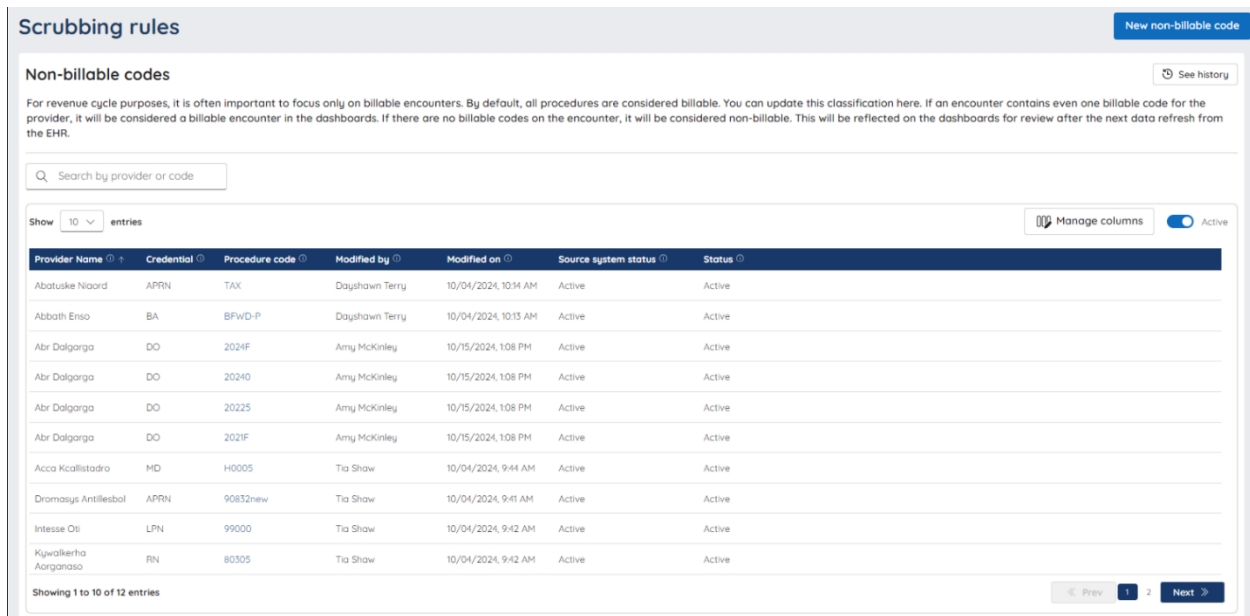


Non-billable codes

The Non-billable codes section lets users indicate which procedure codes are considered non-billable for each provider in the health center. It enables users to create and edit rules for each provider, allowing the user to attach multiple non-billable procedure codes to a single provider if needed. After establishing which codes should be considered non-billable for each provider, the next time the pipelines run, users will see the count of billable encounters in the various dashboards change to reflect. By definition, an encounter with at least one billable code is considered billable.

To access:

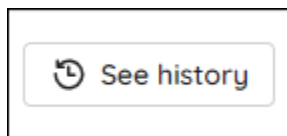
1. Navigate to **Admin settings**.
2. Locate Scrubbing rules in the navigation menu.
3. Click **Non-billable codes**.



The screenshot displays the 'Scrubbing rules' interface. At the top right, there is a 'New non-billable code' button. Below the header, the 'Non-billable codes' section includes a 'See history' link. A search bar is provided with the placeholder 'Search by provider or code'. Below the search bar, there is a 'Show 10 entries' dropdown and a 'Manage columns' button with an 'Active' toggle. The main content is a table with the following columns: Provider Name, Credential, Procedure code, Modified by, Modified on, Source system status, and Status. The table contains 12 rows of data. At the bottom, there is a 'Showing 1 to 10 of 12 entries' indicator and a pagination control with 'Prev', '1', '2', and 'Next' buttons.

