

# Insurance Contracts

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Version 20.17



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.

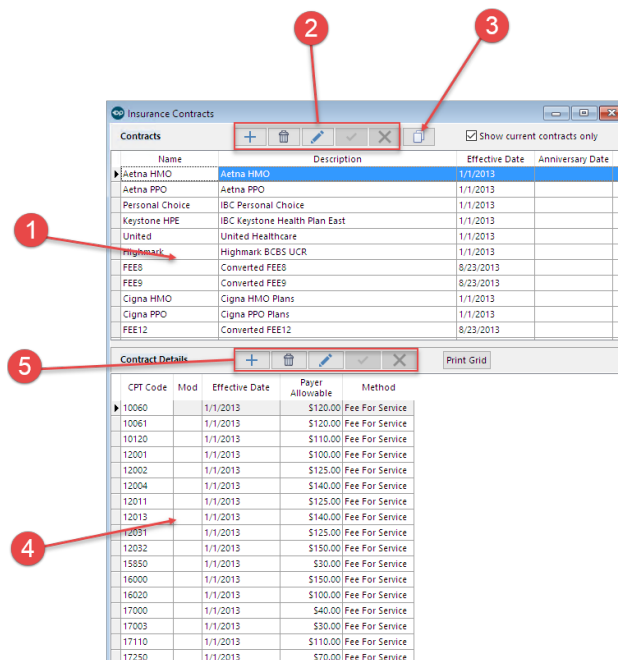
## About Insurance Contracts

**Path: Billing tab > Contracts button**

The Insurance Contracts window adds, edits, and copies insurance contracts based on CPT codes for selected payers. Any edits made to the contracts and/or contract descriptions are tracked in the Audit Trail.

Benefits to Insurance contracts:

- There are no limits to the number of contracts you can create.
- Contracts retain the history of how payment schedules change over time.
- Contracts can be applied to specific locations and providers.
- Contracts allow you to indicate no covered and capitated services.



## Insurance Contracts Map

Number	Section	Description
1	Contract list	The Contract list displays all the insurance provider contracts in OP. Highlighting a provider contract displays the related insurance contract details in the Contract Details grid.
2	Function buttons	The function buttons in the Contracts list create a new insurance contract, delete, modify, save changes to, and cancel recent unsaved changes to an insurance contract.

3	Clone button	The Clone button opens the Insurance Contract Clone Confirmation window. The Clone Contract function allows you to clone (make an exact copy of) an existing contract, enter a date upon which the new dates are to take effect, and assign the cloned contract to every payer who is associated with the existing contract.
4	Contract Details grid	The Contract Details grid displays the contract details for the highlighted provider contract in the Insurance Contract list. If necessary, edit the CPT Code, Mod, Effective Date, Amount, and Method fields by clicking in any of these fields and entering new data.
5	Function buttons	The Contract Details function buttons create a new insurance contract detail, delete an insurance contract detail, edit an existing insurance contract detail, save changes to an insurance contract, cancel recent changes to an insurance contract, and print data shown in the grid.

Version 20.16



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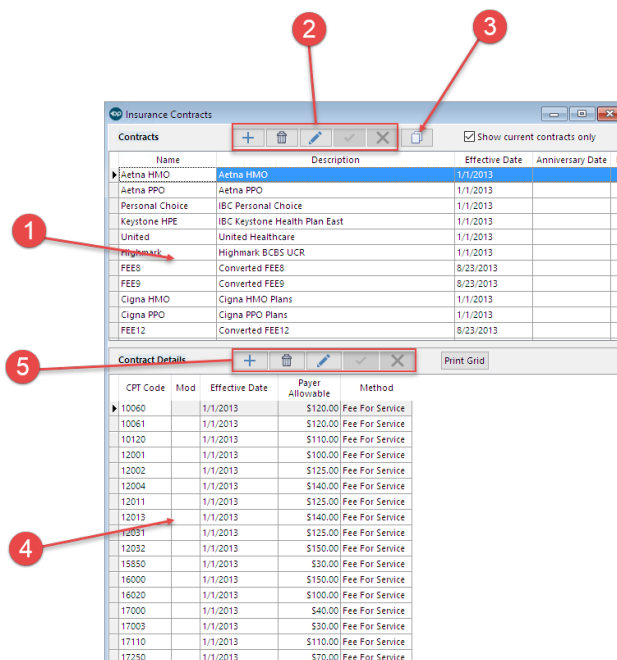
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