

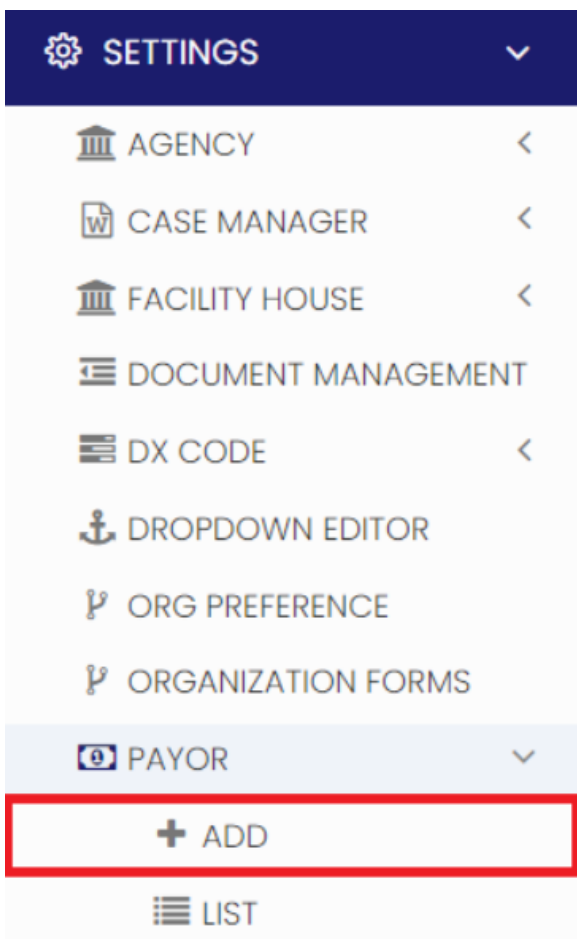
Payor

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 *

587451

ERA Payor ID *

12

Payor Name *

Atena

Short Name *

Atena

Address *

wall street Arizona, AZ 24255

City *

Arizona

State *

Arizona

Zip Code *

11234

Payor Invoice Type *

Insurance

Agency Tax Number ?

Agency Tax Number

NPI Option +

Individual NPI options

Payer Group +

United Payor Group

Business Line +

Select

Payor Billing Type *

Professional

NPI Number

Select

Aggregator

HHAAExchange

Visit Billed By

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 *

Select

Service Code* +

Enter the Service Code

Unit Type*

Select

Start Date*

mm/dd/yy



End Date*

mm/dd/yy



Rate (\$) *

0

Revenue Code ? +

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
Select	Service C		Sele	Rate	mm/c	mm/c	Sele	Per Unit	Round U	Max	Daily	Search 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"/>

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