



Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**.

Why are there duplicate charges for Surveys and Labs on superbills?

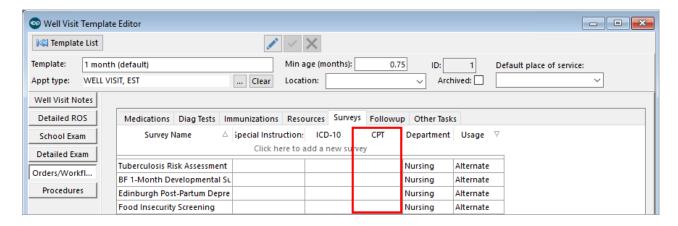
Last Modified on 01/04/2021 3:47 pm EST

Duplicate charges typically occur for Surveys and Diagnostic Tests because a CPT code has been associated with the item in the Order/Workflow tab in the Encounter or Well Visit Templates. To avoid these duplicate charges, it is recommended to associate the CPT code in the respective setup area of OP for Surveys and Diagnostic Tests and **not in the template**. Within Encounter Templates, only Procedures should have CPT codes associated. Further, no E/M Codes should be attached to Encounter Templates.



Tip: Applying a Procedure Template more than once will cause duplicate CPT codes to appear under Coding within the template. Remember to remove any duplicate codes prior to saving the Note. Saving the Note will cause these duplicates to automatically push to the superbill.

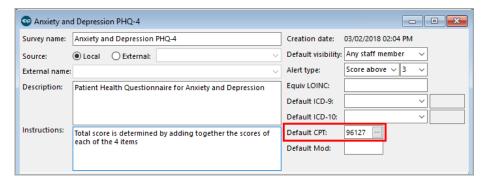
- 1. Review your templates to see if a CPT code has been associated with a Survey or Diagnostic Test in the template.
 - a. Navigate to Clinical tab > Encounter Templates or Well Visit Templates and select a template.
 - b. Click the Orders/Workflow tab.
 - c. Click the Surveys tab, and confirm that the CPT field is blank.
 - d. Click the **Other Tasks** tab, and confirm there are no CPT codes associated with Diagnostic Tests **Note**: While Diagnostic Tests are typically tasked from the Diag tests tab and not the Other Tasks tab, it is still recommended to check Other Tasks for CPT codes that may be causing duplicate charges.



Review Survey setup by navigating to Clinical tab > More button (Customize group) > Surveys Once you open the Survey, you'll associate the CPT Code by entering it or selecting it in the Default CPT field.







3. Review Diagnostic Test setup by navigating to Clinical tab > More button (Customize group) > Diagnostic Tests Once you open the Test, you'll associate the CPT Code by entering it or selecting it in the CPT code field.

