



HIPAA Compliant File Maintenance for Electronic Billing

The **837 format** for electronic billing requires that certain information be included and that **ALL** insurance codes have a Payer Code and a Claim Receiver Type assigned. To comply with the 837 format perform the following maintenance.

Perform Insurance Maintenance

1. To open Insurance Maintenance, click **File Maintenance → Standard Maintenance → Insurance**.
2. Maintain the following fields:
 - a. Assign a Payer Code in the **Contact/Payer ID** field.
 To get an updated list of Payer code IDs go to:
https://access.emdeon.com/PayerLists/?_ga=2.71173203.236458612.1548263509-1628362068.1548263507. For detailed instructions on downloading a payer list, see the Appendix.
Important:
 - Generally, the payer list are updated every 2 months. It’s important to maintain the most up-to-date list.
 - If the insurance does not have a Payer Code, you must assign **OTHER** in the Contact/Payer ID field and set the EMC Claim Receiver Type to **Z**.
 - b. Assign a **Claim Receiver Type**.
 Below are the valid Claim Receiver Types:
 - c. Assign the appropriate **EMC Table ID** using the table below.

Claim Receiver Types		
Insurance	Claim Receiver Type	EMC Table ID
Medicare	C	WEBMD – If submitting claims thru Change Healthcare (WEBMD) NSFME – If going thru any clearinghouse except Change Healthcare (WEBMD)
Medicaid	D	MCAID – If submitting claims directly to Medicaid WEBMD – If submitting claims thru Change Healthcare (WEBMD)
Blue Cross	G	ANTHME – If submitting claims thru Availity WEBMD – If submitting claims thru Change

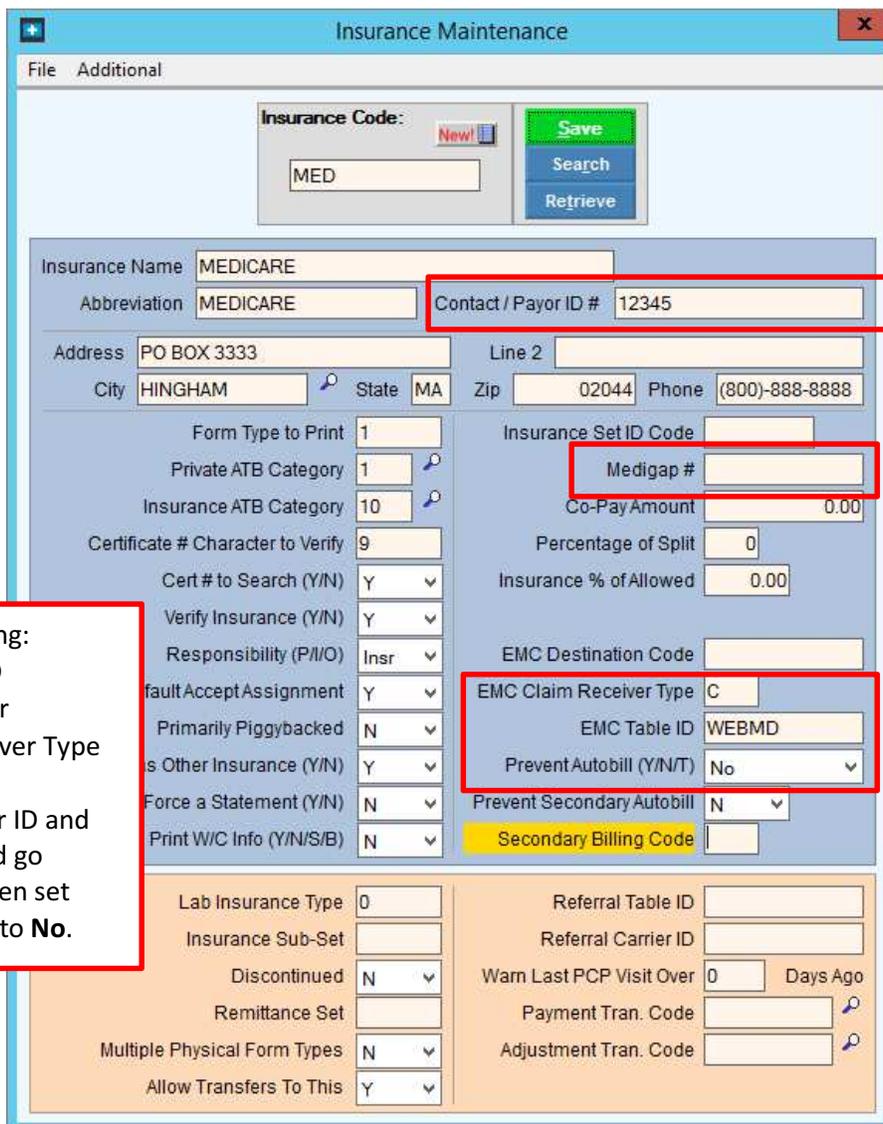
		Healthcare (WEBMD)
Commercial	F	WEBMD
Tricare/ Champus	H	WEBMD
Other	Z	

