

# **Insurance Payers List**

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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 Payer List

#### Path: Billing tab > Payers button

The Insurance Payer List window displays the list of insurance payers in OP. Payers can be added, edited, and removed using this window. By default, the hide Inactive checkbox is selected hiding all Inactive Payers from the list. This can be deselected as needed.



#### Insurance Payer List Map

Number	Section	Description
1	Insurance Payer List grid	The Insurance Payer List grid displays the Insurance Payers in OP.
2	New button	The <b>New</b> button opens the Insurance Payer Details window. Payers can be added to the list using that window.
3	Edit button	The <b>Edit</b> button opens the Insurance Payer Details for the highlighted payer in the Insurance Payer List grid. Payer details can begin to be modified in that window.
4	Delete button	The <b>Delete</b> button removes a highlighted insurance carrier from the insurance payer list.
5	Cred button	The <b>Cred</b> button copies payer/provider credentialing values from one selected payer to another. Information can be inserted or replaced.
6	Elig button	The <b>Elig</b> button copies eligibility verification fields from one selected payer to another.
7	Import/Export	The Import/Export buttons import/export the insurance payer list as an .xml file.

Version 20.16





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2	👓 Insurance Pay	3 4	56		/	7				
	New Edit	Delete P	rint Cred Elig	g Import	Export					
	OP Code	Payer Short Name 🛆	Payer Full Name		Payer ID	Address	ST	Zip Code	Claim Type	^
	▶ 🗄 AHM	AETNA HMO	AETNA HMO		60054	PO Box 12345	PA	99999	Commercial	
	+ APP	AETNA PPO	AETNA		60054	PO Box 67890	TX	99999	Commercial	
	+ ALL		ALLSTATE FIRE AND CASUALTY INSURA	NCE COMPANI		PO Box 00123	GA	99999	Commercial	
	MHM	AMERIHEALTH HMO	AMERIHEALTH HMO		95044	PO Box 00456		99999	Blue Cross/Blue Shield	
-	+ ANJ	AMERIHEALTH NJ	AMERIHEALTH ADMINISTRATORS NJ		23252	PO Box 00457	NJ	99999	Commercial	
	5 payers									~
	expand grid	Status: Ina	tive Not All 🗹 hide inactive							

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