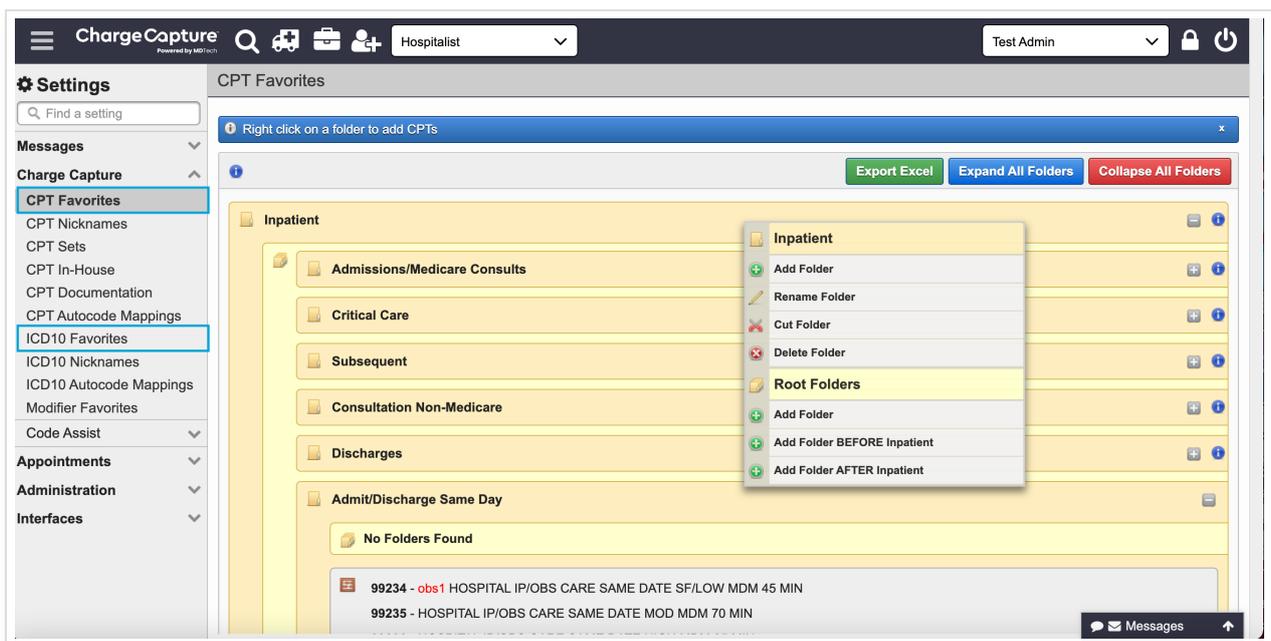# CPT and ICD Favorites

Last Modified on 04/06/2023 1:25 pm CDT

An admin level user has access to edit and add both CPT and ICD favorites. Both CPT and ICD favorites are group-wide, meaning all users within a specific group will see the same favorites options both in app and on the web portal. In this example we'll add CPT favorites, but the same workflow applies to add ICD favorites.
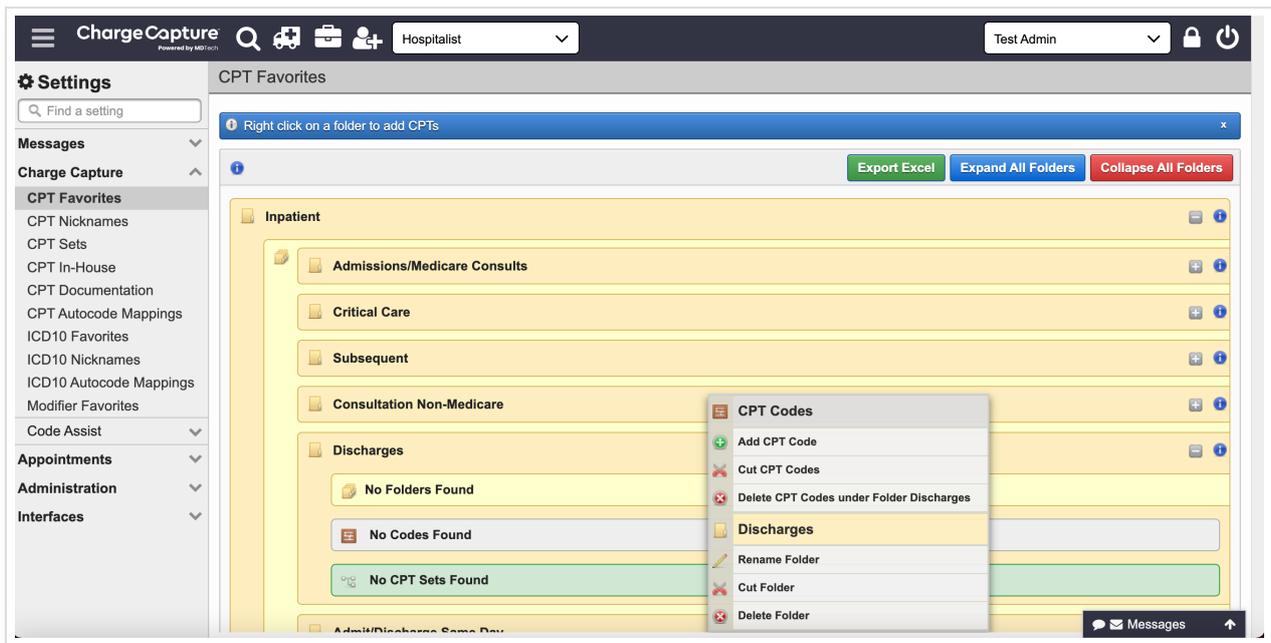
## Creating CPT/ICD Favorites folders

