

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.

Batch Print CMS-1500 Forms

Last Modified on 11/19/2019 4:11 pm EST

Version 14.19

Overview


Any claims that are to be dropped to a CMS-1500 form should have that indicated on the Payer Setup table.

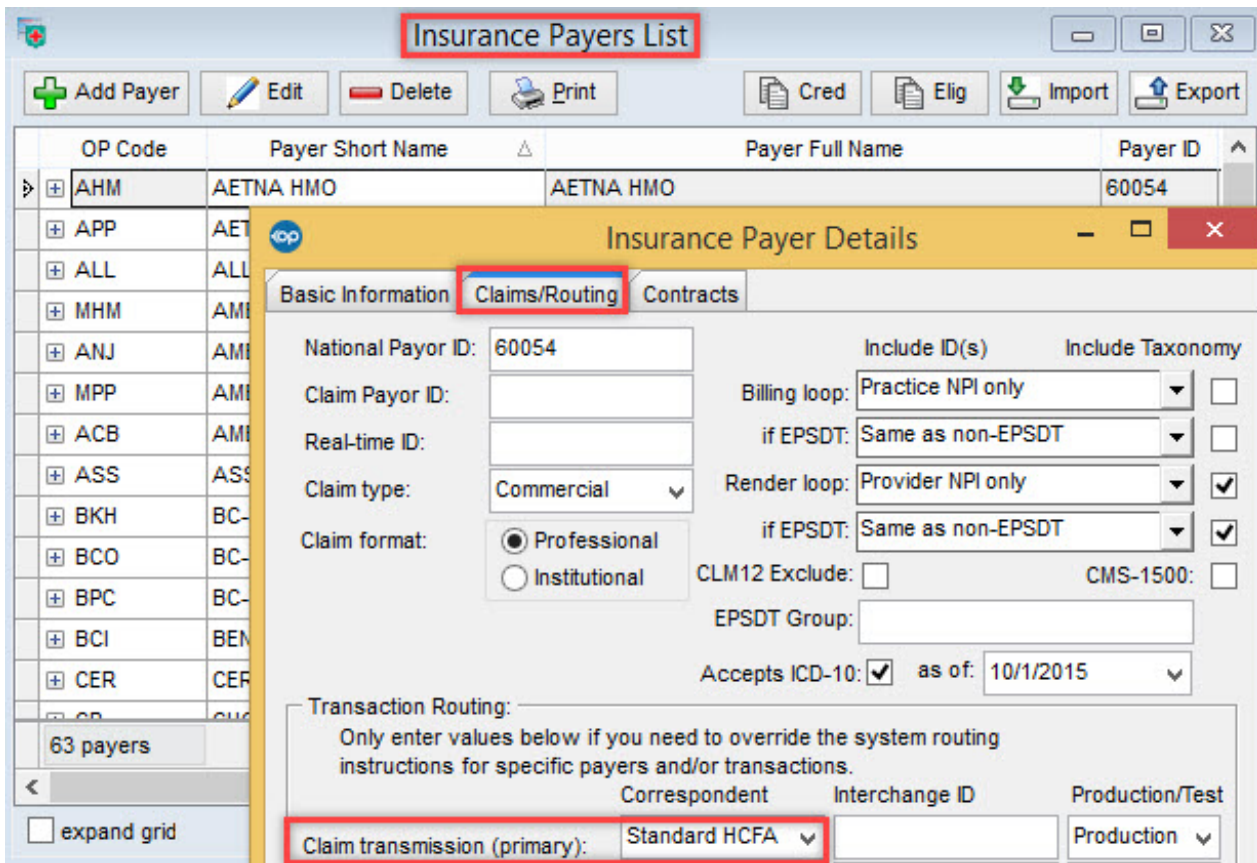


Note: All queued claims assigned to insurance payers setup for CMS-1500 printing will print.

Utilities > Manage Practice > Insurance Payers

Set CMS-1500 Based Payers

1. Click on payer to highlight.
2. Click the **Edit** button .
3. Click on the **Claims Routing** tab.
4. Under **Primary Claims Transmission** select **Standard HCFA**.
5. Click **Save** to exit.



Insurance Payers List

OP Code	Payer Short Name	Payer Full Name	Payer ID
AHM	AETNA HMO	AETNA HMO	60054
APP	AET		
ALL	ALL		
MHM	AM		
ANJ	AM		
MPP	AM		
ACB	AM		
ASS	ASS		
BKH	BC-		
BCO	BC-		
BPC	BC-		
BCI	BEM		
CER	CER		

Insurance Payer Details

Claims/Routing

National Payer ID: 60054

Claim Payor ID: []

Real-time ID: []

Claim type: Commercial

Claim format: Professional

Billing loop: Practice NPI only

if EPSDT: Same as non-EPSDT

Render loop: Provider NPI only

if EPSDT: Same as non-EPSDT

CLM12 Exclude: []

EPSDT Group: []

Accepts ICD-10: [x] as of: 10/1/2015

Transaction Routing:

Only enter values below if you need to override the system routing instructions for specific payers and/or transactions.


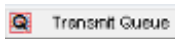

Correspondent: []

Interchange ID: []

Production/Test: Production

Claim transmission (primary): Standard HCFA

Batch Print CMS-1500 Forms

1. Click the **Billing** button  to open the e-Billing center.
2. Click the **Transmit Queue** tab .
3. Click the **CMS 1500** button .
4. Click the **Yes** button when prompted "Print paper claims for HCFA-based insurance payers?"



Note: Any Claims sitting the Transmit Queue that are set to drop to a CMS-1500 form will be dropped to paper.


