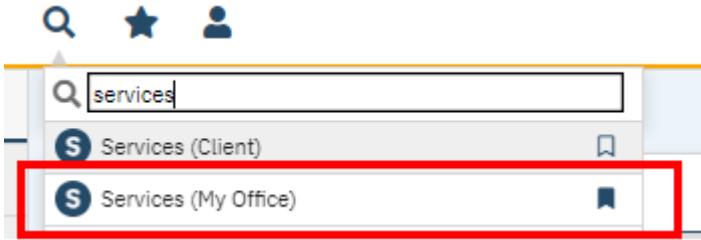


Edit a Program From Services (My Office) List Page

Navigate to Services List Page

- Click the Search Icon
- Type: Services
 - o Choose Services (My Office)



Filter to narrow your search

- Recommended filter changes:
 - o DOS From/DOS To
 - o All Services
 - o All Programs
 - o Procedure Code: Contingency Management
- Click Apply Filter to update the list page

Services (204)

A screenshot of a filter panel for 'Services (204)'. The panel contains several dropdown menus and checkboxes. The 'Contingency Management' dropdown menu is highlighted with a red rectangular box. Other visible filters include 'All Services', 'All Service Statuses', 'Include Do Not Complete', 'All Programs', 'Financial Assignment...', 'All Locations', 'All Clinicians', 'All Service Entry Staff', and 'All Service Areas'. There are also date pickers for 'Entered From', 'Entered To', 'DOS From', and 'DOS To'. Checkboxes for 'Include Services created from Claims', 'Only include Services with Add On Codes', 'Only show Non-Billable Services', and 'Show Only Active Clients' are present. An 'Apply Filter' button is located on the right side.

Choose the Service

- Click the DOS hyperlink

Services (204)

A screenshot of a filter panel for 'Services (204)', identical to the one above. The 'Contingency Management' dropdown menu is highlighted with a red rectangular box.

Select: All, All on Page, None

Client Name	DOS	Units	Charge (Rate Id)	Procedure	Status	Clinician	Program	Location
	12/22/2023 12:26 PM		92.41 (10...	Contingency Manage...	Show			Non-residen...

Edit the Service

- Change the Program dropdown to the correct program
- Click Save and X

Service Detail

Service Detail	Billing Diagnosis	Add-On Codes	Authorization(s)
Service			
Client...	[Redacted]	Status	Show
			Start Date
			12/22/2023
			Program
			[Redacted]
Procedure	Contingency Management	Modifier...	Start Time
			12:26 PM
			Face to Face Time
			12
			Minutes