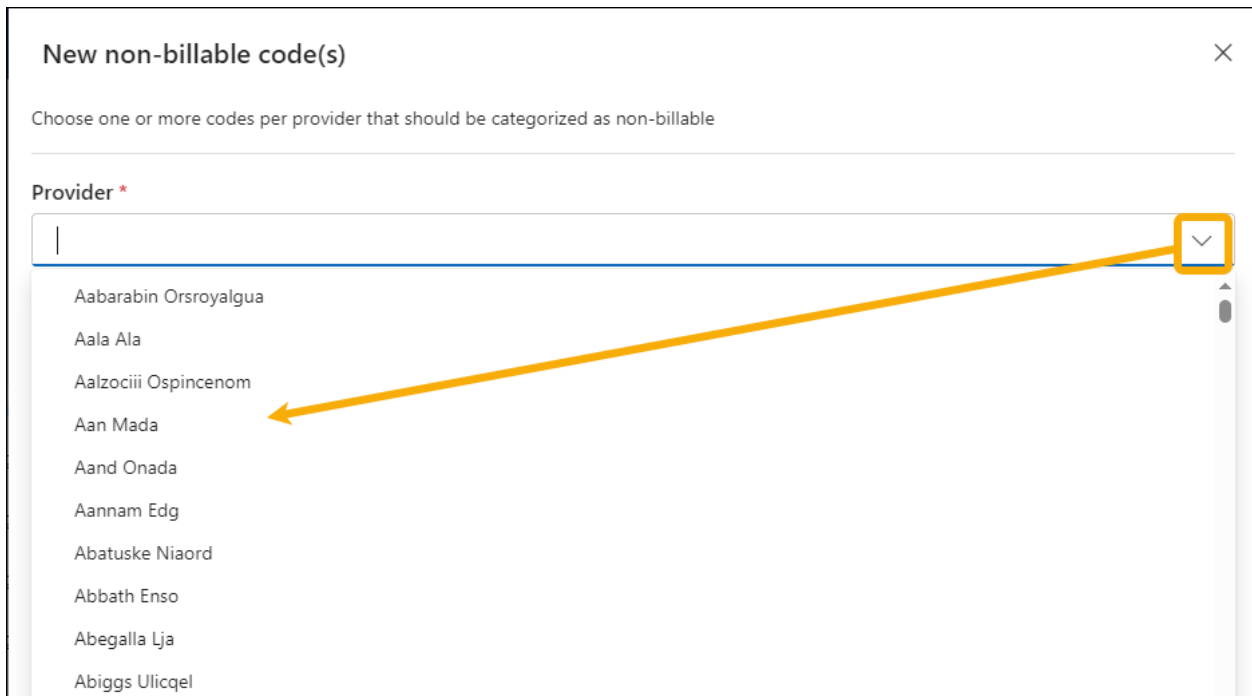
Provider Name	Credential	Procedure code	Modified by	Modified on	Source system status	Status
Abatuske Niard	APRN	TAX	Dayshawn Terry	10/04/2024, 10:14 AM	Active	Active
Abbath Erso	BA	BFWD-P	Dayshawn Terry	10/04/2024, 10:13 AM	Active	Active
Abr Dalgarga	DO	2024F	Amy McKinley	10/15/2024, 1:08 PM	Active	Active
Abr Dalgarga	DO	20240	Amy McKinley	10/15/2024, 1:08 PM	Active	Active
Abr Dalgarga	DO	20225	Amy McKinley	10/15/2024, 1:08 PM	Active	Active
Abr Dalgarga	DO	2021F	Amy McKinley	10/15/2024, 1:08 PM	Active	Active
Acca Kcallistadro	MD	H0005	Tia Shaw	10/04/2024, 9:44 AM	Active	Active
Dromasys Antilesbal	APRN	90832new	Tia Shaw	10/04/2024, 9:41 AM	Active	Active
Intesse Oli	LPN	99000	Tia Shaw	10/04/2024, 9:42 AM	Active	Active
Kjwalleerha Aorganaso	RN	80305	Tia Shaw	10/04/2024, 9:42 AM	Active	Active

The **See History** hyperlink is a shortcut to the **Admin changes** audit log. Use it to review the users who made edits to the Adjustments.



Adding a New non-billable code

1. Navigate to **Admin Settings**.
2. Locate the Scrubbing rules section and click **Non-billable codes**.
3. Click the **New non-billable code** button.
4. This opens the **New non-billable code(s)** panel.
5. Use the **drop-down menu** to select the **Provider** (Required).



The screenshot shows a web interface titled "New non-billable code(s)" with a close button (X) in the top right corner. Below the title is a subtitle: "Choose one or more codes per provider that should be categorized as non-billable". The main section is labeled "Provider *" and contains a search input field with a vertical bar on the left and a dropdown arrow on the right. A yellow box highlights the dropdown arrow, and a yellow arrow points from it to the list of providers below. The list includes: Aabarabin Orsroyalgua, Aala Ala, Aalzociii Ospincenom, Aan Mada, Aand Onada, Aannam Edg, Abatuske Niaord, Abbath Enso, Abegalla Lja, and Abiggs Ulicqel.

6. Enter the procedure code(s) in the **Type to search** or use the **drop-down menu** to check the procedure code(s) (Required).

Procedure code(s) *

- BFWD-P - Balance Forward - Patient
- BFWD-I - Balance Forward - Insurance
- TAX - Tax
- 20000 - Incision of soft tissue abscess (eg, secondary to osteomyelitis); superficial
- 20005 - Incision of soft tissue abscess (eg, secondary to osteomyelitis); deep or complicated
- 2000F - Blood pressure measured (CAD, CKD, HF, HTN)(DM)
- 2001F - Weight recorded (HF, PAG)
- 2002F - Clinical signs of volume overload (excess) assessed (HF)

7. Click **Save**.

Editing a Non-billable code

The Non-billable codes feature allows users to edit and remove non-billable procedure codes for a provider.

1. Navigate to **Admin Settings**.
2. Locate the Scrubbing rules section and click **Non-billable codes**.
3. Use the **Search by** field to locate the provider to edit.
4. Click the provider's **Procedure code** link.

Provider Name	Credential	Procedure code	Modified by	Modified on	Source system status	Status
Abatuske Niaord	APRN	TAX	Dayshawn Terry	10/04/2024, 10:14 AM	Active	Active

5. The **Edit non-billable code** panel opens.
6. Use the **Procedure code field** to add more non-billable procedure codes for this provider.
7. Or, locate a non-billable procedure code and click the **X** to remove it.

Procedure code *

TAX

8. Click **Save**.

Deactivating/Reactivating a Non-billable code(s)

The Non-billable code(s) can be deactivated and reactivated according to the health center's needs.

Refer to [Common Features: Deactivate](#) and [Reactivate](#) for detailed information.

Use the **Active only toggle** to change the display view between active and deactivated Non-billable code(s).