

# CPT Manager Help

[2013 CPT Psychotherapy Codes](#)

## Add CPT Codes



Click the

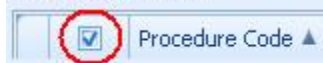
### Add Codes



To add new CPT codes to your Charges click on **Add CPT Codes** on the left menu bar.

To make Procedure Codes actual charges in Office Therapy®, select the codes you wish to use as charges by checking the boxes.

Additional CPT Codes



By default all boxes are checked. To un-check all codes, click on the checkbox at the top of the list. To select all again click to check the box.

Note the **Effective Date** and the **Expiration Date**.

This tool will allow you to add CPT codes to your Office Therapy database. If the code already exists, it will not be added again.

<input checked="" type="checkbox"/>	Procedure Code ▲	Description	Effective Date	Expiration Date	Add-On	Overwrite
<input checked="" type="checkbox"/>	90785	psychotherapy add-on code for interactive complexity	1/1/2013		Yes	No
<input checked="" type="checkbox"/>	90791	psychiatric diagnostic evaluation	1/1/2013		No	No
<input checked="" type="checkbox"/>	90792	psychiatric diagnostic evaluation with medical services	1/1/2013		No	No
<input checked="" type="checkbox"/>	90801			12/31/2012	No	Yes
<input checked="" type="checkbox"/>	90802			12/31/2012	No	Yes
<input checked="" type="checkbox"/>	90804			12/31/2012	No	Yes
<input checked="" type="checkbox"/>	90805			12/31/2012	No	Yes
<input checked="" type="checkbox"/>	90806			12/31/2012	No	Yes

Do you want to add charge types when the procedure codes are added?

Add a Charge Type when the CPT (Procedure) codes is added.

Place of Service:  Type of Service:

Apply the correct criteria by selecting options from the drop down pick lists for **Place of Service** and **Type of Service**. This applies to all checked codes.

Click on the **Add Selected Codes** bar to update.

Note: Update your Provider rate card for these new procedures.

## Adjust Standard Charges



Click on Adjust Standard Charges on the left menu bar.

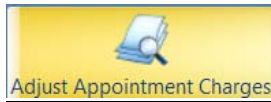
A screenshot of the 'Office Therapy CPT Manager' software interface. The window title is 'Office Therapy CPT Manager'. The main content area is titled 'Update Standard Charges' and contains the following text: 'Use this form to update the current standard charges for your clients. Select the charge type that you would like to change (current Charge Types) and the type you would like to change it to (Available Charge Types). If a charge type is not appearing in the list, please look in Office Therapy under 'View-Charge Types'. Add it if necessary.' Below this text are two dropdown menus: 'Current Charge Types' with the placeholder text 'Please select a current charge type' and 'Available Charge Types' with the placeholder text 'Please select a new charge type'. At the bottom center of the form is a blue button labeled 'Update Standard Charges', which is circled in red. On the left side of the window, there is a blue sidebar menu with two items: 'Add CPT Codes' and 'Adjust Standard Charges', both with folder icons.

Choose the **Current Charge Type** from the drop down menu, for example 90806.

From the **Available Charge Types** pick list select the new code, for example 90834.

Click the **Update Standard Charge** button.

## Adjust Appointment Charges



Click on Adjust Appointment Charges on the left menu bar.

A screenshot of a web application interface. On the left is a blue vertical menu bar with four items: "Add CPT Codes" (with a plus icon), "Adjust Standard Charges" (with a pencil icon), "Adjust Appointment Charges" (with a document icon), and "Help" (with a question mark icon). The "Adjust Appointment Charges" item is highlighted. The main content area has a light blue background. At the top left of this area is a tab labeled "Update Appointment Charge Types". Below the tab is a paragraph of instructions: "Use this form to update appointment charge types. Select the charge type that you would like to change (Current Charge Types) and the type you would like to change it to (Available Charge Types). Also select the date range of the appointments that you would like to update. If a charge type is not appearing in the list, please look in Office Therapy under 'View-Charge Types'. Add it if necessary." Below the instructions are four input fields: two dropdown menus labeled "Current Charge Types" and "Available Charge Types", and two date pickers labeled "Appointment Start Date" and "Appointment End Date". At the bottom center is a blue button labeled "Update Appointment Charge Types". Red rectangular boxes are drawn around the two dropdown menus, the two date pickers, and the "Update Appointment Charge Types" button.

Choose the **Current Charge Type** from the drop down menu, for example 90806.

From the **Available Charge Types** pick list select the new code, for example 90834.

Choose the date range you wish to apply the updated information too.

Click the **Update Appointment Charge Types** button.

