

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

## The \$ED Record

Last Modified on 02/12/2020 3:26 pm EST

Version 14.19

The \$ED Record is a necessary component in e-billing. The \$ED record is required for electronic 837 claims files to successfully pass to your clearinghouse.

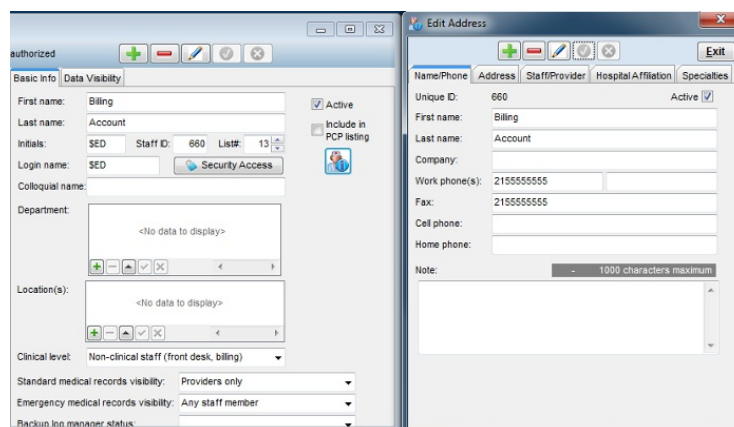
This record **MUST** be displayed in both the address book and the staff provider directory.

In the case that someone at the office needs to be contacted regarding electronic claims submission, the \$ED record needs to be in place as a staff member in the Staff Provider directory.

In most cases, there will be a duplicate staff member in the directory, however the distinction between the duplicate record will be the initials of the staff member. As seen in the screen shot below "Doctor Test" is listed on the directory two times. The difference is that "Doctor Test's" initials are "DRT" and "\$ED".



**Warning:** Deleting this record will cause your transmissions to fail.



The screenshot shows two overlapping windows from the Office Practicum software. The 'authorized' window on the left has tabs for 'Basic Info' and 'Data Visibility'. Under 'Basic Info', fields include First name: Billing, Last name: Account, Initials: \$ED, Staff ID: 660, List#: 13, Login name: \$ED, Colloquial name, Department, Location(s), Clinical level: Non-clinical staff (front desk, billing), Standard medical records visibility: Providers only, Emergency medical records visibility: Any staff member, and Backrun in manner status. The 'Edit Address' window on the right has tabs for Name/Phone, Address, Staff/Provider, Hospital Affiliation, and Specialties. It contains fields for Unique ID: 660, First name: Billing, Last name: Account, Company, Work phone(s): 2155555555, Fax: 2155555555, Cell phone, Home phone, and a Note field with a 1000 character limit. Both windows have an 'Active' checkbox checked.

### Staff Provider Directory


Version 14.10

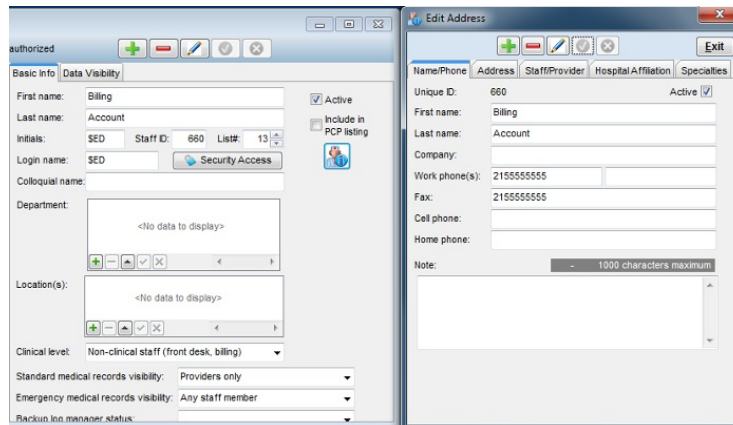
The \$ED Record is a necessary component in e-billing. The \$ED record is **required** for electronic 837 claims files to successfully pass to your clearinghouse.

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In the case that someone at the office needs to be contacted regarding electronic claims submission, the \$ED record needs to be in place as a staff member in the Staff Provider directory.

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The screenshot displays two overlapping windows from the Staff Provider Directory software. The 'authorized' window on the left shows a 'Basic Info' tab with fields for First name (Billing), Last name (Account), Initials (\$ED), Staff ID (660), and Login name (\$ED). It also includes checkboxes for 'Active' and 'Include in PCP listing', a 'Security Access' button, and dropdown menus for Department, Location(s), Clinical level, Standard medical records visibility, Emergency medical records visibility, and Backdoor login member status. The 'Edit Address' window on the right shows a 'Name/Phone' tab with fields for Unique ID (660), First name (Billing), Last name (Account), Company, Work phone(s), Fax, Cell phone, and Home phone. It also features a 'Note' field with a 1000 character limit and an 'Active' checkbox.

Staff Provider Directory