

### 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.

# Add, Edit, and Delete CPT Codes

Last Modified on 02/18/2020 9:15 am EST


Version 14.19

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

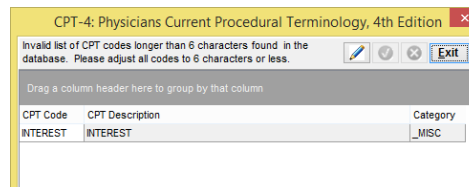
## Overview

Office Practicum updates the CPT code table annually to include the most up-to-date codes. Before adding a code, take the time to **search** the table and ensure the code is not already in the code table. Miscellaneous codes can be added to charge for miscellaneous procedures.

## Add a CPT code

1. Navigate to the CPT Code table using the path above.
2. Search for the CPT code that you would like to create to ensure it does not already exist. When conducting this search, use the Complete List search option. If you search using Frequently Used or a Category, an existing entry may be overlooked.
3. If no match is displayed, click the **Edit** button. The **CPT-4: Physicians Current Procedural Terminology** window opens.
4. Click the **Add** button .
5. Enter the following information:
  - **CPT Code:** the code that is displayed on claims. This field has a 6 character limit.

**Note:** Previous versions allowed CPT codes to be created with more than 6 characters. OP allows codes that already existed in your system to remain at more than 6 characters. They will not be invalidated. However, upon editing any code in the CPT Code table, you will be advised to shorten any codes longer than 6 characters in the following window:



1. Select the **CPT Code** you would like to edit.
2. Click the **Edit** button.
3. Edit the **Code** in the CPT Code column.
4. Click the **Save** button  to save your change.

- **Name of Procedure and/or Short Description**(up to 40 characters): a brief description of the CPT code.
- **NDC ID:** 11-digit NDC number plus unit of measure as required for billing medications. Only one NDC ID may be entered per CPT code. If additional instances of a medication code must be billed with a different NDC than what is entered in this table, that NDC will have to be manually entered during charge entry.



**Note:** If your practice has not yet gone live with the EHR side of the program and is not utilizing Vaccine Inventory, this NDC ID field will also house the NDC number and Unit of Measure for vaccine products.

- **Long Description** (up to 100 characters): a most extensive description of the CPT code.
- **Patient-friendly description:** a description of the CPT code that is easier for patients and parents to understand. This is the description that will appear on patient statements.
- **Category:** use dropdown menu to select a category if desired. If you do not see a category that suits your needs, simply add a new category name to an existing or new CPT code in the table. Once you enter a category in the CPT code table, it will appear in the dropdown menu. CPT codes can be searched by category and will appear on the electronic superbill under the same category.
- **Sort #:** Use the up/down arrows to select the sort number for this code. The lower the sort number, the higher it will appear on the list. For example, a sort # of 1 will show the code at the top of the list. A sort number is required for viability.
- **Include in Frequently Used List:** To include this procedure in the Frequently Used list, click to check the appropriate check box. To exclude this procedure from the Frequently Used list, leave the checkbox blank.
- **Cost:** a cost for a medical or vaccine can be entered here for reference purposes only.
- **Fee Schedules:** Enter the amount charged for this procedure in the appropriate fee schedule.
- **Normally patient responsibility only:** Click to check the box if the patient is always responsible for the fee.

6. Click the **Save** button to save your entry.


## Edit a CPT Code Description or Details

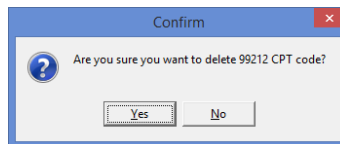
1. Navigate to the CPT Code table using the path above.
2. Search for and select the CPT code you would like to edit.
3. Click the **Edit** button.
4. Make necessary edits.
5. Click the **Save** button.

