Contract Chooser

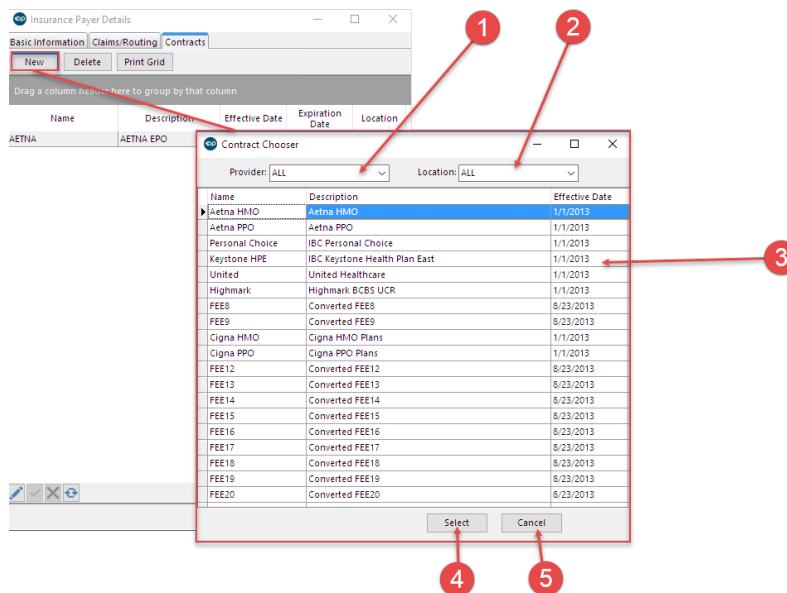Last Modified on 08/13/2021 3:12 pm EDT

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 Contract Chooser

> **Path: Billing tab > Payers button > Edit button > Contracts tab > New button**

The Contract Chooser window associates a contract to the payer in the Insurance Payer Details window.

Contract Chooser Map

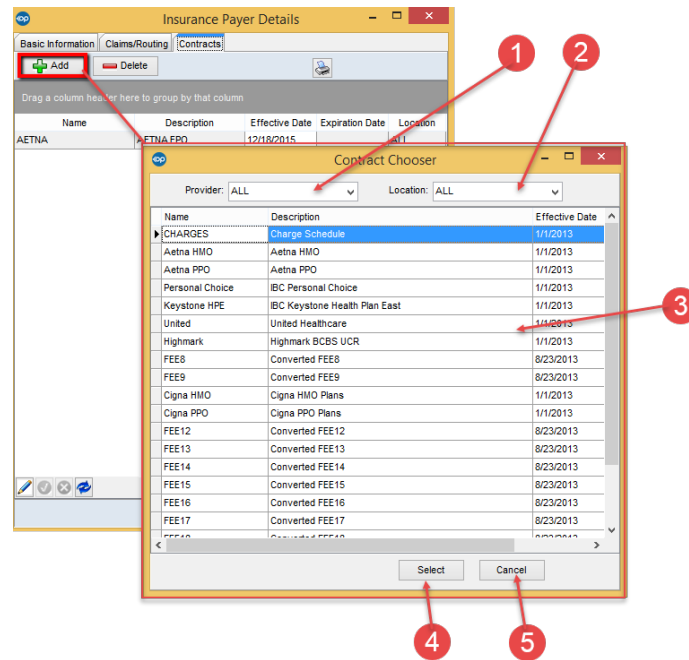| Number	Section	Description
1	Provider	Select a Provider from the drop-down menu.
2	Location	Select the provider's Location from the drop-down menu.
3	Contract List	The Contract List grid displays the contracts that can be associated to the payer.
4	Select button	The Select button selects the highlighted contract to the payer.
5	Cancel button	The Cancel button stops selecting the contract and returns to the Insurance Payer Details window.

Version 14.10

About Contract Chooser

> **Path: Utilities Menu > Manage Practice > Insurance Payers > Select Payer > Contracts tab > +**

Add button (Keyboard Shortcut keys: [Alt][U][P][I])

The Contract Chooser window associates a contract to the payer in the Insurance Payer Details window.

Contract Chooser Map

Number	Section	Description
1	Provider	The Provider dropdown field selects the provider.
2	Location	The Location dropdown field selects the provider's location.
3	Contract List	The Contract List grid displays the contracts that can be associated to the payer.
4	Select button	The **Select** button selects the highlighted contract to the payer.
5	Cancel	The **Cancel** button stops selecting the contract and returns to the Insurance Payer Details window.