d. Maintain the appropriate Medigap Number.

Note: For an updated list of Medicare Medigap codes, go to:

<https://www.cms.gov/Medicare/Coordination-of-Benefits-and-Recovery/COBA-Trading-Partners/Downloads/Medigap-Claim-based-COBA-IDs-for-Billing-Purpose.pdf>

e. If there is a Contact/Payer ID and the insurance claims should go electronically, then set **Prevent Autbill** to **No**.

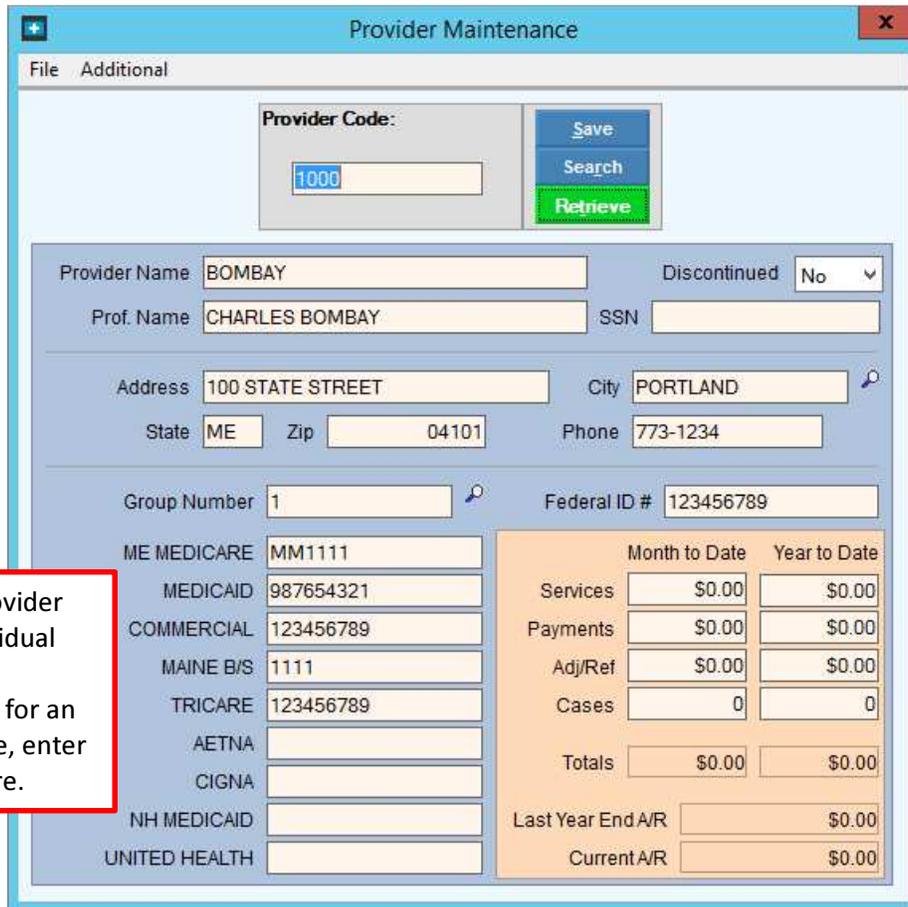


Maintain the following:

- Contact/Payer ID
- Medigap Number
- EMC Claim Receiver Type
- EMC Table ID
- If there is a Payer ID and the claims should go electronically, then set Prevent Autbill to **No**.

Perform Provider Maintenance

1. To open Provider Maintenance, click **File Maintenance** → **Standard Maintenance** → **Provider**.
2. Make sure the Provider name, address and Federal ID # fields are filled in correctly.
Note: You do not need to enter the SSN field (social security number).