## Delete a CPT Code

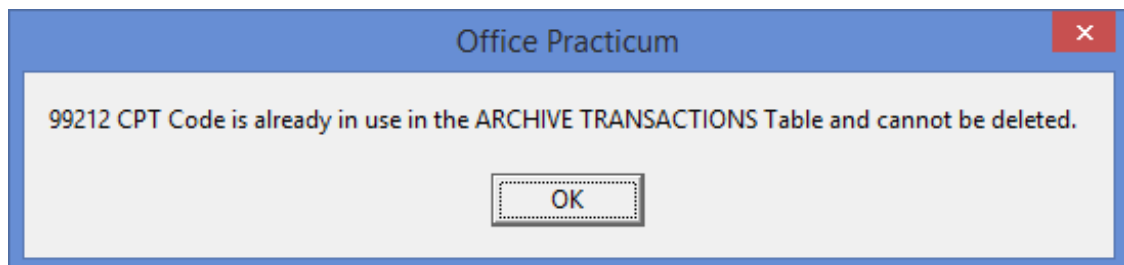
Deleting a CPT code can only be done for CPT codes that have not previously been documented in a note or billed on a claim. Should it be determined that a previously used code should no longer be used, it is recommended to alter the description to say DO NOT USE ahead of the short description.

To delete a CPT code:

1. Navigate to the CPT Code table using the path above.
2. Search for and select the CPT code you would like to delete.
3. Click the **Delete** button . You will be presented with the following confirmation window.



**Note:** If the CPT code you are attempting to delete is attached to a visit note or claim, you will not be able to delete the CPT code. You will be presented with the message shown below. You will click **OK** and edit the short description mentioned above.



4. Click **Exit** to close the window.

## Viewing Contracts for CPT Codes

1. Navigate to the CPT Code table using the path above.

2. Search for and select a CPT code.
3. Click the **Contracts** button. The **Contracts for CPT** window opens and you can view all of the existing contracts for the selected CPT code. Click [here](#) to learn how to edit or create a new contract.

Version 14.10

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

## Overview

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Miscellaneous codes can be added to charge for miscellaneous procedures.

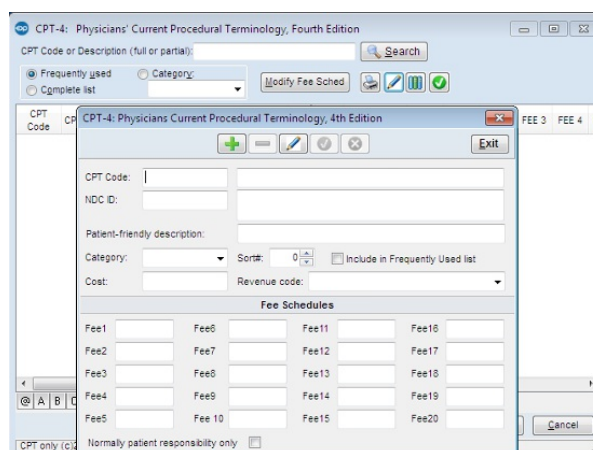
## Add a CPT code


1. Navigate to the CPT Code table using the path above.
2. Search for the CPT code that you would like to create to ensure it does not already exist.



**Note:** When conducting this search, use the Complete List search option. By searching using 'Frequently Used' or a 'Category', an existing entry may be overlooked.

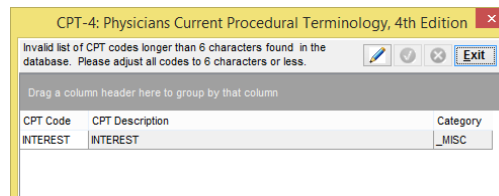
3. If no match appears, click the **Edit record** button . The CPT-4: Physicians Current Procedural Terminology window will open.





4. Click the **Add record** button .
5. Enter the following information:

- **CPT Code:** the code that will appear on claims. This field has a 6 character limit.

**Example:** Previous versions allowed CPT codes to be created with more than 6 characters. OP 14 allows codes that already existed in your system to remain at more than 6 characters. They will not be invalidated. However, upon editing any code in the CPT Code table, you will be advised to shorten any codes longer than 6 characters in the following window:



1. Select the CPT Code you would like to edit.
2. Click the **Edit Record** button .
3. Edit the code in the **CPT Code** column.
4. Click the **Post Edit** button  to save your change.

- **Name of Procedure and/or Short Description**(up to 40 characters): a brief description of the CPT code.
- **NDC ID:** 11-digit NDC number plus unit of measure as required for billing medications. Only one NDC ID may be entered per CPT code. If additional instances of a medication code must be billed with a different NDC than what is entered in this table, that NDC will have to be manually entered during charge entry.

**Note:** If your practice has not yet gone live with the EHR side of the program and is not utilizing Vaccine Inventory, this NDC ID field will also house the NDC number and Unit of Measure for vaccine products.

