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	ummary		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 Paver IDs
Insurance Credit Card Payments			Insurance Setun
Accounts Receivable			Paver Search
Patient Statements			rayer Search
Product	/Procedure		
Patient	Balance Ledge	ər	
Fee Sch	edule		
Underpa	aid Items		
Adjustm	ent Master		
Sales Ta	х		
Billing L	og		

• 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.