Provider Maintenance

File Additional

Provider Code: 1000 [Save] [Search] [Retrieve]

Provider Name: BOMBAY Discontinued: No

Prof. Name: CHARLES BOMBAY SSN: []

Address: 100 STATE STREET City: PORTLAND

State: ME Zip: 04101 Phone: 773-1234

Group Number: 1 Federal ID #: 123456789

	Month to Date	Year to Date
Services	\$0.00	\$0.00
Payments	\$0.00	\$0.00
Adj/Ref	\$0.00	\$0.00
Cases	0	0
Totals	\$0.00	\$0.00
Last Year End A/R		\$0.00
Current A/R		\$0.00

ME MEDICARE: MM1111
 MEDICAID: 987654321
 COMMERCIAL: 123456789
 MAINE B/S: 1111
 TRICARE: 123456789
 AETNA: []
 CIGNA: []
 NH MEDICAID: []
 UNITED HEALTH: []

If the provider has individual provider numbers for an insurance, enter them here.



Perform Miscellaneous Provider Maintenance

1. To open Provider Miscellaneous Information Maintenance, click **Additional** from the Provider Maintenance menu and then click **Misc. Provider Info**.
2. Verify that the Provider’s Last Name, First Name, Middle Initial, and Suffix are entered properly.
3. Verify that Prevent Autbill is set to **No**. If this field is set to No, then the provider claims can be sent electronically.

