Bulk Editing Payer IDs

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If you need to update the payer IDs on your patient charts, you can do so for all patients with a particular insurance at once. You don't have to update them one by one. The Bulk Edit Payer ID feature within DrChrono will make this task quicker and easier.

Here are the details: Bulk Edit Payer IDs

• Navigate to Billing > Bulk Edit Payer IDs

Billing	Account	Marketplace	Help	
BILLING			BUSINESS INTELLIGENCE	
Billing S	Summary		Denial Analysis	
Live Claims Feed			Payment Analysis (beta)	
Apollo Plus			CODING	
Patient Payments			Code Search	
Day Sheet			New Custom Procedure	
Transactions			Custom Procedures	
Remittance Reports				
Unmatched ERAs			Bulk Edit Payer IDs	
Insurance Credit Card Payments			Insurance Setup	
Accounts Receivable			Payer Search	
Patient Statements			Fayer Search	
Product/Procedure				
Patient Balance Ledger				
Fee Schedule				
Underp	aid Items			
Adjustm	nent Master			
Sales Ta	ax			
Billing Log				

• Each insurance that is listed on your patient's chart will be listed on this screen. On the right, you will find an Edit button that will allow you to change the payer id for all of your patients with this insurance, all at the same time.



• Once you click on Edit, you will see the screen below:

New Payer Name	Aetna Health Plans
New Payer ID	
Check the insurances	Primary Insurance
that want to change	 Secondary Insurance
	 Tertiary Insurance
	Durable Medical Equipment
	Auto Accident
	Vorker's Comp Insurance

- Red arrow New Payer Name You will search here for your new payer ID, and select from the drop down
- Green arrow New Payer ID This is show the new ePS (eProvider Solutions) payer id you selected above.
- **Check the insurances**.. section This is where you will select which insurance you would like to change. To change to ePS (eProvider Solutions), you will want to ensure that all are checked.
- **Purple arrow Update** Once you have updated the payer id (green arrow), click on Update. The system will update all of the patient records with the payer id you entered.