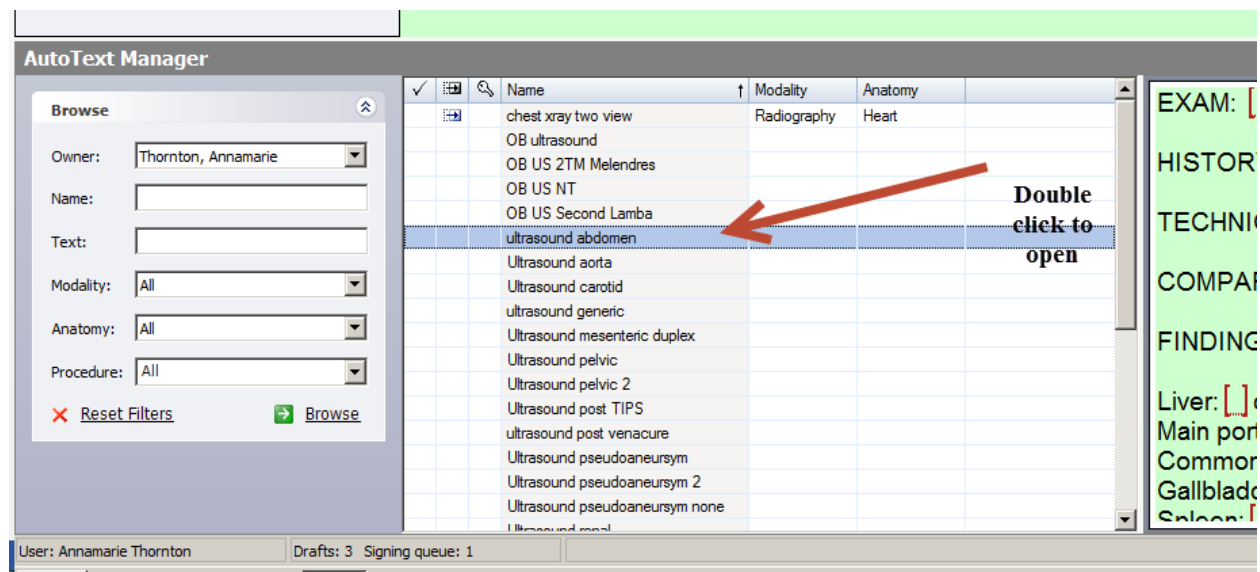
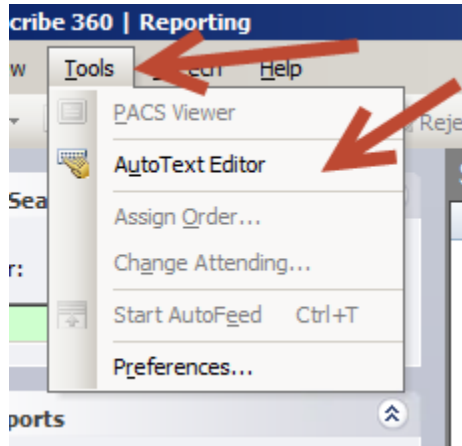
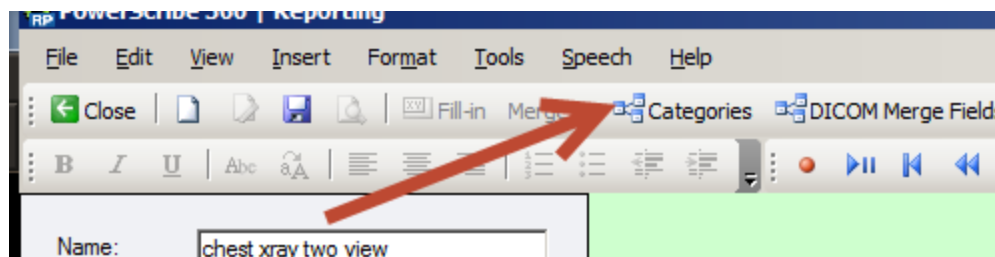


