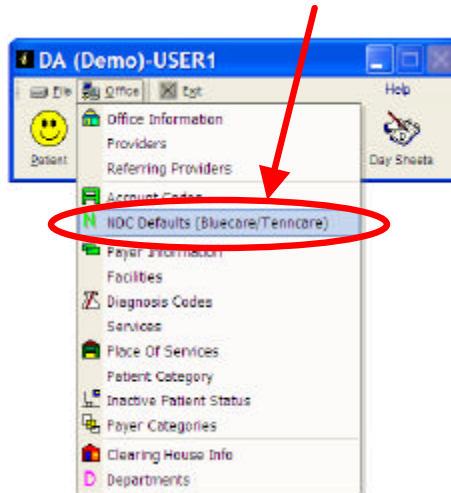


UPDATING NDC Defaults

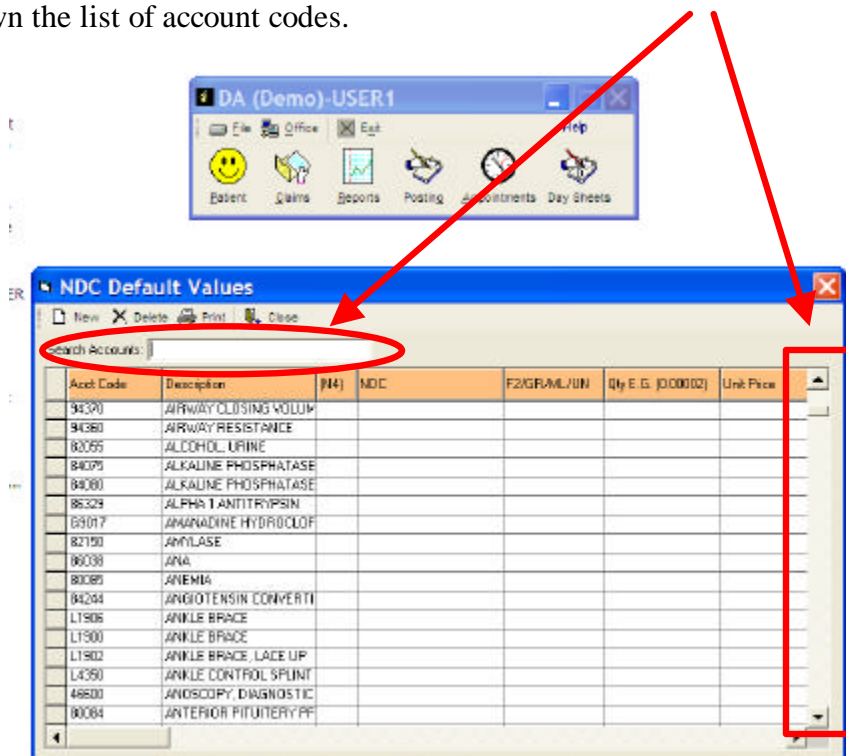
* Please be sure that you are running DA Version 22.223 or higher. If you are not running version 22.223, please refer to the following weblink:

http://www.doctorsaccess.com/help/support-archive/gd_da-update092107.pdf

1.) From the DA main toolbar click >OFFICE>NDC Default

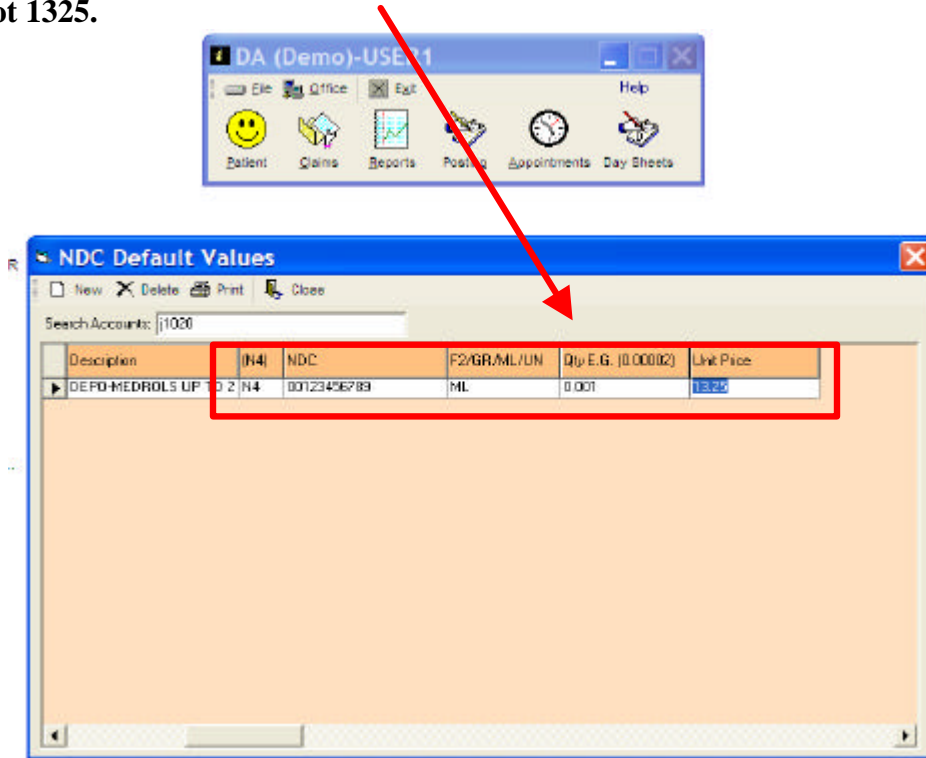


2.) Search for your CPT code by typing in the account in the **Search Accounts** box or you can scroll down the list of account codes.



3.) Once you locate the account code to be updated, fill in the following fields:

- **N4** – Must input value ‘N4’ for all NDC
- **NDC** – NDC number must be a value of 11 digits. Substitute leading zeros for those values that may have 10 or less; **i.e. 00123456789**
- **Unit (F2/GR/ML/UN)** – Input two letter unit value
- **Qty.** – Please input the proper quantity value for each individual account code. You may need to use a calculator to calculate the appropriate quantity value.
- **Unit Price** – Input the whole dollar price for the individual account code; **i.e. 13.25, not 1325.**



4.) Repeat steps 2 and 3 for the remaining account codes.

5.) You can verify your NDC values prior to claim submission, by posting the CPT code and clicking in any field on the line item, then pressing your <F2> hotkey

