



Banner
Health Network

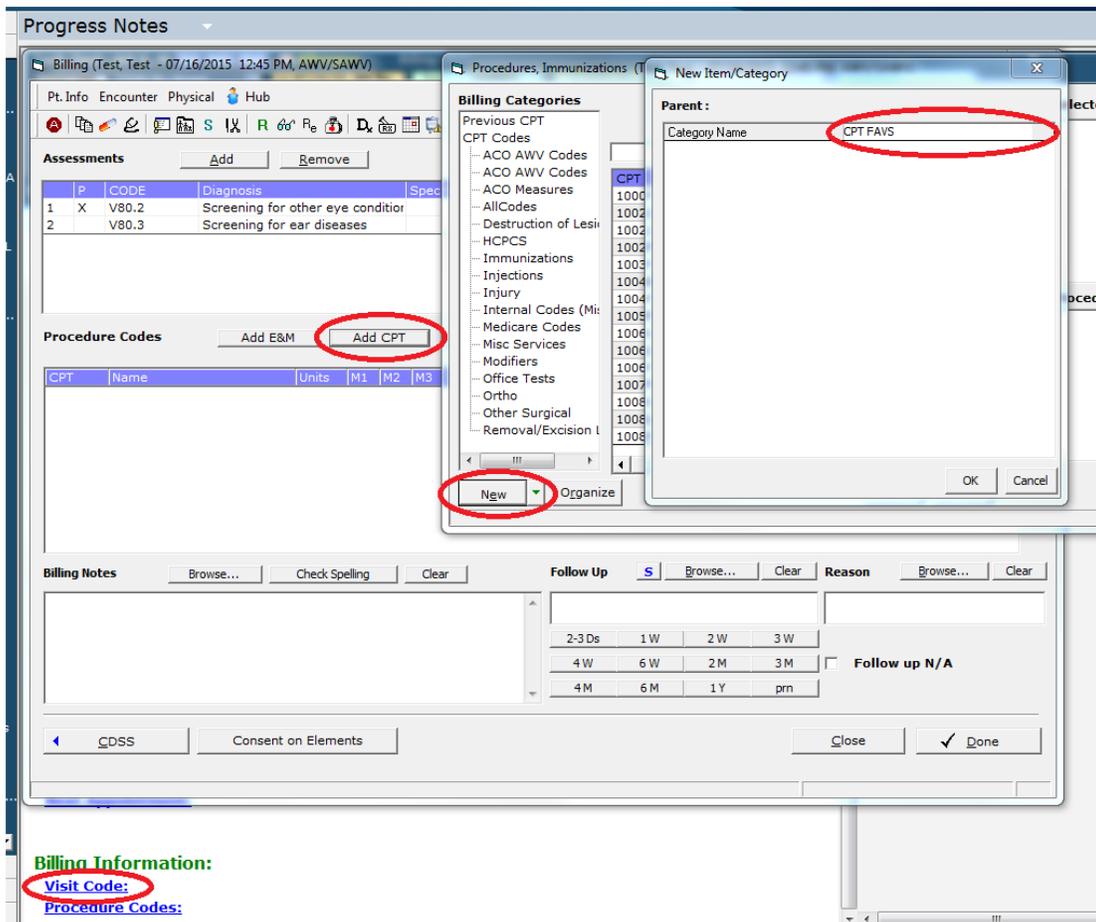
Favorite CPT Code Tip Sheet

DESCRIPTION:

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

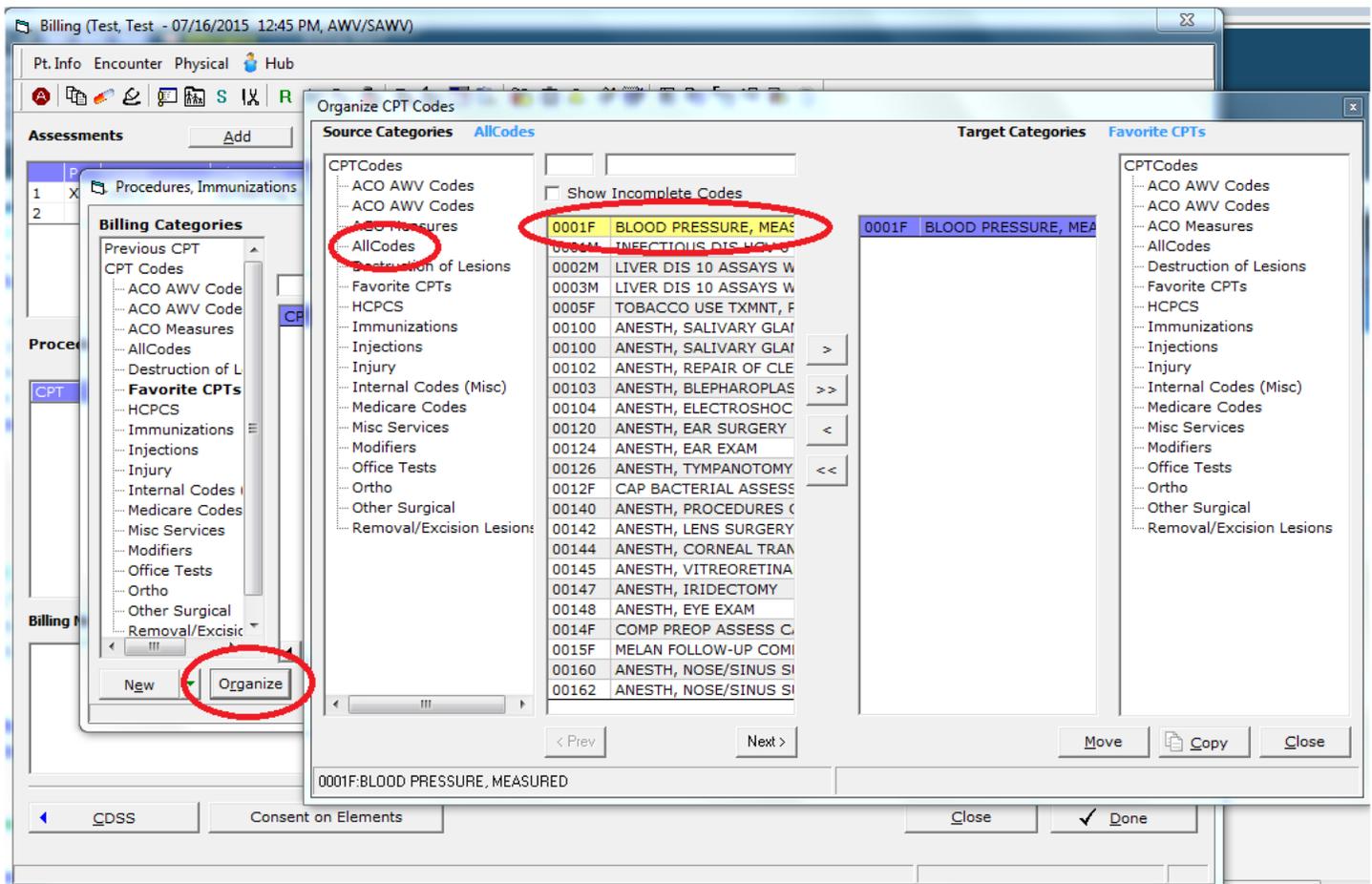
Creating a Favorites List

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



Adding CPT Codes to the Favorites List

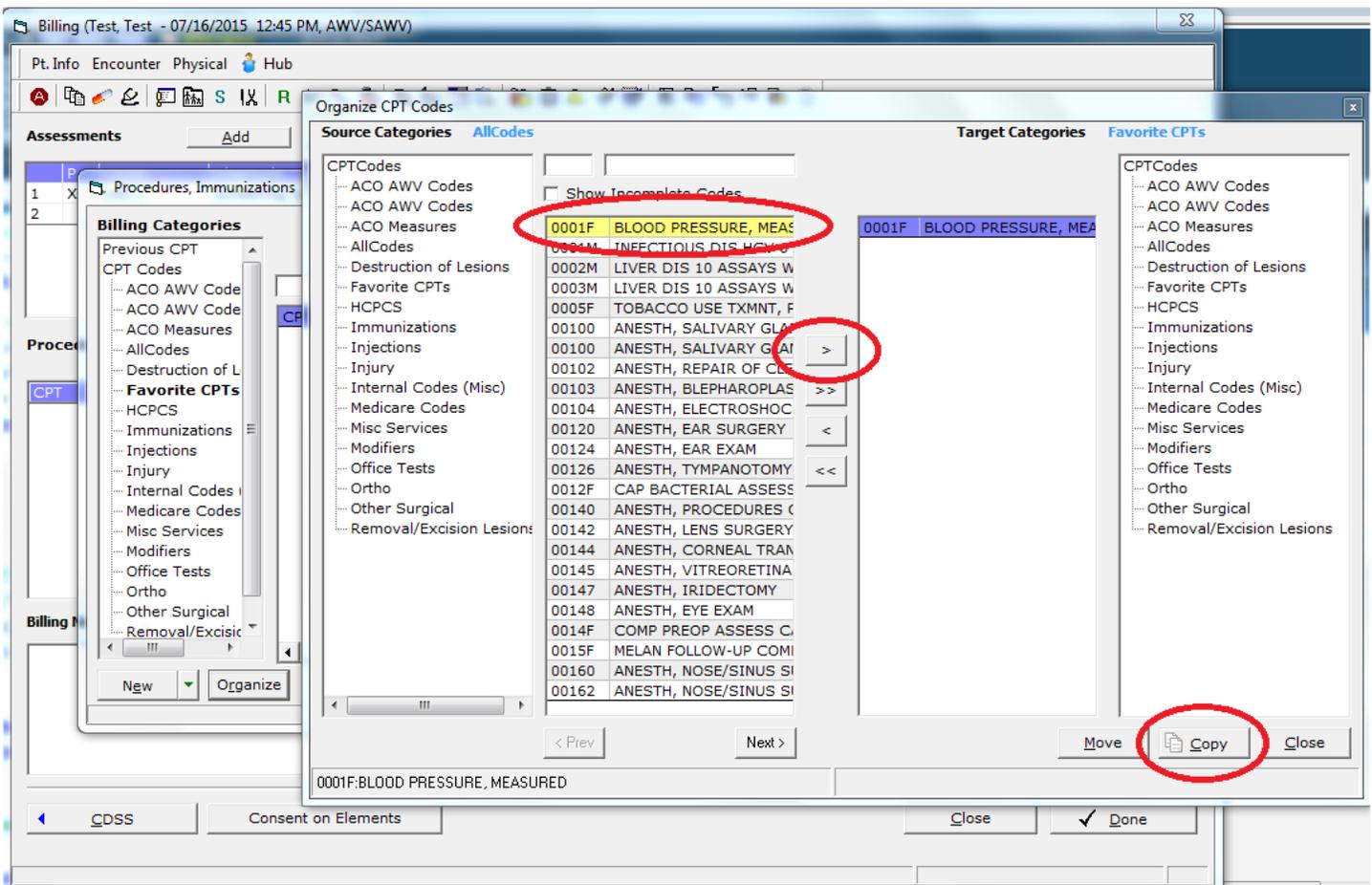
1. Click the “Organize” button inside the “Add CPT” window
2. Select “All Codes” in the far left corner (This will ensure you see the entire list)
3. Select your “Favorite List” in the far right corner (This will ensure you copy the code to your favorite list)
4. Locate your favorite CPT codes → Click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