- **Long Description** (up to 100 characters): a most extensive description of the CPT code.
- **Patient-friendly description:** a description of the CPT code that is easier for patients and parents to understand. This is the description that will appear on patient statements.
- **Category:** use dropdown menu to select a category if desired. If you do not see a category that suits your needs, simply add a new category name to an existing or new CPT code in the table. Once you enter a category in the CPT code table, it will appear in the dropdown menu. CPT codes can be searched by category and will appear on the electronic superbill under the same category.
- **Sort #:** Use the up/down arrows to select the sort number for this code. The lower the sort number, the higher it will appear on the list. For example, a sort # of 1 will show the code at the top of the list. A sort number is required for viability.
- **Include in Frequently Used List:** To include this procedure in the Frequently Used list, click to check the appropriate check box. To exclude this procedure from the Frequently Used list, leave the checkbox blank.
- **Cost:** a cost for a medical or vaccine can be entered here for reference purposes only.

- **Fee Schedules:** Enter the amount charged for this procedure in the appropriate fee schedule.
- **Normally patient responsibility only:** Click to check the box if the patient is always responsible for the fee.

6. Click the **Post Edit** button  to save your entry.


## Edit a CPT Code Description or Details

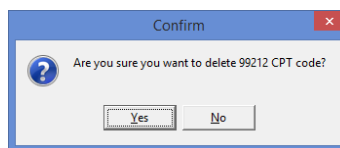
1. Navigate to the CPT Code table using the path above.
2. Search for and select the CPT code you would like to edit.
3. Click the **Edit Record** button.
4. Make necessary edits.
5. Click the **Post Edit** button.

## Delete a CPT Code

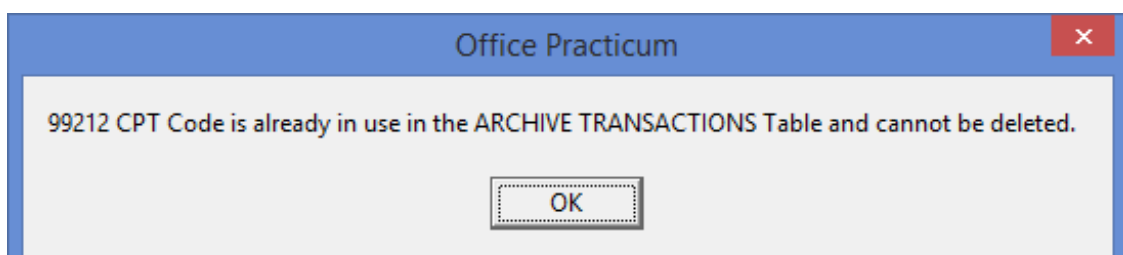
Deleting a CPT code can only be done for CPT codes that have not previously been documented in a note or billed on a claim. Should it be determined that a previously used code should no longer be used, it is recommended to alter the description to say DO NOT USE ahead of the short description.

To delete a CPT code:

1. Navigate to the CPT Code table using the path above.
2. Search for and select the CPT code you would like to delete.
3. Click the **Delete Record** button . You will be presented with the following confirmation window.




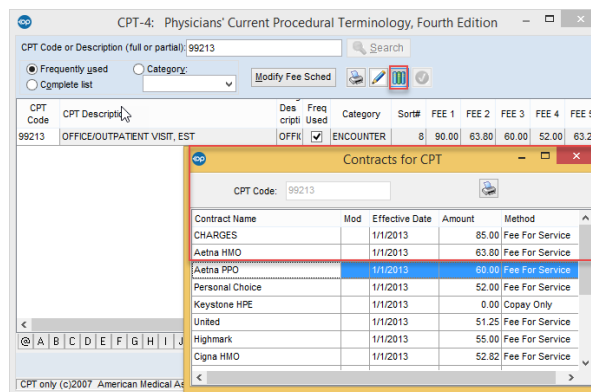
**Note:** If the CPT code you are attempting to delete is attached to a visit note or claim, you will not be able to delete the CPT code. The message below is displayed. Click the **OK** button and edit the short description mentioned above.



