

1 Course: Intro to Billing

Before You Begin Your Course:

Access the Help Center [CLICK HERE →](#)

Create an RXNT Help Center account
[LEARN HOW →](#)

Note: The Help Center will be used to contact customer service AND to access the course materials in RXNT Learn.

After Your Help Center Account is Created:

Watch video course: **Intro to Billing**
[SEE VIDEO →](#)

2 Course: Before You Begin Setup

Watch video course: **Before You Begin Setup** [SEE VIDEO →](#)

How Will You Create Charges?
(mark all that apply)

RXNT EHR

RXNT Charge Capture

RXNT Scheduling (Superbill)

RXNT Billing (Manual Entry)

RXNT Billing (Superbill)

Interface

I need help deciding

3 Course: User Management

Watch video course: **User Management**
[SEE VIDEO →](#)

Create roles

Assign roles

4 Course: Rendering Providers

Watch video course: **Rendering Providers** [SEE VIDEO →](#)

Select the entity type (Individual or Practice) for each rendering provider

Enter the rendering provider identifier (EIN or SSN)

If applicable, create a secondary identifier

Repeat for all additional rendering providers

5 Course: Additional Providers

Watch video course: **Additional Providers** [SEE VIDEO →](#)

Create an additional provider (at least 1 billing provider is required)

Select provider type(s)

Fill in required fields

If applicable, create a secondary identifier

Repeat for all additional providers

6 Course: Company Preferences

Watch video course: **Company Preferences** [SEE VIDEO →](#)

If applicable: (**R** Recommended)

Select yes to add scheduling providers on encounters

Select yes to display the chart number as the account/MRN number

Select yes to display the expected rate as the allowed amount

Select yes to display rendering providers on UB04 claims

Enter default duration for no response claim range **R**

Select yes to automatically write-off bad debt sent to collections

Select yes to enable encounter parking **R**

Select yes to allow batch claim submission from encounter module **R**

Select yes to enable denial management **R**

Select the statement submission methods that will default when statements are sent **R**

Select yes to turn on auto posting for patient payments **R**

Select yes to turn on batch eligibility **R**

7 Course: Encounter Preferences

Watch video course: **Encounter Preferences** [SEE VIDEO →](#)

Select first user

Select billing provider default

Select rendering provider default

Select service location default

Select enable add diagnosis (optional)

Select show all diagnosis on claim (optional)

Select default to copy patient's last encounter details (optional)

Ensure that display encounter values from default settings is always set to "Yes"

Repeat for all users

8 Course: Service Facility Location

Watch video course: **Service Facility Location** [SEE VIDEO →](#)

Create new service facility locations

Enter the address of the service facility

Select location type (HCFA Professional)

Select location type (UB04 Institutional)

9 Course: Procedure Codes/Modifiers

Watch video course: **Procedure Codes/Modifiers** [SEE VIDEO →](#)

Select favorite procedure codes

Select favorite procedure modifiers

10 Course: Fee Schedules

Watch video course: **Fee Schedules** [SEE VIDEO →](#)

Select the default for self pay fee schedule

Create new fee schedule

Select favorited procedure codes from drop-down

Add fee amounts

Add expected rates

Repeat as necessary

11 Course: Insurance Companies

- Watch video course: *Insurance Companies* [SEE VIDEO →](#)
- Add new insurance company
- Select the claim filling method
- Select the claim filling indicator
- Select type of health insurance (HCFA 1500 Box 1)
- Enter payer specific no response claim duration
- Link fee schedule
- Link claim specific rules
- Repeat for all insurance companies

12 Course: Procedure Macros

- Watch video course: *Procedure Macros* [SEE VIDEO →](#)
- Create new procedure macro
- Associate procedure codes
- Associate modifiers
- Associate diagnosis codes
- Enter units
- Repeat as necessary

13 Course: Payment & Adjustment Transactions

- Watch video course: *Adjustment Transactions* [SEE VIDEO →](#)
- Create new payment transaction types
- Create new adjustment transaction types

14 Course: Superbill Setup

- Watch video course: *Superbill Setup* [SEE VIDEO →](#)
- Create new superbill groups
- Create new superbills

15 Course: Denial Management

- Watch video course: *Denial Management* [SEE VIDEO →](#)
- Create denial statuses
- Create denial types
- Create an appeal letter