MEDENT

FLU SEASON: STEPS TO SUCCESSFULLY CODE IMMUNIZATIONS/INJECTIONS

1

REACTIVATE A CPT CODE

- Practice Management > Setup > CPT/HCPCS Codes > CPT/HCPCS Codes
- Click **Deactivate/Reactivate** at the bottom of the screen.
- Click **Include Deactivated** at the top of the screen.
- Search for **CPT Code with an asterisk**; ***** indicates it is deactivated.
- Select the code and click **Yes** to use the copy utility.
- Copy from any vaccine/immunization code and select whether you need to **enter a fee** for this code. Pick your **classification code**.
- **Remove the NDC Code** that came from the copied code. Update info.
- When finished, click **Edit/View** and confirm **Immun-Inj** and **Enter Charge** fields are set to **Yes**.

2

ADD RELATED ADMIN CODES

- Click **Edit/View** and select the code you wish to view.
- Click **Related CPT/HCPCS** at the bottom of the screen.
- Add your related code(s) to each fee line. Click the back button.
- Now, when posting the charge, it will automatically pull both codes.

3

LINK CODES TO THE PROPER SERIES

- Medical Records > Medical Records Setup > All Orders > Immunizations/Injections Setup
- Click **Immunization Master File**.
- Select a code and click **Vaccine Group**. Select your group and click OK.

4

SET YOUR NDC CODES

- If your office does not use lot numbers: Practice Management > Setup > CPT/HCPCS Codes > CPT/HCPCS Codes
- Click **Edit/View** and select your code. Click **Additional Information.**
- Enter NDC Code in the **Drug Code** field. Note: it must be 11 digits.
- Enter your **Drug Unit of Measurement** and **# of Units Per Drug Price**.

5

SET YOUR LOT NUMBERS

- Medical Records > Medical Records Setup > All Orders > Immunizations/Injections Setup
- Click **Lot # Setup**.
- Click **New**. Enter the **Lot Number**, **Expiration**, **Manufacturer** and **NDC Package/Box** information. Note: Most registries want the NDC Package versus NDC Product/Vial. MEDENT's Insurance Setup - NDC From Lot# Type defaults to Package.
- Enter the **CPT Code**.

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