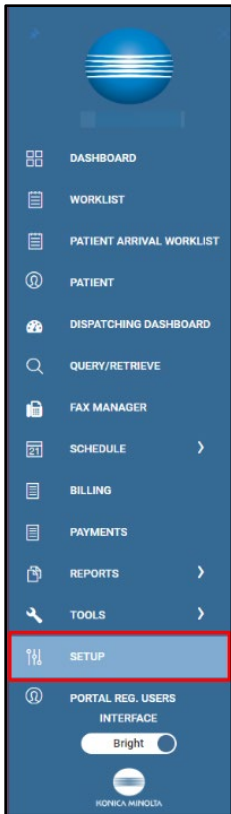


# **Exa® PACS/RIS**

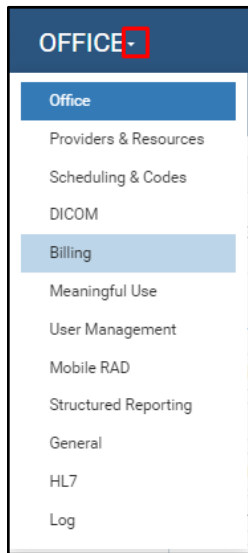
## **Feature Summary**

### **Adding Insurance Providers**

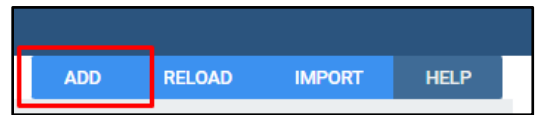
### Burger > Setup



### Office > Billing



### Select ADD



Left pane:

- Code: Unique identifier for the insurance, used to specify the insurance in HL7.
- Insurance Name: The name that will reflect the claim forms.
- Payer ID: The unique identifier assigned to each insurance carrier. Electronic payers have unique payer IDs, whereas most paper claims are sent under Payer ID 99999, and Attorneys would be set up as 88888.
- Payer Address: Where claims are received. The ZIP plus code is required for US customers. This information is available on the USPS website.
- Phone Number/Fax Number: While not required, we recommend entering the payer contact information.
- Require AUC: Optional. This is used in compliance with the CMS Guidelines for Appropriate Use Criteria.

The screenshot shows the 'BILLING' section of the Exa-PLATFORM interface. The top navigation bar includes 'INSURANCE PROVIDER', 'INSURANCE PROVIDER PAYER TYPES', 'PROVIDER LEVEL CODE', and 'POS MAP'. The right side of the top bar has buttons for 'SAVE', 'SAVE & CLOSE', 'CLEAR', and 'BACK'. The main content area is split into two panes. The left pane contains the following fields: Code (with an 'Inactive' checkbox), Insurance Name (with a 'Require AUC' checkbox), Payer ID, Address Line 1, Address Line 2, City/State/ZIP (with a 'Select' dropdown, 'ZIP Code', and 'ZIP Plus' buttons), Phone No., Fax No., and a table for 'Additional Phone Numbers' with columns for 'Reference Note' and 'Phone No.'. The right pane, outlined in red, contains: Market (with a 'NONE SELECTED' dropdown), Facilities (with a 'NONE SELECTED' dropdown), Provider Type (with a 'Select' dropdown), SOP Payer (with a 'Select' dropdown), Fee Schedule (with a 'Select' dropdown), Allowed Fee Schedule (with a 'Select' dropdown), Trading Partner ID, Website, and Insurance Provider Alerts (with a text area).

#### Right pane:

- **Market:** This is used for sales.
- **Facilities:** Select all or specific facilities to assign to each payer.
- **Provider Type:** The type of insurance to add (such as Commercial, HMO, or MA).
- **SOP Payer:** Source of Payment is a standardized payer type classification.
- **Fee Schedule/Allowed Fee Schedule:** For new insurance, assign a fee schedule and allowable fee schedule.
- **Trading Partner ID:** An identification number assigned to a clearinghouse by an insurance payer. This ID is used to set up claim filing or a payment report enrollment directly with the payer.
- **Website:** The website URL is recommended but not required.
- **Insurance Provider Alerts:** You can add notes specific to the insurance payer. This alert is for the provider.