



So you need to add a new adjustment code in medent.

What's next?

Adjustment Descriptions can be changed to suit the needs of the practice. If you are planning on changing an adjustment description, we recommend doing this between months, especially if the adjustment is already being used.

medent can accommodate up to 3,800 Adjustment Codes.



Navigation Steps

- Under Practice Management, click **Setup > Install/Utility/Master Log > Install Options.**
- Select **Payment/Adjustment Descriptions.**

Adding a New Code

- Enter **11** in the **Option?** box at the bottom of the screen to choose **#11 Adjustments Descriptions.**

Option?	11
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NOTE: Adjustment codes 1-10 are pre-set by medent; however, the descriptions can be modified by the office if needed.

- Enter **25** in the **Adjustment Option to Change?** box to choose **Miscellaneous Adjustment Codes.**

Adjustment Option to Change?	25
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- Click **New.**

New Adjustments

- Enter the Code and Description (Desc).

New Adjustments	
Code	<input type="text"/>
Desc	<input type="text"/>
Enter Adjustment Code	

NOTE: Adjustment codes are 2-digit alpha/numeric codes, which can be lower case and upper case. These codes are case-sensitive, so use caution when creating and entering adjustment codes.

- Click the check mark in the top left corner to save.



Questions? Submit a support request at medent.com.