Add Revenue Codes

Add a Revenue Code

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 th 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**.

Add a Revenue Code from Master List

Follow the steps below to add a Revenue Code from the master list.

1. Select **Customer Setup** > **Codes...** > **Revenue**.

2. Click the **Add From Master List** button.

3. Once the **Master Revenue Selection** window opens, enter your search criteria.

   1. If you know the code you would like to add, you can enter it in the **Enter Code to Search For** field.

   2. If you're unsure of the exact code, but you know what's in the description, you can enter a keyword in the **Enter Keyword to Search For** field.

3. Use the **Category** drop-down menu to select the category of the code you are looking for.

4. Use the **Order Results By** drop-down menu to order your search results by description or code.

5. Click **Search**.

4. Select the code(s) to add by **checking the box** on the left of each code, in the **Selected** column.

5. Click the **Add** button.

6. Click OK when "***All records inserted.***" displays.