

CS PracticeWorks Software

Manually Adding CDT 2020 Codes

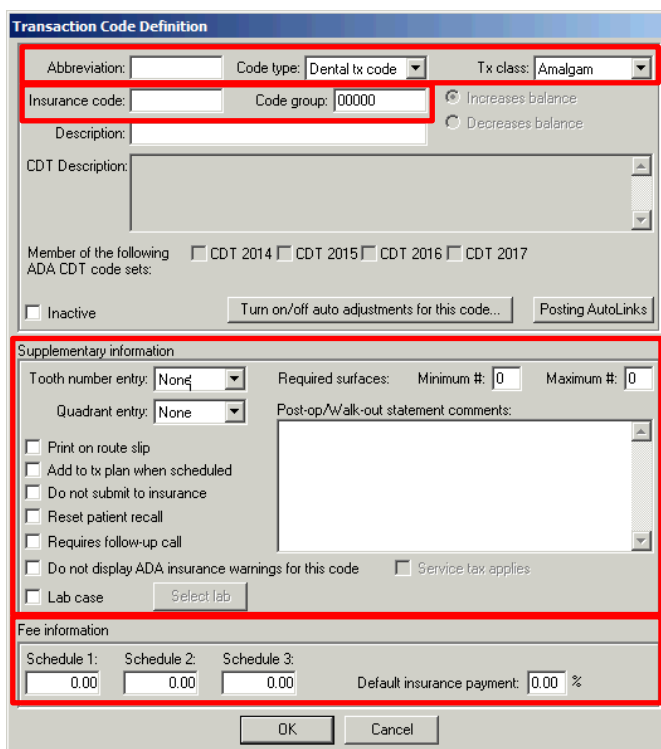
This one-page job aid is designed for all dental team members and provides instructions for manually adding CDT 2020 codes to the CS PracticeWorks practice management software. If you have not updated to PracticeWorks v9.0 or v9.1 and need to add the new CDT 2020 codes manually, follow these steps.

Manually Adding CDT 2020 Codes one by one:

- 1 Click **Lists > Transaction codes**.
- 2 Under the **Ledger codes to display** section, select **Dental Codes** and click **Add**.
- 3 Enter the abbreviation, description, and code number for the new code.

NOTE: Please visit the ADA website (www.ada.org) to find detailed information on the CDT 2020 codes.

- 4 Select the code type and treatment class.
- 5 Enter additional information under the **Supplementary information** section and enter any fee information if necessary.



- 6 Click **OK** to save the changes.

IMPORTANT: When adding codes manually, they are placed in the **Other** category.

NOTE: With the PracticeWorks v9.0 and v9.1 upgrade, the application will automatically download and install your CDT 2020 code set. This will be true for all future CDT code sets as well.

Update today!

Job Aid

