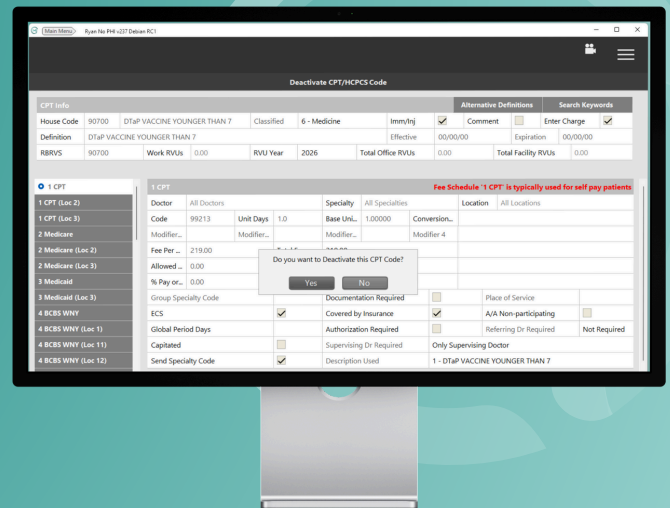# medent

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.
- Answer **Yes** to the prompt:

> Do you want to Deactivate this CPT Code?
> Yes   No

Questions? Submit a support request at medent.com.

Reactivating Codes

- To reactivate a code, click **Deactivate/Reactivate**.
- Open the menu ☰ and select **Show Deactivated**.
- Select the code to reactivate. NOTE: Deactivated codes will appear grayed out in the lookup list.
- Answer **Yes** to the prompt:

> Do you want to Activate this CPT Code?
> Yes   No

- Answer **Continue** to the prompt:

> You are activating a CPT/HCPCS code that has never been used. Please select a CPT/HCPCS code to copy from, this will set the default billing information in the CPT Detail. After you've completed your selection, the activated CPT code will be immediately available for editing.
> Continue

- Select the code you want to copy from.
- Answer the prompt:

> The code you selected has a Classification Code (3). Do you wish to keep this Classification Code on the new CPT/HCPCS code?
> Yes   No

- Select from the following Reset Fee Per Unit choices:

> 🔍 Search
> Enter Fee Per Unit for new CPT/HCPCS code
> Zero out Fee Per Unit for all Fee lines
> Leave Fees as they are
> OK