How to Assign CPT codes to AutoText in Powerscribe

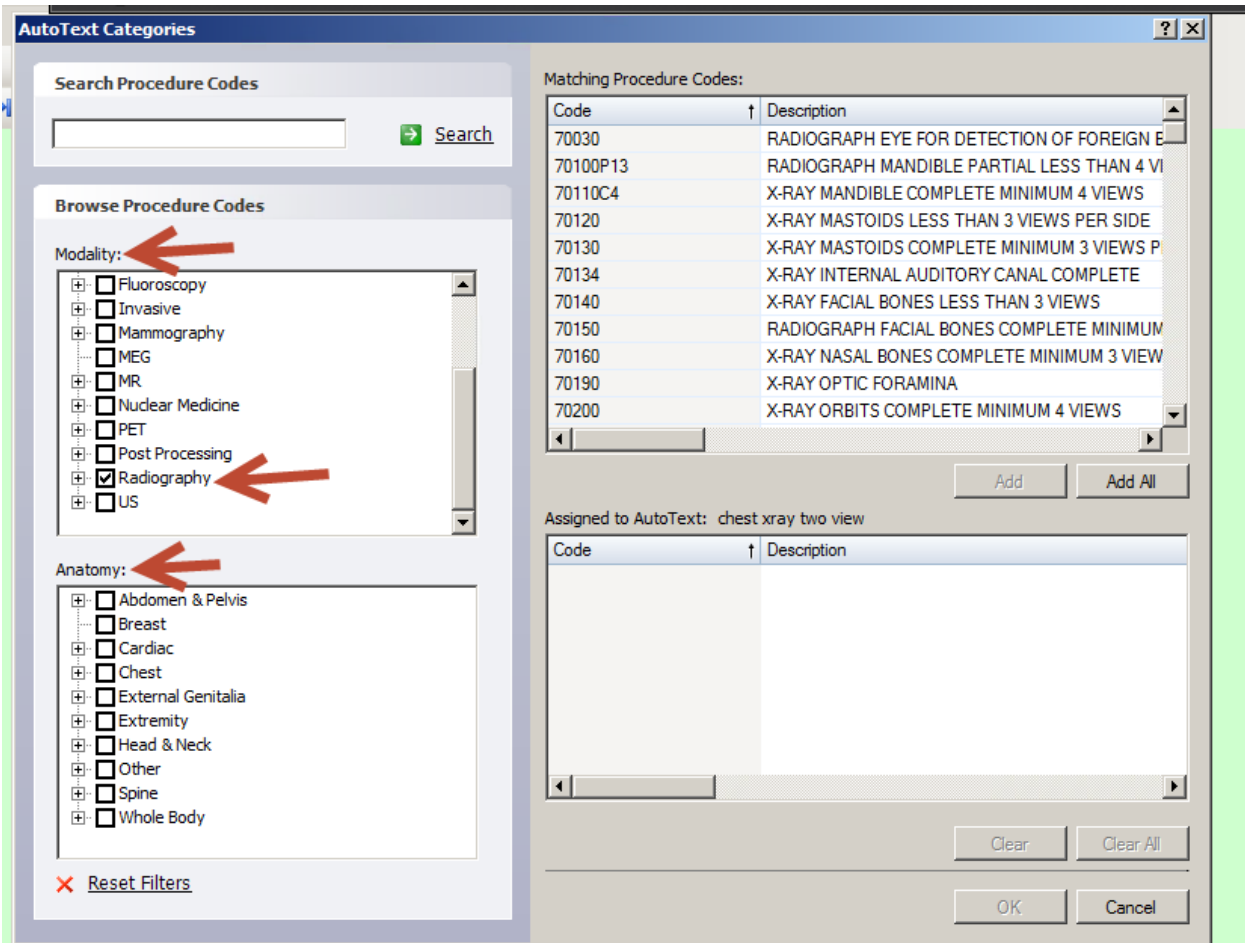
1. Open or create the AutoText you wish to assign a CPT code(s) to.



