

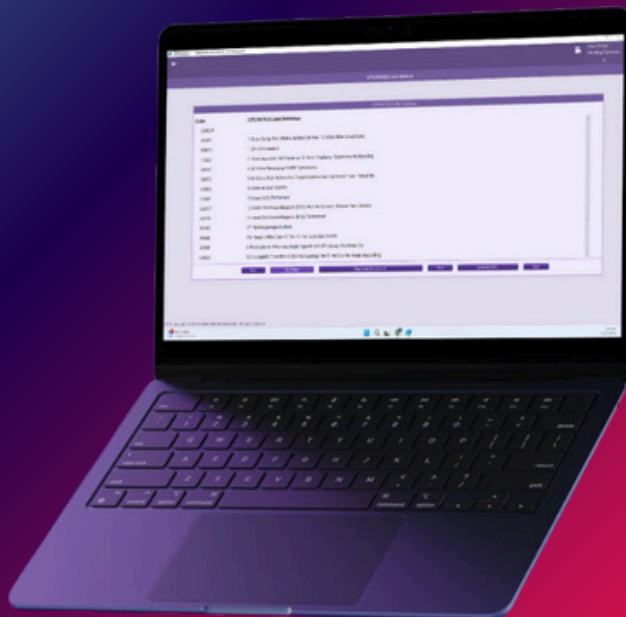
Connect. With MEDENT.

# So you want to maintain your CPT/HCPCS Codes.

## What's next?

MEDENT offers the ability to activate, deactivate and reactivate CPT/HCPCS Codes.

From the main menu, under Practice Management, click Setup > CPT/HCPCS Codes > CPT/HCPCS Codes.



## Activating New Codes

- MEDENT adds new CPT codes to the official file when CMS releases updated information (typically every April and October).
- All new CPT codes are available in the **Deactivated Lookup** and must be activated by the client to have the proper fee line setup.

**NOTE:** Practices may add **New** "House Codes," or variations of CPT codes used to differentiate something unique for billing (e.g. Supplies). House Codes are internal MEDENT codes; the real CPT codes are still sent on the claims.

## Deactivating Codes

- To remove the CPT/HCPCS code from the lookup list, click **Deactivate/Reactivate** and select the code. NOTE: Deactivated codes are still used for reporting purposes.

**NOTE:** Deactivated codes are highlighted in yellow and have an asterisk (\*).



Questions? Submit a support request at [MEDENT.com](https://www.medent.com).

## Reactivating Codes

- To reactivate a deactivated code, click **Deactivate/Reactivate > Include Deactivated**.
- Select the code to reactivate and click **Continue**.
- If at least one fee schedule has Different Fee Per Doctor, Different Fee Per Specialty, and/or Different Fee Per Location set to Yes, select another active CPT code that is similar to the one being reactivated and click **Continue**.
- Select the appropriate option for **Reset Fee Per Unit**.
  - **Enter Fee Per Unit for new CPT/HCPCS code.**
  - **Zero out Fee Per Unity for all Fee Lines** (in the event the code is a PQRS code).
- If a class code was used, answer the Classification Code # prompt.
- If any of the fee schedule lines are set to use the Fee by Effective Date, the user will be prompted to select a date range bucket for the new fee per unit. If the user wants the new fee to be entered in all date buckets, select All Fee Per Unit Values.
- Click **Continue**.

**NOTE:** If none of the fee schedules have any of the Different Fee Per Doctor/Specialty/Location options set to Yes -- and the CPT code you are reactivating does not have a blank classification code -- the CPT code will simply be reactivated, as the practice does not require multiple fee lines to be created.