System Preferences: Clinic Info.

Last Modified on 12/28/2022 8:46 am EST
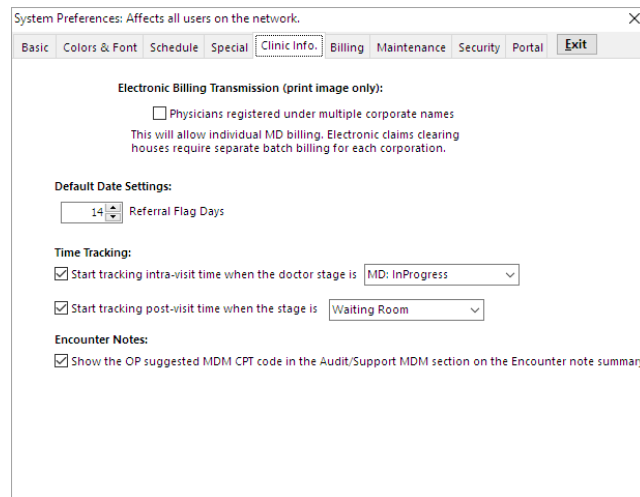
Version 21.0

> **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.
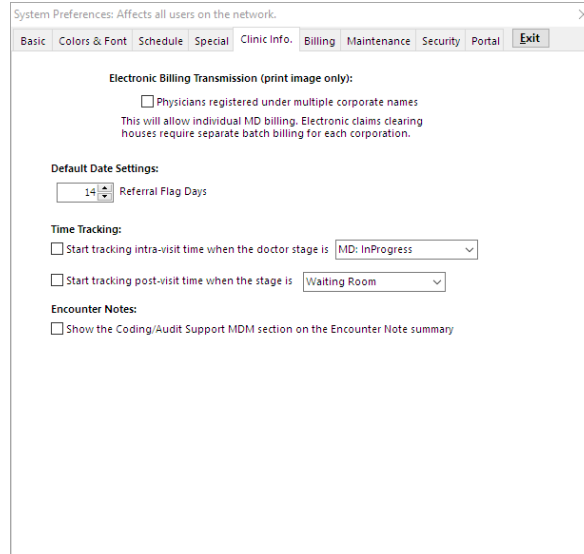
Version 20.18

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

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