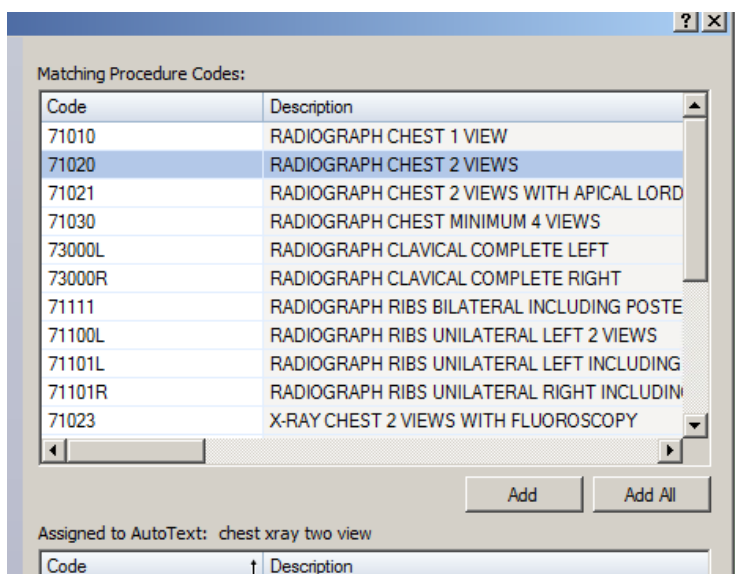
2. Click on Categories.



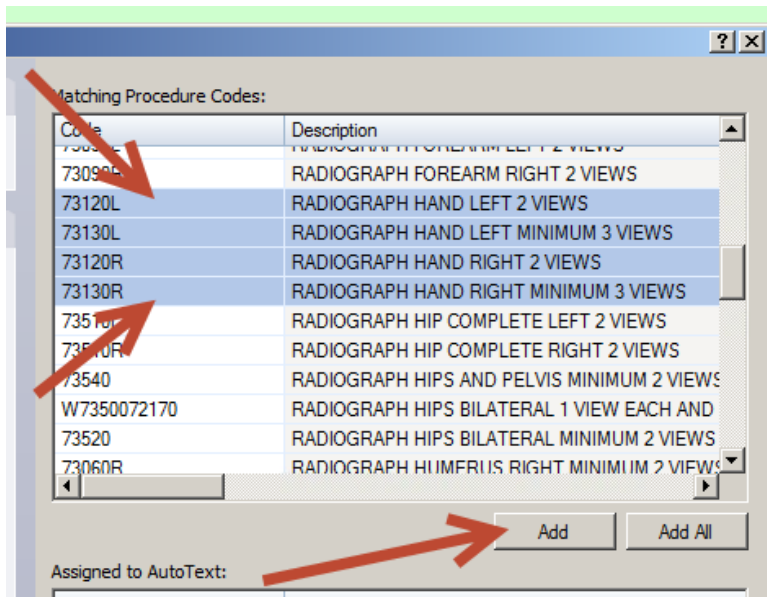
3. Select the Modality, then the Anatomy.



