Billing Groups for Advanced Workflow Rules Engine (OP AWARE)

Last Modified on 10/09/2023 1:34 pm EDT

Version 20.10

> **Path: Billing tab > More button (Customize group) > Billing Groups**

Overview

Billing Groups are created to group together sets of CPT or Diagnosis Codes, by range or list, to support the **OP AWARE** functionality. The grouping of codes reduces the number of rules that need to be created to align with specific billing circumstances.
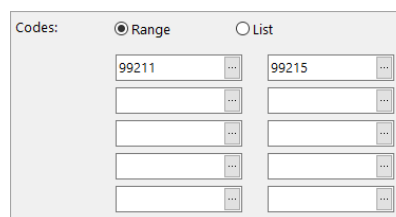
> 📌 **Note**: The Audit Trail of Changes to records located in the **Audit Logs** window will contain log messages when a Billing Group is added or modified.
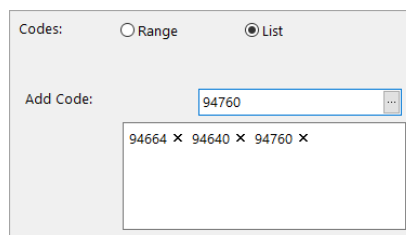
> ⓘ For billing group additions or edits to be active, you must close out OP entirely and log back in to see the changes.

Create a CPT Code Group

1. Navigate to the Billing Groups window by following the path above.
2. Click the **Add** button. The right-side of the window is activated. The details of the group are entered here.
3. In the Group Name field, enter a **Group Name**. To avoid confusion when building an OP AWARE rule for this group, be sure to enter a name that is unique. Do not add any spaces after the Group Name.
4. In the Group Type, select the **CPT Codes** radio button.
5. Select the appropriate Codes radio button:

   - Select **Range** if the group is being created for a sequential range of codes. Enter up to ten ranges in the fields provided. Use the ellipsis button to search for an select a code, if needed.
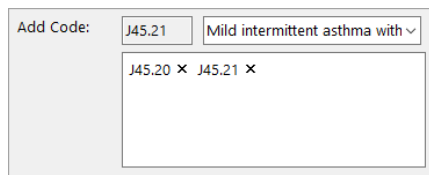

   - Select **List** if the group is being created for a non-sequential list of codes. Enter up to ten individual codes in the **Add Code** field, pressing Enter on your keyboard to add each code. As codes are added, they populate the group field (pictured below). To remove a code, simply click the **X** next to the code.

6. Select the **Status** of the group. Inactive statuses are not available for selection when building OP AWARE rules.
7. Click the **Save** button to save the group.

Create a Diagnosis Code Group

1. Navigate to the Billing Groups window by following the path above.
2. Click the **Add** button. The right-side of the window is activated. The details of the group are entered here.
3. In the Group Name field, enter a **Group Name**. To avoid confusion when building an OP AWARE rule for this group, be sure to enter a name that is unique. Do not add any spaces after the Group Name.
4. In the Group Type, select the **Diagnosis Codes** radio button.
5. Enter the diagnosis code in the **Add Code** drop-down field, or click the drop-down to search for and select the code in the Diagnosis Code Search window.

6. Repeat step 5 until all codes have been added.
7. Select the **Status** of the group. Inactive statuses are not available for selection when building OP AWARE rules.
8. Click the **Save** button to save the group.
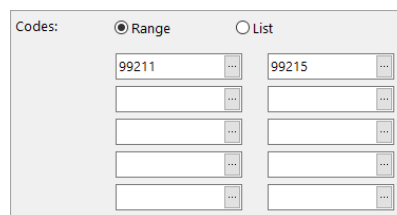
Version 20.8

Path: Billing tab > More button (Customize group) > Billing Groups
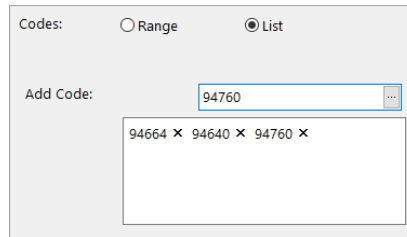
Overview

Billing Groups are created to group together sets of CPT or Diagnosis Codes, by range or list, to support the **OP AWARE** functionality. The grouping of codes reduces the number of rules that need to be created to align with specific billing circumstances.

Create a CPT Code Group

1. Navigate to the Billing Groups window by following the path above.
2. Click the **Add** button. The right-side of the window is activated. The details of the group are entered here.
3. In the Group Name field, enter a **Group Name**. To avoid confusion when building an OP AWARE rule for this group, be sure to enter a name that is unique. Do not add any spaces after the Group Name.
4. In the Group Type, select the **CPT Codes** radio button.
5. Select the appropriate Codes radio button:

   - Select **Range** if the group is being created for a sequential range of codes. Enter up to ten ranges in the fields provided. Use the ellipsis button to search for an select a code, if needed.
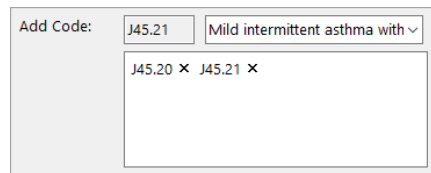

   - Select **List** if the group is being created for a non-sequential list of codes. Enter up to ten individual codes in the **Add Code** field, pressing Enter on your keyboard to add each code. As codes are added, they populate the group field (pictured below). To remove a code, simply click the **X** next to the code.

6. Select the **Status** of the group. Inactive statuses are not available for selection when building OP AWARE rules.
7. Click the **Save** button to save the group.

Create a Diagnosis Code Group

1. Navigate to the Billing Groups window by following the path above.
2. Click the **Add** button. The right-side of the window is activated. The details of the group are entered here.
3. In the Group Name field, enter a **Group Name**. To avoid confusion when building an OP AWARE rule for this group, be sure to enter a name that is unique. Do not add any spaces after the Group Name.
4. In the Group Type, select the **Diagnosis Codes** radio button.
5. Enter the diagnosis code in the **Add Code** drop-down field, or click the drop-down to search for and select the code in the Diagnosis Code Search window.

6. Repeat step 5 until all codes have been added.
7. Select the **Status** of the group. Inactive statuses are not available for selection when building OP AWARE rules.
8. Click the **Save** button to save the group.