Change/Merge Carrier Codes

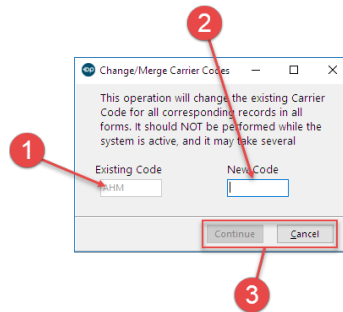Last Modified on 08/12/2021 8:31 am EDT

Version 14.19

> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Change/Merge Carrier Codes

> **Path: Billing tab > Payers button > Edit button > Change/Merge Code button**

The Change/Merge Carrier Codes window changes the existing insurance carrier short code to a new insurance carrier short code or merges the existing short code with a different existing short code. This operation changes the existing carrier code for all windows. It should not be performed while the system is active.
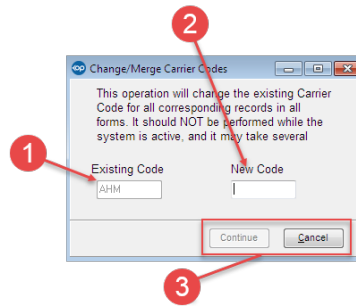

Change/Merge Carrier Codes Map

Number	Section	Description
1	Existing Code	Displays the existing insurance carrier short code. This is the code that changes.
2	New Code	The new insurance carrier code. The short code appearing in the existing code field changes to the new code when the Continue button is pressed. If merging codes, enter the code where the existing code will merge.
3	Function Buttons	• **Continue**: Continue to change or merge codes. • **Cancel**: Cancel the process of changing or merging codes.

Version 14.10

About Change/Merge Carrier Codes

> **Path: Utilities Menu > Manage Practice > Insurance Payers > Select Payer > Edit button > Change/Merge Code button (Keyboard Shortcut keys: [Alt][U][P][I])**

The Change/Merge Carrier Codes window changes the existing insurance carrier short code to a new insurance carrier short code or merges the existing short code with a different existing short code. This operation changes the existing carrier code for all windows. It should not be performed while the system is active.

Change/Merge Carrier Codes Map

Number	Section	Description
1	Existing Code	Displays the existing insurance carrier short code. This is the code that changes.
2	New Code	Enter the new insurance carrier code into the New Code field. The short code appearing in the existing code field changes to the new code when the Continue button is pressed. If merging codes, enter the code where the existing code will merge.
3	Function Buttons	• **Continue**: Continue to change or merge codes. • **Cancel**: Cancel the process of changing or merging codes.