

## Setting up New Insurance Companies with Payer ID's for Practiceworks

From time to time you will need to add in a new insurance company. There are two reasons you will need to add a new one in : 1. You don't have that Insurance Company at all or 2. You don't have the specific address. Once you add the new insurance company, you will need to that company up to go electronically.

When you add in a new Insurance Company into Practiceworks, you first want to make sure you have the following fields filled in :

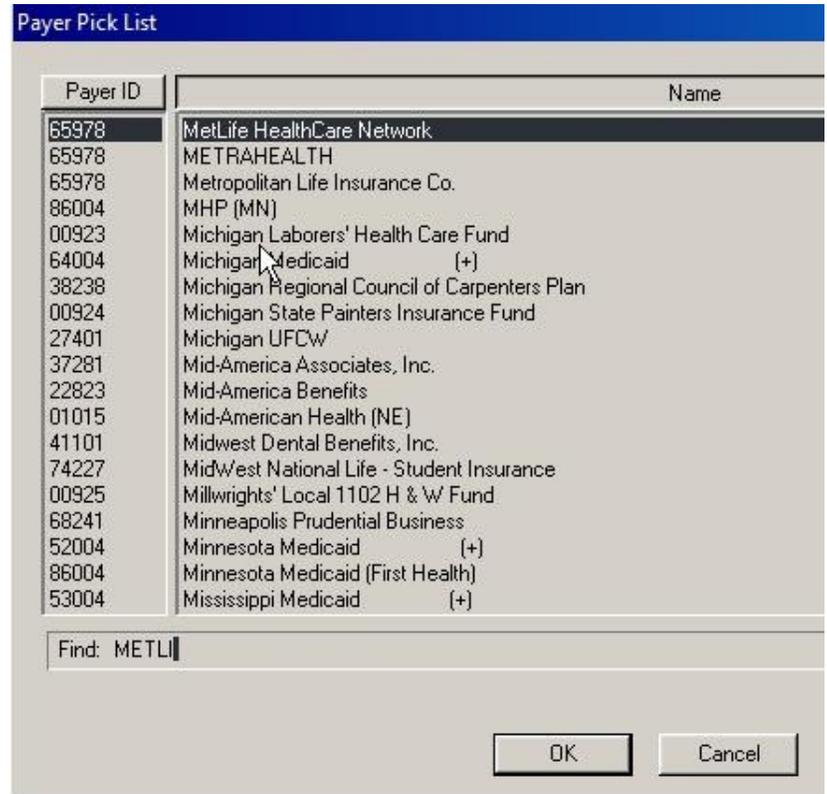


1. Company Name
2. Address
3. City, State, Zip Code
4. Phone Number

Once this information is entered in, on the Insurance Definition Screen, you will setup the Payer ID by clicking the **Payer list...** button. This will open up the Payor Setup list. Before you start a search for an Insurance Company, Click on **Name** button, above the names of the Insurance Companies. This will sort the Insurance Companies by "Name" and make it easier for you to find the Insurance Company




Should the Insurance Company you just added in not appear on this list, it is not electronically capable. You will need to select "A Paper Claim BCBS or Commercial".



Payer ID	Name
65978	MetLife HealthCare Network
65978	METRAHEALTH
65978	Metropolitan Life Insurance Co.
86004	MHP (MN)
00923	Michigan Laborers' Health Care Fund
64004	Michigan Medicaid (+)
38238	Michigan Regional Council of Carpenters Plan
00924	Michigan State Painters Insurance Fund
27401	Michigan UFCW
37281	Mid-America Associates, Inc.
22823	Mid-America Benefits
01015	Mid-American Health (NE)
41101	Midwest Dental Benefits, Inc.
74227	MidWest National Life - Student Insurance
00925	Millwrights' Local 1102 H & W Fund
68241	Minneapolis Prudential Business
52004	Minnesota Medicaid (+)
86004	Minnesota Medicaid (First Health)
53004	Mississippi Medicaid (+)

Find: METLI

OK Cancel

On the Payer Pick List, you can search to see if the Insurance Company you entered in can go electronically. You can search two different ways. You can either 1. Scroll down using the down arrow until you find the company you're looking for or 2. Click in the  field and start typing in the name of the Insurance Company. Once you find the Insurance Company you're looking for, just click to highlight the name and click the  button to save. You will return to the Insurance Definition Screen and the 5-digit Payer ID will be filled in.



**Insurance Company Definition**

Company information

Company: Metlife

Address: 123 Main Street

City: Seattle State: WA ZIP: 98107

Phone: 206-999-3333 x 343 Fax:

Contact:

Payer ID: 65978 Payer list...

NEA Payer ID: NEA Payer list...

ePostings Capable  NEA Requirements

File electronic claims as:

Age electronic claims as paper claims Ins. Provider ID

CDT code set accepted: CDT 2016 Other info...

Prefix CDT codes with a 'D'

Group number required Estimating...

Leave signature line blank

Print Treating Dentist and Treatment Location Info. on all claim pages

Inactive  Shrink to fit

Form type

Insurance form to use for DENTAL plans:  
ADA 2012 form

Insurance form to use for MEDICAL plans:  
Medical form (CMS-1500)

OK Cancel

You can then click the  button at the bottom to save.