- Log in to the Charge Capture by MDTech web portal and navigate in the menu to Administration > Charge Capture > CPT Favorites or ICD Favorites. Be sure the group drop down at the top of the screen is the correct group you'd like to add favorites for.
- You will see existing favorites here - they are broken down into root folders, and then root folders may have additional sub-folders within in additional to individual CPT or ICD codes.
- Right click within the folders box - this will populate options to add more folders or sub-folders.
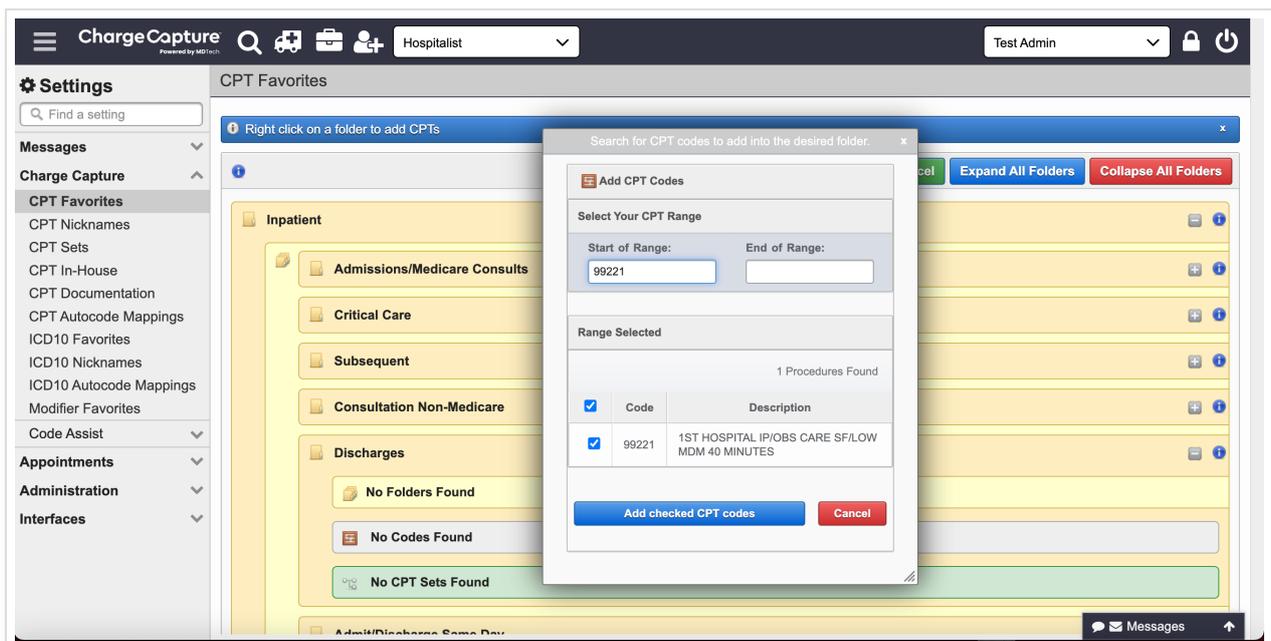


## Adding codes to CPT/ICD Favorites folders

- Once you've created or opened the folder you would like to add codes to, right click on the grey box and then select "Add CPT Codes".

- From here a pop up box will populate where you may enter the codes you would like to add. Be sure the box next to the code is selected, and then click "Add checked CPT code". This will add the code to the sub-folder.



**Tip**: You may add more than one CPT code at a time by using a range of CPT codes and selecting multiple before clicking "Add checked CPT codes"