Provider Billing Options Tab

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he provider billing options allow you to customize certain configuration settings for one or more provider pecific to this payer. Providers not listed below will bill claims based on their general settings/configuratic n the provider screen.

1. Select **Customer Setup** > **Payers**.
2. Use the **Show All** button to view all payers. Or use the **Search** field to further drill down your search.
3. Select the **Payer**.
4. Click the **Billing Options tab** from the side panel.
5. Select the **Provider tab**.
6. Click the ***Customize for Providers*** link.
7. Use the **Provider(s)** drop-down menu find the provider you would like to find.
8. Use the **Status** drop-down menu to select whether or not this provider is active with this particular payer.
9. Use the **Bill Mode** drop-down menu to select whether this provider should bill to this payer as an individual or as a group.
10. Add the ID to use if the **Bill Mode** is set as **Individual** in the **Individual ID** field.
11. Add the ID to use if the **Bill Mode** is set as **Group** in the **Group ID** field.
12. Use the **Accept this Insurance** checkbox to select whether or not this provider accepts this insurance. This indicates if the Provider accepts assignment.
13. Use the **Default Referring Provider** checkbox to select a default referring provider for this provider. This allows you to select a referring provider to be used for every claim under this provider.
14. Use the **Override Billing Provider** checkbox to send claims under a different Billing Provider. This allows you to send a different Tax ID, Taxonomy Code, or NPI based on a specific payer and provider combination.
15. Click **Add** once you are satisfied with your changes. These settings can be edited after saving by clicking on the field you wish to edit.
16. Click the icon to copy these settings to all providers added to this payer.
17. Check the **Show separate configurations for each office location** if you would like to configure these settings differently for each office associated to your account.

18. Click  to copy a provider's configuration to other payers.

    1. Use the **Provider Configurations** drop-down menu to select the source provider.
    2. Use the **Select payer(s) to copy provider configuration(s) to** drop-down menu to copy configuration to other payers.

19. Click **Save**. Or proceed to the General tab of Billing Options.