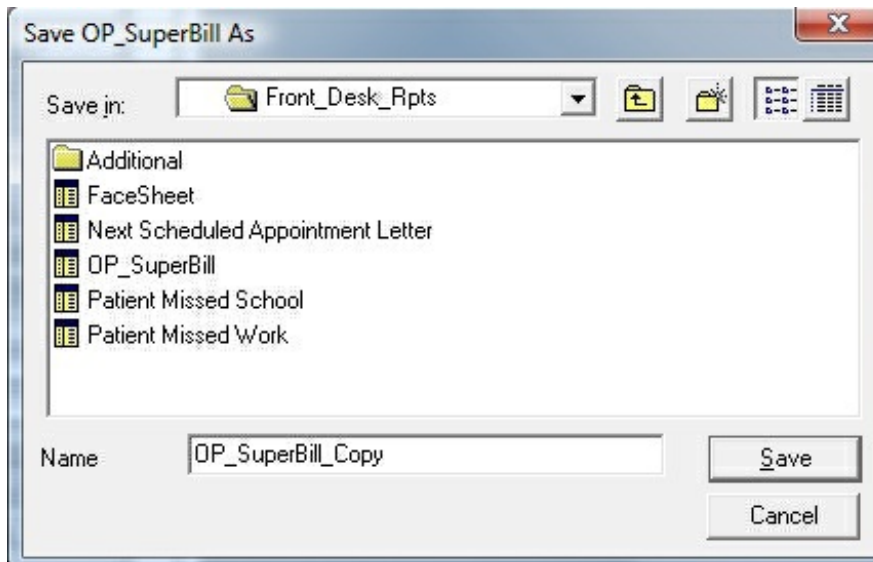
Click the **OP Reports** icon on your desktop to open OP Reports. If you cannot find this icon, open

your OP folder and find the OP Reports executable. Find the OP\_SuperBill report located in the Front\_Desk\_Rpts folder. Then, right-click the **Report** and select **Design** from the pop-up menu.



## Saving a Copy of the Report

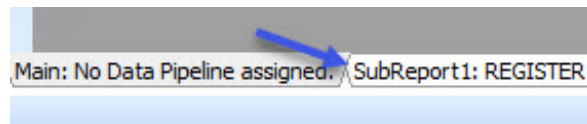
It is a good idea to customize a copy of the original report because mistakes can be difficult to undo. To save a copy, click **File** from the main menu, and select **Save As...** Enter the **Name** of the copy, then click the **Save** button.



After saving a copy of the report, close out of design mode. Then, open the copy you saved in design mode. You can now begin customizing.

## Customizing the Superbill Report

The **OP\_SuperBill** report is displayed in Design mode. A gray background with a SubReport object located at the top is displayed. The information of the OP Superbill is stored in the SubReport. To view the subreport, click the **SubReport1** tab at the bottom of the screen.



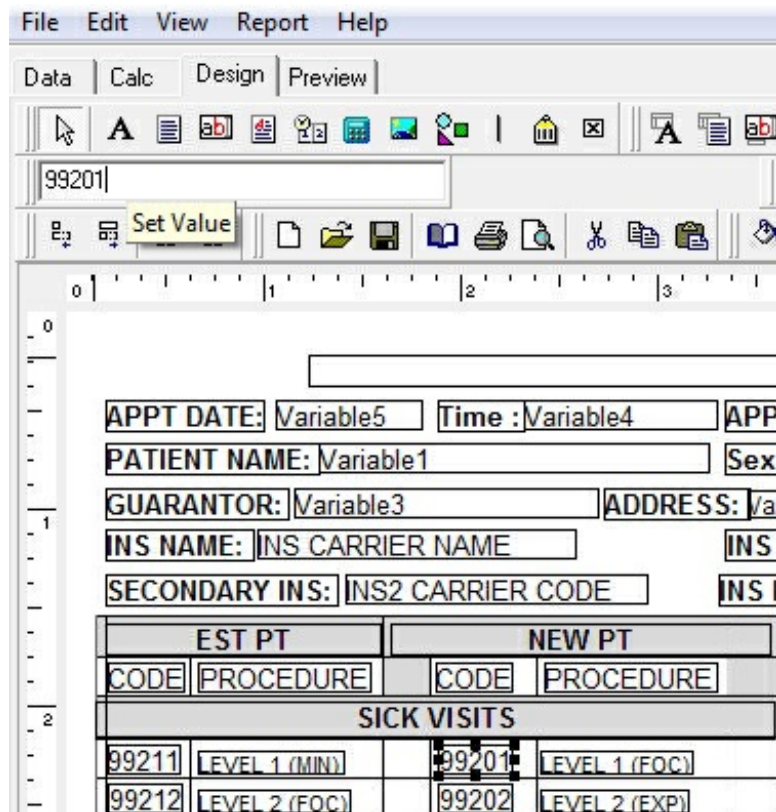
The fields that make up the OP Superbill are displayed on the screen. The procedures and codes on the Superbill are labels filled with text that can be changed to show the procedures you would like to include. The patient information at the top of the report uses DBText components to pull information directly from the database. You can remove these fields by selecting them and pressing the Delete button on the keyboard.

## Replacing or Deleting a Procedure Code

The easiest way to customize the Superbill is to replace the text of an existing field to show the new procedures you would like to add. To do this, click on the code of the procedure you would like to replace. Then use the edit box on the toolbar to delete the code number and type the new one.

Repeat this process to change the text in the Procedure name label. If there is a procedure listed

you would like to remove, but don't have a code to replace it with, select the CODE and PROCEDURE labels and press the **Delete** button on the keyboard.



## Saving Customizations

Once you are satisfied with the changes made to the Superbill, click **File** and select **Save**. Click the **X** button to close the Report Design window. Your custom copy of the Superbill can be printed from the [F7] Schedule. If you would like to replace the original Superbill with your edits, move the old Superbill to another folder, or to the Recycle Bin, and rename the report you modified. Empty the recycling bin before closing OP Reports to delete the report from your database.



Office Practicum Support offers a report customization service for a fee. If you require more complicated modifications, please contact Office Practicum Support to discuss your needs.