Job Codes are used to describe all services provided by employees. They are used in billing to determine the Revenue Code, CPT/HCPCS Code, Place of Service, and amount to be charged for each visit. Typically, claims on a UB-04 require a Revenue Code, and possibly a CPT/HCPCS code with optional modifiers; a CMS-1500 requires CPT/HCPCS codes with optional modifiers, and a place of service code.

From the **Main Menu**, click the **Codes** button. The **Codes** screen will open. Click on **Rates** at the top of the screen, then select **Job Codes**.

Add a Job Code

·   Enter the program code.

·   To enter a job code that has not been used yet, click the **Show Available Codes for Program** button. Select the code# you wish to use.

·   Type in the description of the job code.

·   Enter **H** for **per Hour** or **V** for **per Visit**.

·   Enter the Revenue Code, HCPCS Code, and Modifier(s) as needed.

·   Enter the Place of Service Code (you can find this list on the http://www.cms.hhs.gov/ website).

·   Click on the **Add aNew Rate Date** button. Enter a starting date. Enter the rate amount.

·   Click on the **Save Job Code and Rate** button.

NOTE: If the job code has a special rate for the first hour, and a different rate for each additional hour, follow this link for special instructions: Special Rate For First Hour.

Change a Job Code

·   Enter the Program code and the Job code.

·   Make the changes you need to make and click on the **Save Job Code and Rate** button.

·   If adding a **new rate**, click on **Add a New Rate Date**, change the date to the effective date, enter the rate amount (ie. 12.26) and click on **Save Job Code and Rate** .

·   If you just need to correct a rate (or date), select the date/rate from the list, change the amount (or date), then click the **Save Job Code and Rate** button.

Delete a Job Code

·   Enter the Program code and the Job code.

·   Click on the **Delete This Code** button.

·   Click on the **Save Job Code and Rate** button.

NOTE: If the job code that you want to delete has already been used, you will get a popup indicating that the code has been used and cannot be deleted. An alternate option would be to [Deactivate a Job Code](#). Click on that link for instructions.

**If you need a hard copy of all the rate codes in your system, there are various print options at the bottom of the screen.

Knowledgebase

http://kb.barnestorm.biz/KnowledgebaseArticle50093.aspx