

CS PracticeWorks Software

Manually Adding CDT 2019 Codes

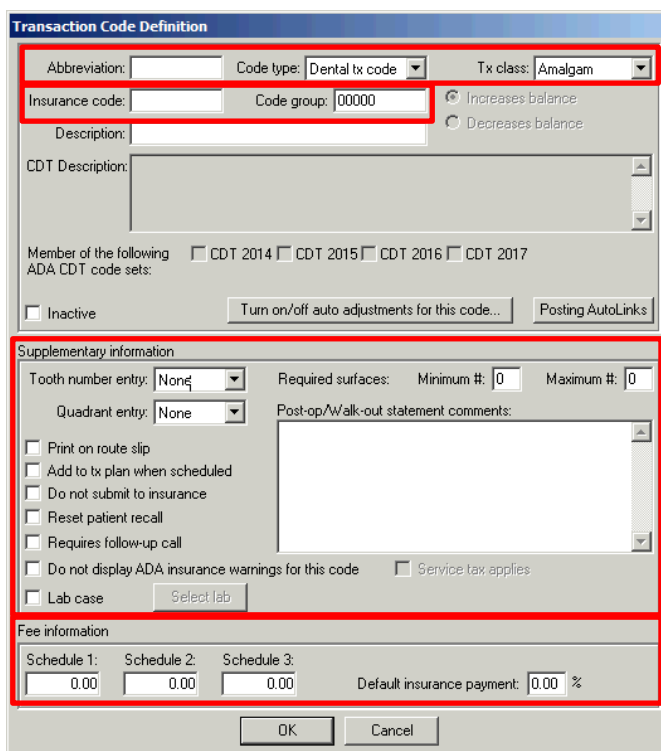
This one-page job aid is designed for all dental team members and provides instructions for manually adding CDT 2019 codes to the CS PracticeWorks practice management software. If you have not updated to PracticeWorks v9.0 and need to add the new CDT 2019 codes manually, follow these steps.

Manually Adding CDT 2019 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 2019 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 9.0 upgrade, the application will automatically download and install your CDT 2019 code set. This will be true for all future CDT code sets as well. **Update to 9.0 today!**

Job Aid

