

Adding New Patient Adjustments or Discount Types

At times you'll need to add an adjustment or discount to OD Professional. Sales, professional discounts, employee discounts or doctor's courtesies are all examples of an adjustment or discount you can add to OD Professional.

Adding New Patient Adjustments or Discounts

1. Open OD Professional
2. Select Billing Code Table under the Record menu item (Record → Group & Billing Codes → Billing Code Table).
3. Scroll to the bottom of the list to enter a new item (the new item will be entered on the line with the asterisk)
4. Enter BIL for the GRP (Group Code)
5. Enter a unique three digit BCD (Billing Code) for the adjustment (e.g. EES for Employee Savings, etc.)
6. Enter a description (e.g. Employee Savings, etc.)
7. Enter ADJ for Transaction Type
8. Select Adjustments from the Transaction Classification drop down list
9. Enter 2 for Column (1 is for Insurance and 2 is for Patient, relative to the insurance and patient columns on the invoice)
10. Click Save
11. Verify that there is an X in the box under the Active (Ac) column next to the adjustment/discount added.
 - OD Professional automatically makes active all new records in the Billing Code Table.
12. Close the Billing Code Table