



## MEDENT

# FLU SEASON: STEPS TO SUCCESSFULLY CODE IMMUNIZATIONS/INJECTIONS

## REACTIVATE A CPT CODE

1

- Practice Management > Setup > CPT/HCPCS Codes > CPT/HCPCS Codes > Deactivate/Reactivate.
- Open the menu in the lookup  and select **Show Deactivated**.
- Search for the CPT Code that needs to be reactivated. NOTE: Deactivated codes appear grayed out.
- Do you want to Activate this CPT Code? – **Yes**.
- Would you like to use the copy utility at this time? – **Yes**.
- Select the code you want to copy from.
- Do you wish to keep this Classification Code? – **Yes/No**
- Select a Reset Fee Per Unit option.

## ADD RELATED ADMIN CODES

2

- Click the **Related CPTs Tab** at the top of the code.
- Select the fee line that the related code needs to be added to.
- Click **Select CPTs**.
- Select codes to add as related. Click **OK**.
- Follow the same steps to add related codes to other fee lines, if desired. Checkmark when complete.

## LINK CODES TO THE PROPER SERIES

3

- 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.

## SET YOUR NDC CODES

4

- 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**.

## SET YOUR LOT NUMBERS

5

- 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**.