

#### Favorite CPT Code Tip Sheet

#### **DESCRIPTION:**

 How to create favorite CPT Code lists in order to utilize G / F codes on visits if not using PQRS

# Creating a Favorites List

- 1. Locate the Visit Code link at the bottom of the chart
- 2. Click the "Add CPT" button
- 3. Click the "New" button
- 4. Click the "OK" button

Billing (Test, Test - 07/16/2015 12:45 PM, AWV/SAWV)	C. Procedures, Immunizations (T	3. New Item/Category	X
Pt. Info Encounter Physical $\frac{1}{2}$ Hub $\bigcirc$ $\mathbb{P}_{0} \swarrow \mathcal{L} $ $\square$ $\square$ $\square$ $\square$ $\mathbb{R} $ $\mathbb{R} $ $\mathbb{R} $ $\mathbb{R} $ $\square$ $\square$ $\square$ $\square$ $\mathbb{R} $ $\square$ $\square$ $\square$	Billing Categories Previous CPT CPT Codes	Parent : Category Name CPT FA	NS
Assessments         Add         Remove           P         CODE         Diagnosis         Spe           1         X         V80.2         Screening for other eye conditior           2         V80.3         Screening for ear diseases	ACO AWV Codes ACO AWV Codes ACO AWV Codes ACO AWV Codes AIlCodes AIlCodes Destruction of Lesit AILCO AILCOS ID02 Immunizations ID03 Injections ID04 Injury ID04		
Procedure Codes Add E&M Add CPT	Internal Codes (Mit 1005 Medicare Codes 1006 Modifiers 1006 Modifiers 1006 Office Tests 1007 Ortho 1006 Other Surgical 1008 Removal/Excision I 1005		
Billing Notes Browse Check Spelling Cl	ear Follow Up S	Browse Clear Reason	Browse   Clear
	2-3Ds 1W 4W 6W 4M 6M	/ 2W 3W / 2M 3M <b>Foll</b> I 1Y prn	low up N/A
Consent on Elements		<u>C</u> lose	✓ Done

# Adding CPT Codes to the Favorites List

- 1. Click the "Organize" button inside the "Add CPT" window
- 2. Select "All Codes" in the far left corner (This will ensure you see the entire list)
- 3. Select your "Favorite List" in the far right corner (This will ensure you copy the code to your favorite list)
- 4. Locate your favorite CPT codes  $\rightarrow$  Click to highlight



# Adding CPT Codes to the Favorites List

- 5. Be sure your code selection is highlighted
- 6. Click the single arrow to move the code into the queue
- 7. Click the "Copy" button

Note: eCW does not recommend using the "Move" function, as it will move the CPT code from the master list to your favorite list, thusly removing the ability for other users to use the CPT code.



# Adding CPT Codes to the Favorites List

- 8. Lastly, click "Favorites List" in the Billing Categories window.
- 9. Ensure that the added code or codes are populating the center window.

Procedures, Immunizations (Test	t, Test - 07/16/2015 12:45 PM, AWV/SAWV)	
Billing Categories Previous CPT CPT Codes CPT Codes	□ Show Invalid Codes           ☑ Show Fee         ■         0.00         Active         ■	Selected Procedures and E&M
	BLOOD PRESSURE, M public \$0.00	
Favorite CPTs     Favorite CPTs     Force     Force     Timmunizations     Force     Tinjections		Procedures to be Used
— Injury — Internal Codes I — Medicare Codes — Misc Services		
Modifiers Office Tests Ortho Other Surgical Removal/Excisic *		< <<
✓     III     →     ↓       Ngw     ✓     Organize	< <u>Prev</u> <u>Next</u> >	<u>Q</u> K <u>Cancel</u>