## **Billing Telemedicine**

- 1. Double-click on the client's appointment
- 2. On the Edit Appointment screen, click on the Patient tab
- 3. You will look to see if **Insurance 1** is written in UPPERCASE or lowercase and select the corresponding billing **Primary Code** that is listed as UPPERCASE or lowercase on the **Appointment** tab.
- 4. By selecting the UPPERCASE or lowercase billing **Primary Code**, you are ensuring that the correct location code and modifiers are populated for your client's particular insurance company's telemedicine billing requirements.
- 5. It is important that you check the **Patient** tab each and every time you bill a session, as teletherapy location codes and modifiers are constantly changing.

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