

How to Link Bill Codes to Buttons in A&P Tab

If your Billing buttons on your A&P tab do not drop in the correct Bill ID, CPT, and description as shown below, follow the instructions below to properly link your buttons.

BILLING			
	Bill ID	CPT	Description
1	Comp. Exam	92004	Comprehensive Examination - new patient
2			
3			
4			
5			
6			

1. In Records, click on EHR Settings > Edit Medical Record Templates.
2. In the Edit Records popup, first sort by Text, then sort by Description.
3. Scroll through the Buttons to find your next button name and click on it.
4. In the F9 Keys section on the right, change the Action to your Bill Code (it is case sensitive and must be entered EXACTLY how it's written.)
5. Do the same for the next button.
6. When done, click on the "Stop Editing and Save Changes to the Database" button at the bottom.
7. Say "No".
8. To test with your Test, Test account, remember to delete the existing record first. To do this, go to EHR Settings > Record Information > Delete Medical Record.

The screenshot shows the 'Edit Records' window in the EHR system. The window is divided into several sections:

- Buttons Section:** A table listing buttons and their descriptions. The 'NP Comp' button is highlighted.
- F9 Keys Section:** A table showing the F9 keys for each button. The 'NP Comp' button has the F9 key 'Comp. Exam EP'.
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- F9 Keys Section:** A table showing the F9 keys for each button. The 'NP Comp' button has the F9 key 'Comp. Exam EP'.

At the bottom of the window, there is a button labeled 'Stop Editing and Save Changes to Database'.