

Add a Revenue Code

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Follow the steps below to manually add a Revenue Code

1. Select **Customer Setup > Codes... > Revenue**.
2. Click the **New Revenue Code** button.
3. Add the code name in the **Code** field.

 Please note that although you can enter up to 9 digits, we will only bill out the first 4 digits. This enables users to utilize the additional characters not billed for reporting, fee schedules, and contracts. It also provides the ability to have different defaults, such as modifiers and default units.

4. Enter your default price for this code in the **Price** field.
 5. Write the code **Description**.
 6. **Statement Description:** Write a statement description for the revenue code that will be printed in the patient statements.
 7. **Optional:** Use the right-hand side panels to enter a default price for a specific **Fee Schedule** or **Contract**.
 8. Click **Save**.
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