

CS PracticeWorks Software

Manually Adding CDT 2018 Codes

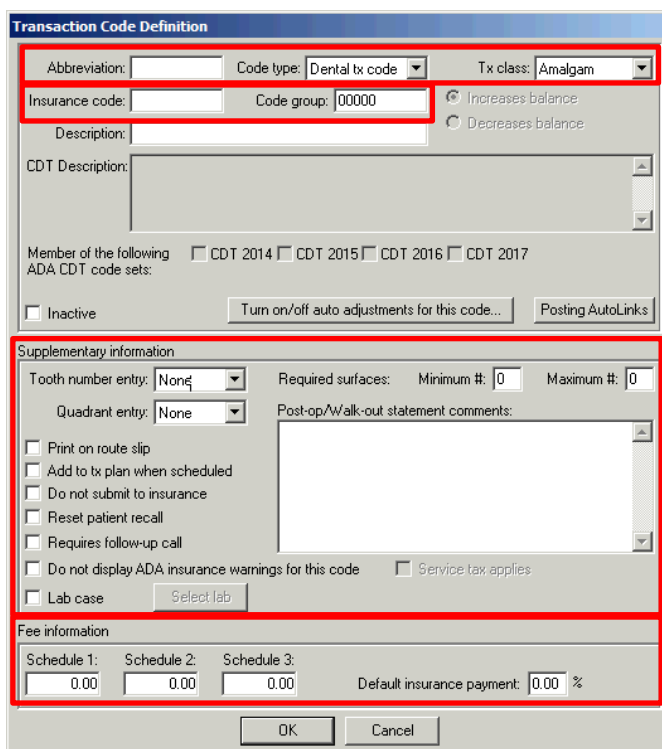
This one-page job aid is designed for all dental team members and provides instructions for manually adding CDT 2018 codes to the CS PracticeWorks practice management software. If you have not updated to PracticeWorks v8.0.2 and need to add the new CDT 2018 codes manually, follow these steps.

Manually Adding CDT 2018 Codes

- 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 2018 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. After updating to 8.0.2, open the **Utilities** module, select **Patches**, and run the **CDT 2018.Install** patch. The patch analyzes your existing codes, and marks them appropriately. It will detect the CDT 2018 codes that were manually created, move them from the Other category, and will assign them to the CDT 2018 category.

Job Aid

