

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.

View Superbill Stage from Tracking Schedule

Last Modified on 02/06/2020 1:55 pm EST


Version 20.0

Path: Clinical, Practice Management, or Billing tab > Schedule button > Tracking radio button

Overview

Practice staff may find it useful to view the status of a Superbill from the Tracking Schedule, as that is the most common location in OP to complete daily billing of claims. The Superbill Stage may be added to the Tracking window and saved as a [preference](#) to always be displayed.

View Superbill Stage from Tracking

1. Navigate to the Tracking Schedule by following the path above.
2. Click the Show/Hide/Move columns button  located to the left of the first column in the grid. The available columns are displayed
3. Select the **Superbill Stage** checkbox to display the Superbill Stage column. The column is added to the Tracking window.

Time

- (All)
- (Sorted)
- Staff
- Time
- Patient
- Reason
- TOV
- Arrival
- Arrival Clock
- Room
- Visit Status
- Min.
- Tasks
- Billing Status
- Ins. Valid
- Verification #
- Verify Ins
- Checkout
- Checkout Clock
- Pat Pay
- Menu
- Confirm Status
- Appointment Text
- Phone #
- Superbill Stage

