

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Modifying an Associated Provider Record

Last Modified on 11/19/2019 12:07 pm EST



Version 14.19

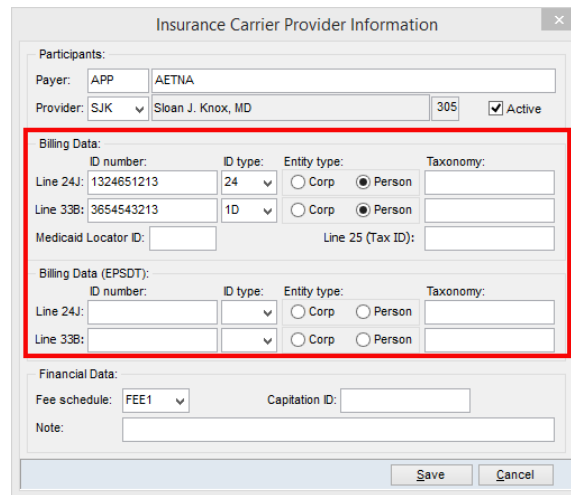
Path: Utilities Menu > Manage Practice > Insurance Payers (Keyboard Shortcut keys: [Alt][U][P][I])

Overview

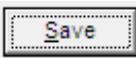
From time to time, your office may need to edit a provider pin or group number, as identified by a payer. This information is added to the provider record that is housed within the Insurance Payer List table (**Utilities > Manage Practice > Insurance Payers**).

Modifying a Provider Record

1. Click to highlight the Insurance Payer to modify.
2. Click the small **Insert Record** button  to the left of the Insurance Payer Name. The listing will expand, displaying associated providers for this payer.
3. Click to highlight the associated provider record you wish to edit.
4. Click the small **Edit** button  in the small tool bar below the Associated Provider listings for this payer. The Insurance Carrier Provider Information window will open.
5. In the Insurance Carrier Provider Information window, edit the fields as appropriate per the payer's requirement.



Note: Line 25 (Tax ID) is the first place OP will look when populating the Tax ID on claims. If this field is blank, OP will defer to the Tax ID field of the Locations tab. For more information on the order in which OP considers Tax ID for claims, visit [Tax ID Setup](#).

- Click the **Save** button  at the bottom of the form to save changes and return to the Insurance Payers List window.



Version 14.10

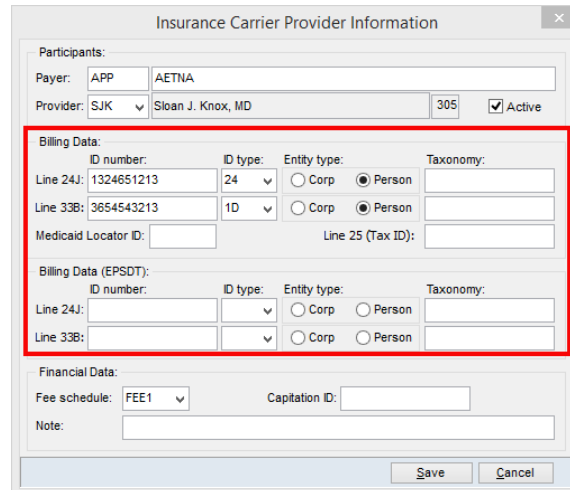
Path: Utilities Menu > Manage Practice > Insurance Payers (Keyboard Shortcut keys: [Alt][U][P][I])

Overview

From time to time, your office may need to edit a provider pin or group number, as identified by a payer. This information is added to the provider record that is housed within the Insurance Payer List table (**Utilities > Manage Practice > Insurance Payers**).

Modifying a Provider Record

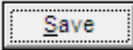
- Click to highlight the Insurance Payer to modify.
- Click the small **Insert Record** button  to the left of the Insurance Payer Name. The listing will expand, displaying associated providers for this payer.
- Click to highlight the associated provider record you wish to edit.
- Click the small **Edit** button  in the small tool bar below the Associated Provider listings for this payer. The Insurance Carrier Provider Information window will open.
- In the Insurance Carrier Provider Information window, edit the fields as appropriate per the payer's requirement.



