

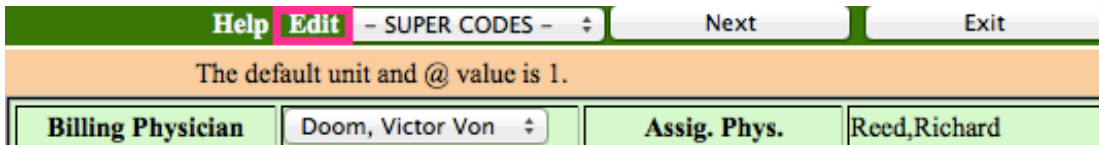
# I N D I V I C A

## Super Codes

To save time, OSCAR allows you to manage your own Super Codes. When you bill for a Super Code, the patient is billed with several pre-determined service codes and/or diagnostic codes. This is useful for certain services that require multiple codes such as flu shots.

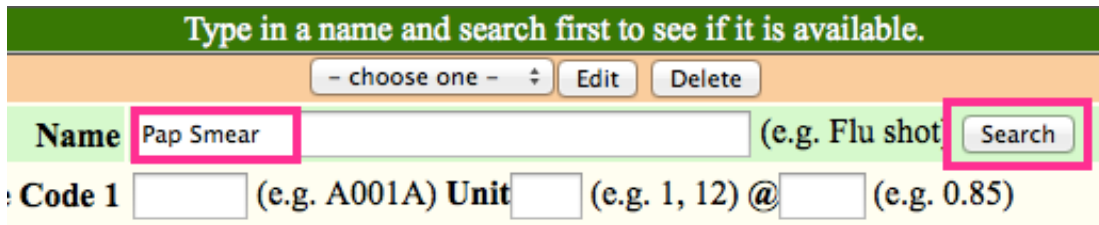
### I. Creating a Super Code

1. Create an invoice for any patient. Click on Edit.



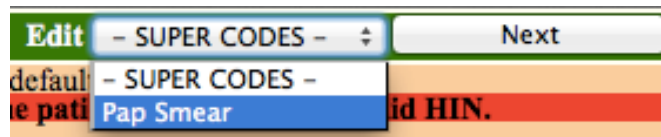
The screenshot shows the top of the OSCAR billing form. A green header bar contains the text "Help Edit - SUPER CODES -" with "Edit" highlighted in pink. To the right are "Next" and "Exit" buttons. Below the header is an orange bar with the text "The default unit and @ value is 1." Below that is a green bar with "Billing Physician" and "Doom, Victor Von" in a dropdown, and "Assig. Phys." and "Reed, Richard" in a dropdown.

2. Enter the name of your super code and then click Search.



The screenshot shows the search section of the OSCAR form. A green header bar contains the text "Type in a name and search first to see if it is available." Below the header is an orange bar with a dropdown menu set to "- choose one -" and "Edit" and "Delete" buttons. Below that is a green bar with "Name" and a text input field containing "Pap Smear", followed by "(e.g. Flu shot)" and a "Search" button highlighted in pink. Below that is a yellow bar with "Code 1" and a text input field, followed by "(e.g. A001A)", "Unit" and a text input field, followed by "(e.g. 1, 12)", "@", a text input field, and "(e.g. 0.85)".

3. If the name is unique, you can begin adding in service codes and diagnostic (Dx) codes. When you're done, hit Save.
4. The super code will be usable the next time you create an invoice for a patient. Access them by clicking on "- SUPER CODES -" on the billing form. Your service codes and diagnostic codes (if any) will be entered immediately.



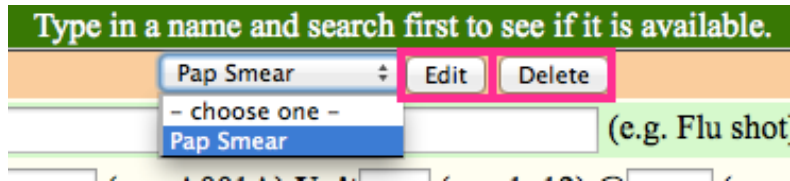
The screenshot shows the top of the OSCAR billing form. A green header bar contains the text "Edit - SUPER CODES -" with "Edit" highlighted in pink. To the right are "Next" and "Exit" buttons. Below the header is an orange bar with the text "The default unit and @ value is 1." Below that is a green bar with "Billing Physician" and "Doom, Victor Von" in a dropdown, and "Assig. Phys." and "Reed, Richard" in a dropdown. Below that is a yellow bar with "Code 1" and a text input field, followed by "(e.g. A001A)", "Unit" and a text input field, followed by "(e.g. 1, 12)", "@", a text input field, and "(e.g. 0.85)".



# I N D I V I C A

## II. Modifying and Deleting Existing Super Codes

1. Follow *Section I. Creating a Super Code*, step 1.
2. Click the drop-down menu and choose the super code you wish to edit or delete.



3. If you wish to edit a super code, click Edit, make your changes, and click Save. If you wish to delete a super code, click Delete. Your changes will take effect the next time you create an invoice.

