

# Procedure Code Add-On

## Setup

1. Add the Add-On Procedure Code to Procedure code table.
2. Create Add-on service code in System Administration/Services. Be sure to select 'Add-On' as the Add-On Level.

**Service Profile**

Service #	286	Procedure Code	T1013-Sign language/oral interpreter
Description	Translator/Interpreter	Modifier 1	
Measure Type	Duration	Modifier 2	
Rendering Provider Required	No	Modifier 3	
Date Span Allowed	No	Modifier 4	
Effective Date	7/1/2013		
Expiration Date			
Add-On Level	Add-On		
Start/End Time Required	Yes		
Created Date	1/12/2015 10:48 AM		
ATR Service	No		
SAIS Service Code			
ATR Modality			
ATR Service Category			
Default ATR Units			

For Procedure Code that will be an 'Add-on' to another procedure code, select 'Add-On'

Cancel Save Finish

NOTE: Only services whose Add-On Level is 'Add-On' in the Service Profile will appear in the Add-On Service dropdown list (see 3c).

3. For every procedure code that can use the Add-On service (Procedure Code),
  - a. Find the Procedure Code in System Administration/Services and change the Add-on Level to 'Primary'.

Service Profile

Service # 3 Procedure Code: H0005-Alcohol And/Or Drug Services; Group Counseling B...

Description: Group Counseling - Process Group (H0005)

Measure Type: Duration

Rendering Provider Required: Yes

Date Span Allowed: No

Effective Date: 1/1/1999

Expiration Date:

Add-On Level: **None** Change the Add-On Level to 'Primary' to indicate that this Service must be used in order to the Add-On service

Start/End Time Required: Yes

Created Date: 5/4/2007 10:04 AM

ATR Service: No

SAIS Service Code:

ATR Modality:

ATR Service Category:

Default ATR Units:

Cancel
Save
Finish

- b. When the Add-On Service List table appears, click on the Add New Add-On link to associate the services that are dependent on the service.

Service Profile

Service # 3 Procedure Code: H0005-Alcohol And/Or Drug Services; Group Counseling B...

Description: Group Counseling - Process Group (H0005)

Measure Type: Duration

Rendering Provider Required: Yes

Date Span Allowed: No

Effective Date: 1/1/1999

Expiration Date:

Add-On Level: **Primary**

[Add New Add-On](#)

Actions	Service	Max Units	Prerequisite

Click 'Add New Add-On' link to add service code that can be used with this service

Start/End Time Required: Yes

Created Date: 5/4/2007 10:04 AM

ATR Service: No

SAIS Service Code:

ATR Modality:

ATR Service Category:

Default ATR Units:

Cancel
Save
Finish

**NOTE:** Add-On services will apply to **ONLY** services whose Add-On Level is set to 'Primary'.

- c. After you click on the Add New Add-On link, the Add-On Profile screen will be displayed.

Add-On Profile

Add-On Service: [Dropdown]

Maximum Units: [Input]

Prerequisite Service: [Dropdown]

Cancel
Finish

- i. **Add-On Service:** From the Add-On Service dropdown list, select the service that will be dependent on the primary service, e.g. Translator/Interpreter service. The Add-On Service dropdown list contains all the services that are identified as 'Add-On' in the Add-On Level field in the Service Profile.
- ii. **Maximum Units:** Enter the maximum number of units that will be allowed per encounter. Add-On services units are not automatically calculated, so the user must enter the number of units that will be billed. For example, if an Add-On service is duration based in 15 minute units, enter 1 for 15 minutes, 2 for 30 minutes, 3 for 45 minutes, etc.
- iii. **Prerequisite Service:** A prerequisite service is a service that must be used before the Add-On service can be used. For example, if Service #1 and Service #2 are Add-Ons for Service X, and Service #1 needs to be added before Service #2, then Service #1 becomes a prerequisite Service for Service #2. The Prerequisite Service dropdown list will contain all the Add-On services entered for the Primary service.

## Using Procedure Code Add-On Services

Add-On Services are billable services that are dependent on a Primary Service and cannot be entered as a stand-alone encounter. Whenever a service has Add-On service(s), the Add-On Services List will be displayed as part of the Encounter screen (see below).

**Encounter**

Note Type: **Progress Notes**  
ENC ID:   
Program Name: **16-Main Office/Intensive Outpatient : 12/8/2014 -**  
Service: **Individual Counseling (H0004)**  
Service Location: **Office**  
Start Date: **1/5/2015**  
Start Time: **8:00 AM** End Time: **9:00 AM**  
Duration:  # of Service Units/Sessions:   
Created Date:   
Billable: **Yes**  
Rendering Staff: **Okano, Stephen, MBA,MSW,MS**  
Supervising Staff:   
Attending Physician:

**Diagnoses for this Service**

Primary: **303.90-Alcohol Dependence(DSM IV)**  
Secondary: **304.30-Cannabis Dependence(DSM IV)**  
Tertiary:

Unsigned Notes:   
Signed Notes: **Signed by Okano, Stephen, MBA,MSW,MS, 1/12/2015 6:19:56 PM: Test for Add-On Service**

Sign Note  
Allow Disclosure? **Yes**

**Add-On Services List**

Actions	Service	Units

**Add New Add-On**

To add Add-On Services,

1. Click the Add New Add-On link (circled in red above);
2. Select an Add-On service from the Add-On Profile dropdown list

**Add-On Profile**

Add-On Service:   
Units:

**Cancel** **Finish**

3. Select the number of units to be billed from the Units dropdown list. NOTE: For duration-based services, e.g. Translator/Interpreter (T1013) service, each unit represents 15 minutes. The number of units should not exceed the number of units of the primary encounter.
4. Click Finish to return to the Encounter screen.
5. Click Save in the Encounter screen. NOTE: You can continue to add additional Add-On services by repeating steps 1-4.

Once you have completed adding all your Add-On services, you can Finalize Encounter (Billable = No) or do a Release to Billing (Billable = Yes). NOTE: To be able to bill Add-On services, the encounter must be billable (to do a Release to Billing).

Comments:

1. Add-On services will not appear in the Encounter List.
2. Add-On services will appear on the WITS Invoice as a separate line item.