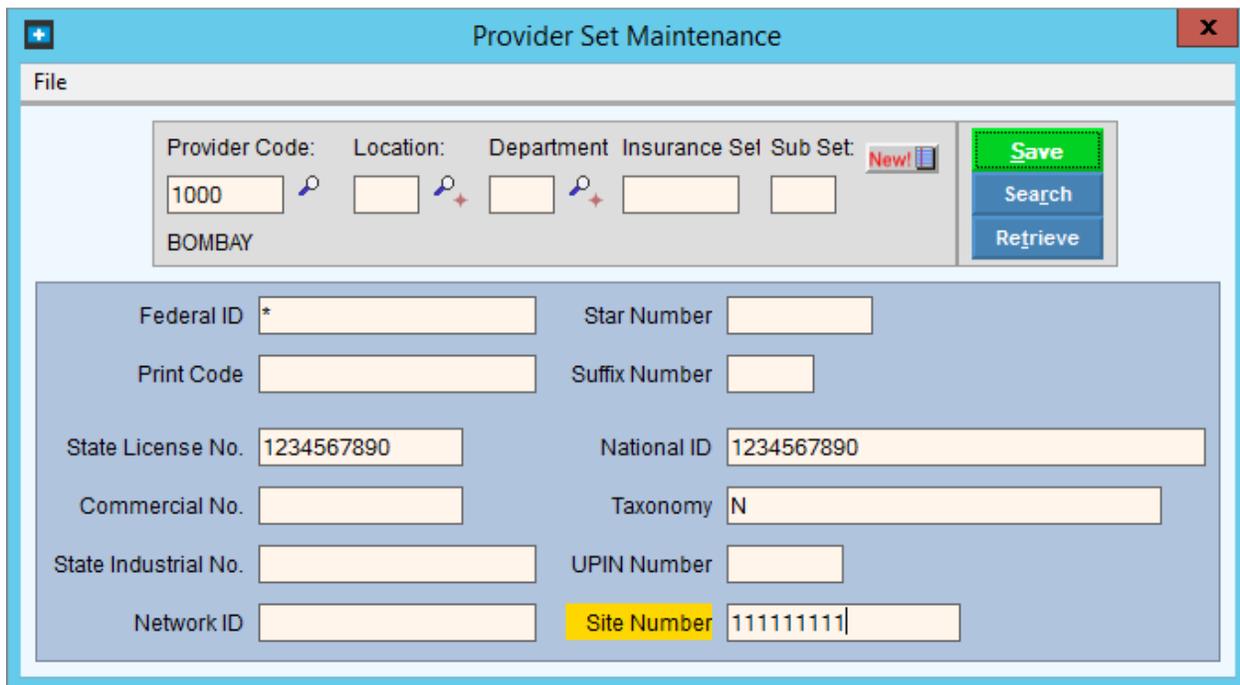
Miscellaneous Provider Information

Workers' Comp Rating	<input type="text"/>	PreventAutbill	No
Workers' Comp Auth #	<input type="text"/>	Physician Type	<input type="text"/>
W/C Provider Type	0	Supervising Provider by Form Type	
Specialty	<input type="text"/>	ME MEDICARE	<input type="text"/>
License #	<input type="text"/>	MEDICAID	<input type="text"/>
Title	<input type="text"/>	COMMERCIAL	<input type="text"/>
First Name	CHARLES	MAINE B/S	<input type="text"/>
Last Name	BOMBAY	TRICARE	<input type="text"/>
Suffix	MD	AETNA	<input type="text"/>
HP Bill Default ProcCd	<input type="text"/>	CIGNA	<input type="text"/>
		NH MEDICAID	<input type="text"/>
		UNITED HEALTH	<input type="text"/>

Perform Provider Set Maintenance

Note: Use the following directions if you are submitting claims to the Change Healthcare clearinghouse. If you are submitting claims to multiple clearinghouses, please contact NDS Support at 800-649-7754 for assistance with additional setup.

1. To open **Provider Set Maintenance**, click **Additional** from the Provider Maintenance menu and then **Provider Set**.
2. Press **[TAB]** through the Location, Department and Insurance Set fields so they default to **ALL**.
3. Maintain the following Provider Set fields:
 - a. **Federal ID:** Enter an asterisk *****.
 - b. **State License Number:** Enter the physician state license number.
 - c. **Network ID:** Enter the **Network ID**, if the insurance carrier requires it.
 - d. **National ID:** Enter the provider's NPI.
 - e. **Taxonomy:** Enter the Taxonomy code, if applicable.
 - f. **Site Number:** Enter the Site Number for insurance carrier **WEBMD**.



Patient Policy Holder File Maintenance

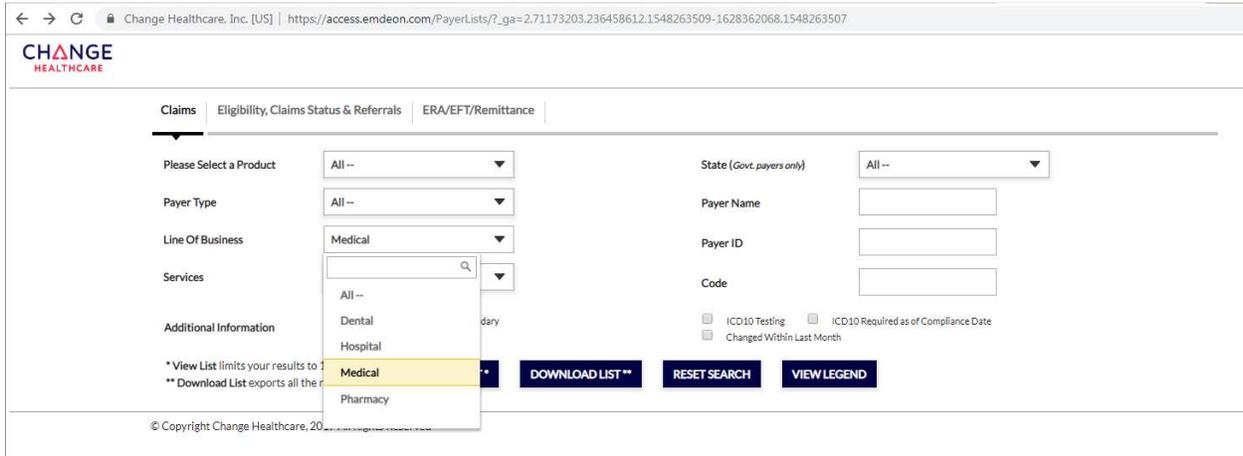
Important: When entering policyholder information during Patient Entry - Insurance Policy Holder Area, if the policyholder is the patient (self), **DO NOT free type the name**. Simply press **[TAB]** through the fields and the system will default to the patient's name.



Appendix

To download the latest list of Payer Code IDs from Change Healthcare do the following:

1. Go to: https://access.emdeon.com/PayerLists/?_ga=2.71173203.236458612.1548263509-1628362068.1548263507.



2. For Products, select **All**.
3. For Payer Type, select the desired payer or select **All**.
4. For Line of Business, select **Medical**.
5. For Services, select **Claims**.
6. Click **Download List**  to create a .csv list of Payer codes.
7. After the list is downloaded, it can be opened and viewed in Microsoft Excel.