

# System Preferences: Clinic Info.

Last Modified on 12/28/2022 8:46 am EST

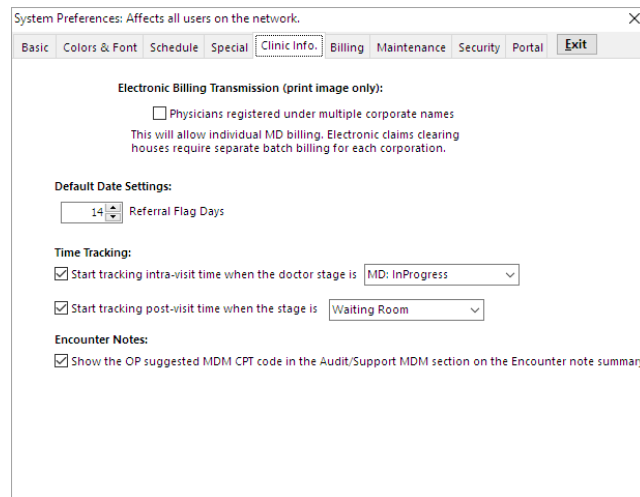
Version 21.0

**Path: Admin tab > Global Preferences button > Clinic Info. tab**

**User Permission:** The System Preferences window is only available to users with permission:AA\_SystemAdmin\_mi.

## About

The Clinic Info. tab of the System Preferences window contains settings for electronic Billing Transmissions, default flag dates for Referrals, and Time Tracking preferences for visit coding.



- **Electronic Billing Transmission (print image only):** Select the checkbox for physicians who are registered under multiple corporate names. This will allow individual MD billing. Electronic claims clearinghouses require special batch billing for each corporation.
- **Default Date Settings:** Sets the number of days a referral is flagged as due. The number of days set in this field determines the flag date when a referral requisition is created in OP.
- **Time Tracking:** (*Optional*) The selection of a tracking stage will categorize the provider's time into Pre-visit Preparation, Intra-visit Work, and Post-visit Work. For complete information on Time Tracking, view [this article](#).
- **Encounter Notes:** If *NOT* selected, the OP Suggested Code for MDM doesn't display in the Coding/Audit Support section of the Encounter Note Summary displays.

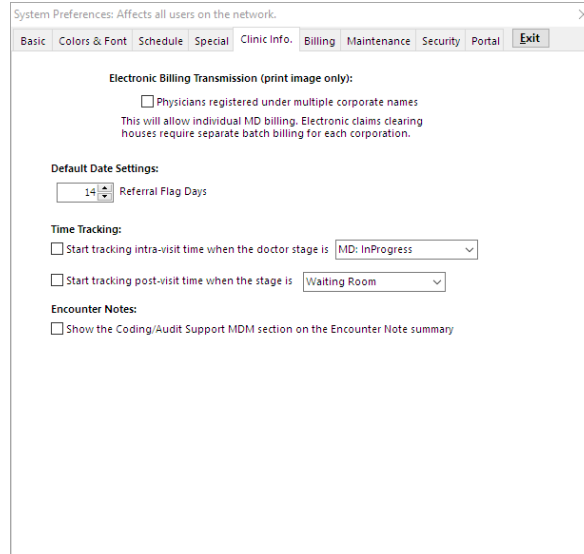
Version 20.18

**Path: Admin tab > Global Preferences button > Clinic Info. tab**

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## About

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System Preferences: Affects all users on the network.

Basic Colors & Font Schedule Special Clinic Info. **Billing** Maintenance Security Portal **Exit**

**Electronic Billing Transmission (print image only):**

Physicians registered under multiple corporate names  
This will allow individual MD billing. Electronic claims clearinghouses require separate batch billing for each corporation.

**Default Date Settings:**

Referral Flag Days

**Time Tracking:**

Start tracking intra-visit time when the doctor stage is

Start tracking post-visit time when the stage is

**Encounter Notes:**

Show the Coding/Audit Support MDM section on the Encounter Note summary

- **Electronic Billing Transmission (print image only)** Select the checkbox for physicians who are registered under multiple corporate names. This will allow individual MD billing. Electronic claims clearinghouses require special batch billing for each corporation.
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- **Encounter Notes:** (*Optional*) If selected, the OP Suggested Code for MDM in the Coding/Audit Support section of the Encounter Note Summary displays.