4. Click **Exit** to close the window.

## Viewing Contracts for CPT Codes

1. Navigate to the CPT Code table using the path above.
2. Search for and select a CPT code.
3. Click the **View Existing Contracts** button . The Contracts for CPT window will open and you can view all of the existing contracts for the selected CPT code. Click [here](#) to learn how to edit or create a new contract.



Version 14.8

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

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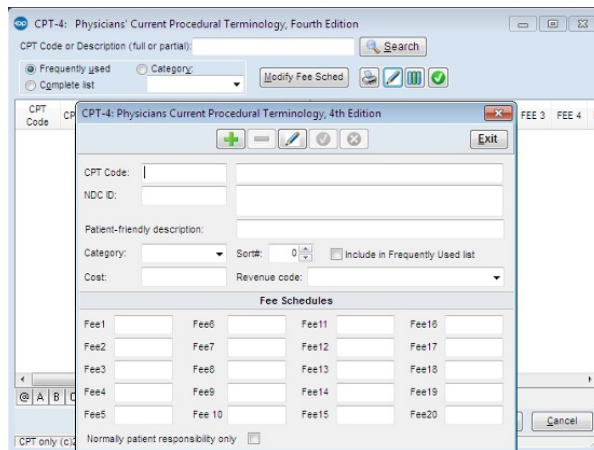
## Add a CPT code


1. Navigate to the CPT Code table using the path above.
2. Search for the CPT code that you would like to create to ensure it does not already exist.



**Note:** When conducting this search, be sure to use the 'Complete List' search option. By searching using 'Frequently Used' or a 'Category', an existing entry may be overlooked.

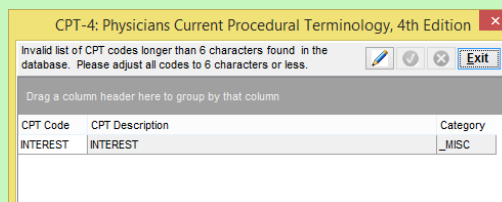
3. If no match appears, click the **Edit record** button . The CPT-4: Physicians Current Procedural Terminology window will open.





4. Click the **Add record** button  .
5. Enter the following information:

- **CPT Code:** the code that will appear on claims. This field has a 6 character limit.

**Note:** Previous versions allowed CPT codes to be created with more than 6 characters. OP 14 will allow codes that already existed in your system to remain at more than 6 characters. They will not be invalidated. However, upon editing any code in the CPT Code table, you will be advised to shorten any codes longer than 6 characters in the following window:




1. Select the CPT Code you would like to edit.
2. Click the **Edit Record** button  .
3. Edit the code in the **CPT Code** column.
4. Click the **Post Edit** button  to save your change.

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- **NDC ID:** 11 digit NDC number plus unit of measure as required for billing medications. Only one NDC ID may be entered per CPT code. If additional instances of a medication code must be billed with a different NDC than what is entered in this table, that NDC will have to be manually entered during charge entry.

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  - **Include in Frequently Used List:** To include this procedure in the Frequently Used list, click to check the appropriate check box. To exclude this procedure from the Frequently Used list, leave the checkbox blank.
  - **Cost:** a cost for a medical or vaccine can be entered here for reference purposes only.
  - **Fee Schedules:** Enter the amount charged for this procedure in the appropriate fee schedule.
  - **Normally patient responsibility only:** Click to check the box if the patient is always responsible for the fee.
6. Click the **Post Edit** button  to save your entry.

## Edit a CPT Code Description or Details

1. Navigate to the CPT Code table using the path above.
2. Search for and select the CPT code you would like to edit.
3. Click the **Edit Record** button.
4. Make necessary edits.
5. Click the **Post Edit** button.


## Delete a CPT Code

The deletion of CPT codes should only be done when a miscellaneous code is no longer being used. For billable codes, it is recommended to alter the description to say DO NOT USE ahead of the short description rather than deleting the code record.

1. Navigate to the CPT Code table using the path above.
2. Search for and select the CPT code you would like to delete.
3. Click the **Delete Record** button . The code will be immediately deleted and this action cannot be reversed.
4. Click **Exit** to close the window.

## Viewing Contracts for CPT Codes

1. Navigate to the CPT Code table using the path above.

2. Search for and select a CPT code.
3. Click the **View Existing Contracts** button . The Contracts for CPT window will open and you can view all of the existing contracts for the selected CPT code. Click [here](#) to learn how to edit or create a new contract.

