

Add an Insurance Payer

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Version 21.0

Path: Billing tab > Payers button

About

The sections below contain information on entering information into each section of the Insurance Payer Details window. The fields described may also be edited in this window. When entries or edits are complete, click the **Save** button to save the payer. If a new payer was added, be sure to also **connect providers to Insurance Payers**



User Permission: Users must have permission: **Billing_Payers_Modify** to add an Insurance Payer.



Warning: SELF-PAY must remain in the Payer List. OP automatically assigns patients to the SELF-PAY payer if they do not have insurance or their insurance is not ranked.

Expand each section below to learn how to add an insurance payer.

- [+ Basic Information Tab](#)
- [+ Payer Coding Rules Tab](#)
- [+ Claims/Routing Tab](#)
- [+ Claims/Routing Tab: Transaction Routing](#)
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- [+ Payer Coding Rules Tab](#)
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