The screenshot shows the 'Insurance Carrier Provider Information' window. The 'Participants' section includes fields for Payer (APP, AETNA), Provider (SJK, Sloan J. Knox, MD), and a 305 pin with an 'Active' checkbox. The 'Billing Data' section is highlighted with a red box and contains two sub-sections: 'Billing Data' and 'Billing Data (EPSDT)'. Each sub-section has fields for Line 24J, Line 33B, Medicaid Locator ID, and Line 25 (Tax ID), along with dropdowns for ID type and radio buttons for Entity type (Corp/Person). The 'Financial Data' section includes Fee schedule (FEE1) and Capitation ID fields. 'Save' and 'Cancel' buttons are at the bottom.



Warning: Line 25 (Tax ID) is the first place OP will look when populating the Tax ID on claims. If this field is blank, OP will defer to the Tax ID field of the Locations tab. For more information on the order in which OP considers Tax ID for claims, visit [Tax ID Setup](#).

- Click the **Save** button  at the bottom of the form to save changes and return to the Insurance Payers List window.



Version 14.8

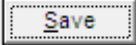
Path: Utilities Menu > Manage Practice > Insurance Payers (Keyboard Shortcut keys: [Alt][U][P][I])

Overview

From time to time, your office may need to edit a provider pin or group number, as identified by a payer. This information is kept and updated in the Insurance Payer.

Modifying a Provider Record

- Click to highlight the Insurance Payer to modify.
- Click the small **Insert Record** button  to the left of the Insurance Payer Name. The listing will expand, displaying associated providers for this payer.
- Click to highlight the associated provider record you wish to edit.
- Click the small **Edit** button  in the small tool bar below the Associated Provider listings for this payer. The Insurance Carrier - Provider Information window will open.
- In the Insurance Carrier Provider Information window, edit the fields as appropriate.

6. Click the **Save** button  at the bottom of the form to save changes and return to the Insurance Payers List window.

OP Code	Payer Short Name	Payer Full Name	Payer ID	
<input type="checkbox"/> GOL	GOLDEN RULE	GOLDEN RULE INSURANCE CO.	37802	PO BOX 6131
<input type="checkbox"/> GW	GREAT-WEST	GREAT-WEST	80705	1000 GREAT!
<input type="checkbox"/> GUA	GUARDIAN	GUARDIAN	64246	PO BOX 8007
<input type="checkbox"/> HA	HEALTH ASS			
<input type="checkbox"/> HN	HEALTH NET			
<input type="checkbox"/> HM	HEALTHAME			
<input type="checkbox"/> DGA	HEALTHASP			
<input type="checkbox"/> HF	HEALTHFIRS			
<input type="checkbox"/> HUP	HUMANA PP			
<input type="checkbox"/> IDK	IDK			
<input type="checkbox"/> BIA	INDEPENDEN			
<input type="checkbox"/> ISC	INTERGROU			
<input type="checkbox"/> KA	KANAWHA			
<input type="checkbox"/> BKM	KEYSTONE			
<input type="checkbox"/> LOO	LOOMIS			
<input type="checkbox"/> LUM	LUMENOS			
<input type="checkbox"/> MAM	MAMSI			
<input type="checkbox"/> MCA	MCA ADMIN			
<input type="checkbox"/> MED	MEDICAID			
<input type="checkbox"/> MM	MEDICAL MU			
<input type="checkbox"/> MEG	MEGA LIFE			
<input type="checkbox"/> MF	MERTAIN			

Insurance Carrier Provider Information

Participants:

Payer: I DONT SEE MINE LISTED, SELECT THIS

Provider: OPDemo Doctor Active

Billing Data:

ID number:	ID type:	Entity type:	Taxonomy:
Line 24J: 1324651213	24	<input type="radio"/> Corp <input checked="" type="radio"/> Person	
Line 33B: 3654543213	1D	<input type="radio"/> Corp <input checked="" type="radio"/> Person	

Medicaid Locator ID:

Billing Data (EPSDT):

ID number:	ID type:	Entity type:	Taxonomy:
Line 24J:		<input type="radio"/> Corp <input type="radio"/> Person	
Line 33B:		<input type="radio"/> Corp <input type="radio"/> Person	

Financial Data:

Fee schedule: Capitation ID:

Note: