

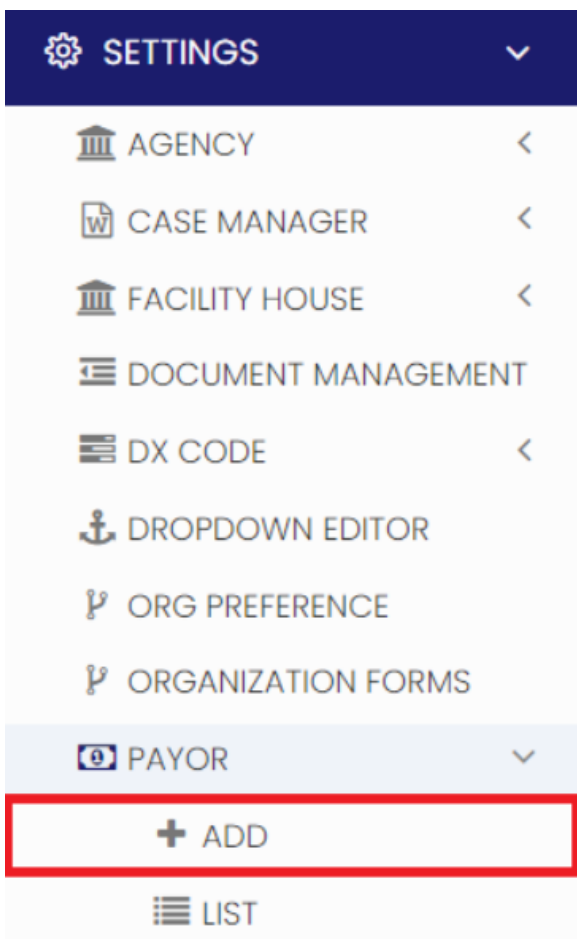
# Payor

In Adult Day Care, a "payor" is the entity responsible for covering costs. Payors can include health insurance companies, Medicare, Medicaid, private pay and managed care organizations.

Note: All Fields marked with \* are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

## Adding Payor Details

Settings >> Payor >> +Add option



The user can update the required information in Payer Details and Click Save option.

ADD PAYOR

PayorService Code Mapping

Payor Details

Payor/Plan

CMS 1500 Payor ID \*

ERA Payor ID \*

Payor Name \*

Payor Name

Short Name \*

Short Name

Address \*

Address

City \*

City

State \*

Arizona

Zip Code \*

XXXXX

Payor Invoice Type \*

Select

Agency Tax Number ⓘ

Agency Tax Number

NPI Option +

Select

Payer Group +

Select

Business Line +

Select

NPI Number

Select

Aggregator

Select

Visit Billed By

Select

Save

Cancel

# Editing Payor Details

Settings >> Payor >> List

Select the Payor from the List using the Edit option.

PAYOR LIST

Refresh

Active

+ Payor

	Payor Name ^	Short Name	Address	Payor Identification Number	NPI Number	Payer Group	Payor Billing Type	Action
<input type="checkbox"/>	<div>Payor Name</div>	<div>Short Name</div>	<div>Address</div>	<div>Payor Identification Numbr</div>	<div>NPI Number</div>	<div>Select</div>	<div>Select</div>	<div>Search</div> <div>Reset</div>
<input type="checkbox"/>	Atena	Atena	wall street Arizona, AZ 24255 Arizona, AZ 11234	587451	0	United Payor Group	Professional	<div><div></div><div></div></div>
<input type="checkbox"/>	United Healthcare	uhc	po box 1235 noida, AZ 32424	60532	0	N/A	Professional	<div><div></div><div></div></div>

Now, edit the required information in Payor Details and Click Update.

Payor

Billing

Service Code Mapping

Payor Details

Payor/Plan

ERA Enrollment

CMS1500

CMS 1500 Payor ID *	<input type="text" value="587451"/>
ERA Payor ID *	<input type="text" value="12"/>
Payor Name *	<input type="text" value="Atena"/>
Short Name *	<input type="text" value="Atena"/>
Address *	<input type="text" value="wall street Arizona, AZ 24255"/>
City *	<input type="text" value="Arizona"/>
State *	<input type="text" value="Arizona"/>
Zip Code *	<input type="text" value="11234"/>

Payor Invoice Type *	<input type="text" value="Insurance"/>
Agency Tax Number ?	<input type="text" value="Agency Tax Number"/>
NPI Option +	<input type="text" value="Individual NPI options"/>
Payer Group +	<input type="text" value="United Payor Group"/>
Business Line +	<input type="text" value="Select"/>
Payor Billing Type *	<input type="text" value="Professional"/>
NPI Number	<input type="text" value="Select"/>
Aggregator	<input type="text" value="HHAExchange"/>
Visit Billed By	<input type="text" value="myEZcare"/>

Update

Cancel

Service Code Mapping

The Service Code Mapping can be done for the payor added in the system. Enter the required fields under Payor - Service code Mapping and click Save Option.

Payor

Service Code Mapping

Payor - Service Code Mapping

Service *	Service Code* +	Unit Type*	Start Date*
<input type="text" value="Select"/>	<input type="text" value="Enter the Service Code"/>	<input type="text" value="Select"/>	<input type="text" value="mm/dd/yy"/>
End Date*	Rate (\$)*		
<input type="text" value="mm/dd/yy"/>	<input type="text" value="0"/>		
Revenue Code ? +			
<input type="text" value="Select"/>			

Save Cancel

Refresh








Active

Service	Service Code	Modifier	Revenue Code	Rate (\$)	Start Date	End Date	Unit Type	Per Unit Quantity	Round Up Minute(s)	Max Unit	Daily Unit Limit	Action
<input type="text" value="Select"/>	<input type="text" value="Service C"/>		<input type="text" value="Sele"/>	<input type="text" value="Rate"/>	<input type="text" value="mm/c"/>	<input type="text" value="mm/c"/>	<input type="text" value="Sele"/>	<input type="text" value="Per Unit"/>	<input type="text" value="Round U"/>	<input type="text" value="Max I"/>	<input type="text" value="Daily I"/>	<input type="text" value="Search"/> <input type="text" value="Reset"/>





Delete Payor

## Settings >> Payor >> List





Select the payor from list using the check box and click Delete or Disable Selected option in the screen.

PAYOR LIST								
 Refresh	Active ▾	 Disable Selected	 Payor					
	Payor Name ^	Short Name	Address	Payor Identification Number	NPI Number	Payer Group	Payor Billing Type	Action
<input type="checkbox"/>	<input type="text" value="Payor Name"/>	<input type="text" value="Short Name"/>	<input type="text" value="Address"/>	<input type="text" value="Payor Identification Number"/>	<input type="text" value="NPI Number"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	Atena	Atena	wall street Arizona, AZ 24255 Arizona, AZ 11234	587451	0	United Payor Group	Professional	 
<input type="checkbox"/>	United Healthcare	uhc	po box 1235 noida, AZ 32424	60532	0	N/A	Professional	 

Now, the payor gets deleted and we can view the payor under Deleted list.

PAYOR LIST								
 Refresh	Deleted ▾	 Payor						
	Payor Name ^	Short Name	Address	Payor Identification Number	NPI Number	Payer Group	Payor Billing Type	Action
<input type="checkbox"/>	<input type="text" value="Payor Name"/>	<input type="text" value="Short Name"/>	<input type="text" value="Address"/>	<input type="text" value="Payor Identification Number"/>	<input type="text" value="NPI Number"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/>	Atena	Atena	wall street Arizona, AZ 24255 Arizona, AZ 11234	587451	0	United Payor Group	Professional	 <input type="button" value="Active"/>
<input type="checkbox"/>	Cigna	JB	po box 2587 New York, AZ 1234	12	0	United Payor Group	Professional	 <input type="button" value="Active"/>

The user can also Restore the deleted payor by using the option Active on the right side of the screen.

PAYOR LIST								
 Refresh	Deleted ▾	 Payor						
	Payor Name ^	Short Name	Address	Payor Identification Number	NPI Number	Payer Group	Payor Billing Type	Action
<input type="checkbox"/>	<input type="text" value="Payor Name"/>	<input type="text" value="Short Name"/>	<input type="text" value="Address"/>	<input type="text" value="Payor Identification Number"/>	<input type="text" value="NPI Number"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/>	Atena	Atena	wall street Arizona, AZ 24255 Arizona, AZ 11234	587451	0	United Payor Group	Professional	 <input type="button" value="Active"/>
<input type="checkbox"/>	Cigna	JB	po box 2587 New York, AZ 1234	12	0	United Payor Group	Professional	 <input type="button" value="Active"/>

Revision #2

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