Version 14.10

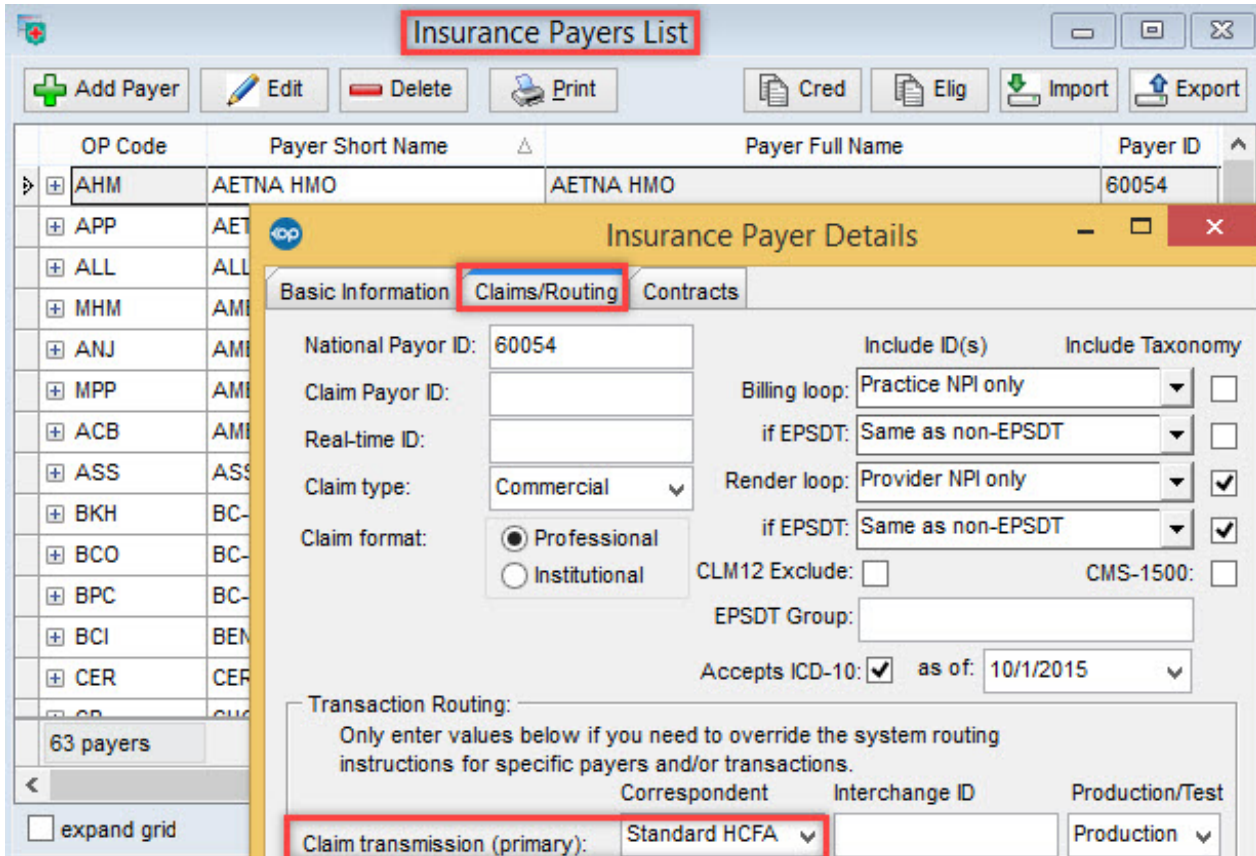
Overview

Any claims that are to be dropped to a CMS-1500 form should have that indicated on the Payer Setup table.









- All **queued** claims assigned to insurance payers setup for CMS-1500 printing will print.
- Utilities > Manage Practice > Insurance Payers**

Set CMS-1500 Based Payers

1. Click on payer to highlight.
2. Click the **Edit** button .
3. Click on the **Claims Routing** tab.
4. Under **Primary Claims Transmission** select **Standard HCFA**.
5. Click **Save** to exit.



Insurance Payers List

 Add Payer
  Edit
  Delete
  Print
  Cred
  Elig
  Import
  Export

OP Code	Payer Short Name	Payer Full Name	Payer ID
▶ AHM	AETNA HMO	AETNA HMO	60054
APP	AETNA		
ALL	ALL		
MHM	AM		
ANJ	AM		
MPP	AM		
ACB	AM		
ASS	ASS		
BKH	BC-		
BCO	BC-		
BPC	BC-		
BCI	BEM		
CER	CER		

63 payers

expand grid

Insurance Payer Details

Basic Information **Claims/Routing** Contracts

National Payor ID: 60054

Claim Payor ID:

Real-time ID:

Claim type: Commercial

Claim format:

 Professional

 Institutional

Include ID(s) Include Taxonomy

Billing loop: Practice NPI only

if EPSDT: Same as non-EPSDT

Render loop: Provider NPI only

if EPSDT: Same as non-EPSDT

CLM12 Exclude: CMS-1500:

EPSDT Group:

Accepts ICD-10: as of: 10/1/2015




Transaction Routing:

Only enter values below if you need to override the system routing

instructions for specific payers and/or transactions.

Correspondent	Interchange ID	Production/Test
Claim transmission (primary): Standard HCFA		Production

Batch Print CMS-1500 Forms

1. Click on the **Billing** button  to open the e-Billing center.
2. Click on the **Transmit Queue** tab  .
3. Click on the **CMS 1500** button .
4. Click **Yes** when prompted "Print paper claims for HCFA-based insurance payers?"



Note: Any claims sitting the Transmit Queue that are set to drop to a CMS-1500 form will be dropped to paper.