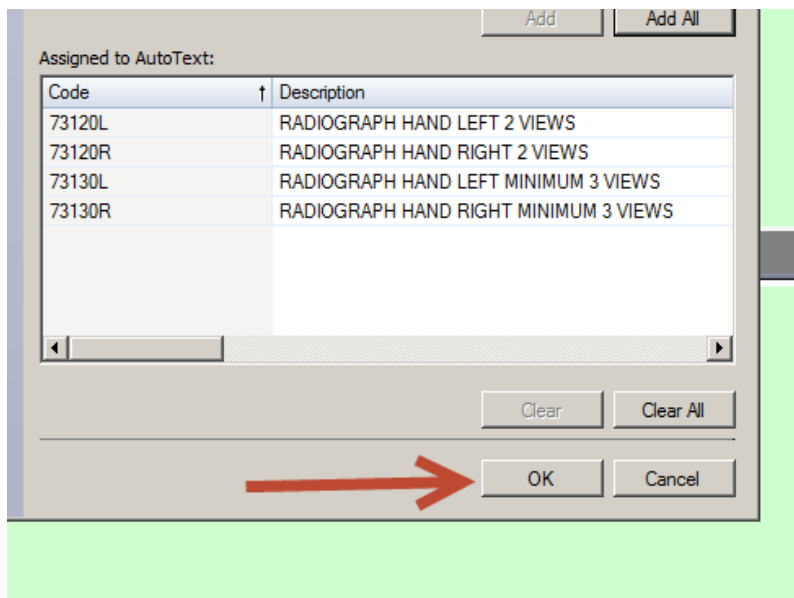
4. A list of procedure codes with their descriptions will appear to the right.



5. Select one or to select more than one use the Ctrl button and click on additional codes. Then click Add.



- The procedures selected will appear in the Assigned to AutoText box below. If you added one by mistake click on that procedure code and click Clear. Otherwise click OK.



- Over on the left of the screen you will then see the Modality and Anatomy selected appear under Categories. Make sure you then select the Default box. This is what triggers the AutoText to auto populate when those CPT codes selected under the categories are read. If you do not click Default the AutoText will not automatically populate for those exams.

Name:

Shortcut:

Description:

Patient Information

Age Lower: Upper:

Gender:

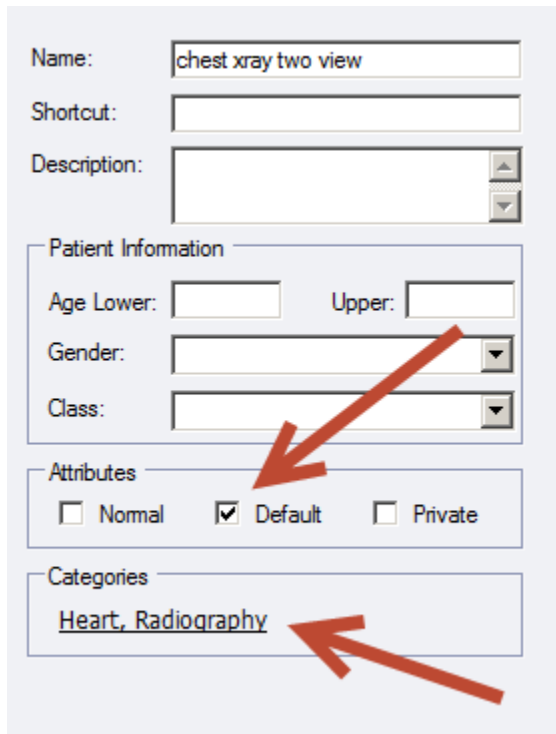
Class:

Attributes

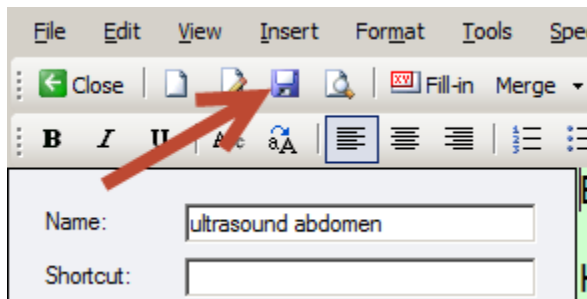
Normal Default Private

Categories

Heart, Radiography



8. Always remember to click Save before leaving the AutoText edit window.



*****NOTE*****

-Do NOT click Default on an AutoText if you have not assigned a Category to it. If you do this, that AutoText will populate every exam you open that does not have any category assigned to it.