

User Guide - Add/Edit CPT/HCPCS Codes

Description: In this topic, the user will learn how to add and edit CPT (Current Procedural Terminology) and HCPCS (Healthcare Common Procedure Coding System) codes. CPT/HCPCS Codes are used for billing purposes on service codes. Default codes can be added to service codes. Modifiers can be updated on funding accounts. Codes and modifiers can be manually added or edited on individual billing entries in the billing module.

*Please note: If CPT/HCPCS codes are not added or edited, the default code and modifiers from the service code and funding account will be applied to the billing entries.

Role Required: Super User, Billing Team (can only manage CPT/HCPCS codes and modifiers on billing entries)

Permission Required: Funding Source Admin (can only add default CPT/HCPCS codes on service codes and add modifiers on funding account)

Add Default CPT/HCPCS Codes on Service Code

1. Log in to DCI
2. Select **Settings** on the main menu
3. Select **Funding Sources** on the submenu
4. Use the filters to search for the funding source and click **Search**
5. **Click anywhere in the funding source row** to open the Funding Source Details page
6. Click the **Service Codes** tab
7. **Click anywhere in the service code row** to open the details page
8. Click **Actions**
9. Select **Edit Service Code** from the drop-down menu
10. Add Default CPT Code *or* Default HCPCS Code
 - a. This is a 5-digit code
 - b. Only CPT *or* HCPCS Code can be entered
11. Click **Save** and **Yes** to confirm

Add Modifiers on Client Funding Account

1. Log in to DCI
2. Select **Authorization** on the main menu
3. Select **Funding Accounts** on the submenu
4. Use the filters to search for the funding account by client name, service code, units, cost center, or status and click **Search**.
5. **Click anywhere in the funding account row** to open the Account Details page
6. Click **Actions**
7. Select **Edit Account** from the drop-down menu
8. Add Default CPT *or* HCPCS Modifiers
9. Click **Save** and **Yes** to confirm

Manage CPT/HCPCS Codes and Modifiers on Billing Entries

1. Log in to DCI
2. Select **Billing** on the main menu
3. Select **CPT/HCPCS Codes** on the submenu
4. Use the filters to search for the desired client and service code (and specific date range if necessary), and click **Search**.
 - a. Please note that **Client Name** and **Service Code** are required search fields
5. Select the checkbox next to pending entries for which CPT/HCPCS should be added/edited or click the header checkbox to select all displayed entries
6. Click the blue **Add/Edit CPT/HCPCS** button
 - a. Enter the 5-digit CPT *or* HCPCS code. Only CPT *or* HCPCS Code can be entered, not both.
 - b. Additionally, there are four 2-digit fields which are available modifier fields.
7. Click **Save** and **Yes** to confirm

Related articles

- [Business Rule List](#)
- [Service Codes - Create, View, Edit, or Deactivate](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)
- [User Guide - Add/Edit CPT/HCPCS Codes](#)
- [IVR Prompts](#)