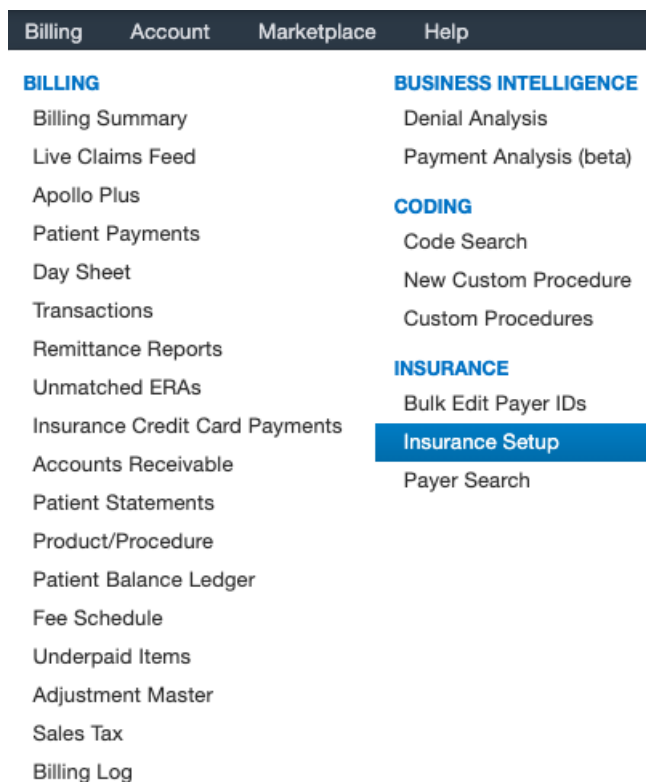


How to change the Accept Assignment for an Insurance?

07/24/2024 5:05 pm EDT

Follow the steps below to set the **Accept Assignment** for a specific payer.

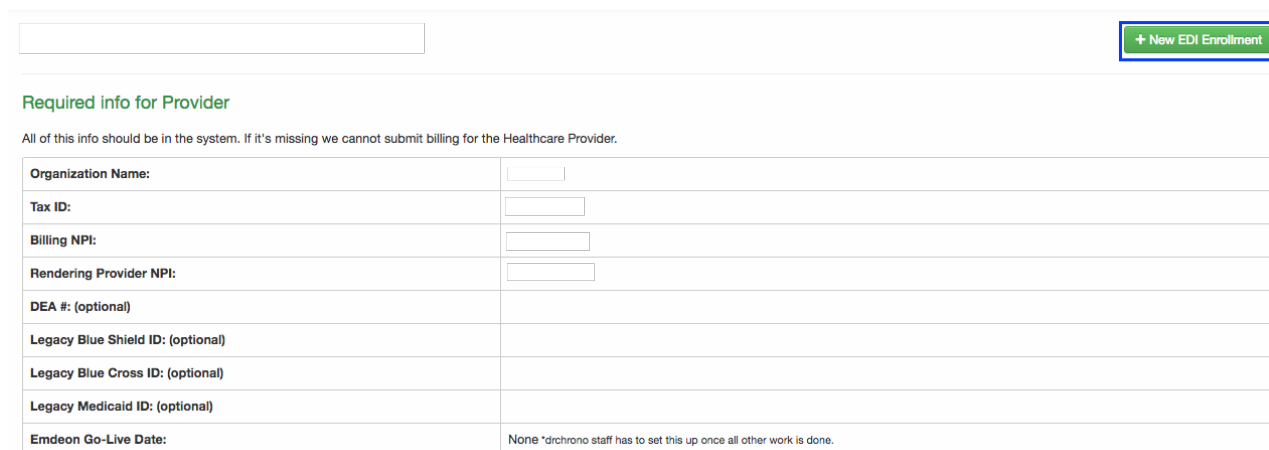
1. Hover over the **Billing** tab and select the **Insurance Setup** screen



The screenshot shows a navigation menu with four main tabs: Billing, Account, Marketplace, and Help. The Billing tab is active, displaying a list of sub-items. The sub-items are organized into four categories: BILLING, BUSINESS INTELLIGENCE, CODING, and INSURANCE. The 'Insurance Setup' item under the INSURANCE category is highlighted with a blue background.

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

- If the payer you need is not listed, you can add it by clicking on **+Add New EDI Enrollment**



The screenshot shows a form titled 'Required info for Provider'. At the top right, there is a green button labeled '+ New EDI Enrollment'. Below the title, a note states: 'All of this info should be in the system. If it's missing we cannot submit billing for the Healthcare Provider.' The form contains several input fields for provider information:

Organization Name:	<input type="text"/>
Tax ID:	<input type="text"/>
Billing NPI:	<input type="text"/>
Rendering Provider NPI:	<input type="text"/>
DEA #: (optional)	
Legacy Blue Shield ID: (optional)	
Legacy Blue Cross ID: (optional)	
Legacy Medicaid ID: (optional)	
Emdeon Go-Live Date:	None *dichrono staff has to set this up once all other work is done.

2. Click on the pencil icon corresponding to the payer. In the Add/Edit Payer, check the box for **Accept Assignment** and click on **Save**.

Enrollments for

Payer id	Payer Name	Specialty	Proc Days	Bal Bill	Acc Assg	Group #	Indv #	Billing NPI	Eligibility NPI	Provider Name	Tax ID Number
60054	Aetna (emdeon)		30	No	Yes	174400000X	89876790	Group NPI Number (1432345456)	Group NPI Number (1432345456)	Practice Name (Red sun)	Tax ID Number (453467832)

Add/Edit Payer ✕

Payer name	<input type="text" value="Aetna"/>	Balance billing	<input type="text" value="No"/>
Payer id	<input type="text" value="60054"/>	Filing limit days	<input type="text"/>
Specialty	<input type="text" value="-Same as Account Settings -"/>	Accept assignment	<input checked="" type="checkbox"/>
Billing npi	<input type="text" value="Group NPI Number (1432345456)"/>	Send facility provider number	<input type="checkbox"/>
Eligibility npi	<input type="text" value="Group NPI Number (1432345456)"/>	Processing days	<input type="text" value="30"/>
Provider name	<input type="text" value="Practice Name (Red sun)"/>	Referring doctor	<input type="text"/>
Tax id number	<input type="text" value="Tax ID Number (453467832)"/>	Ordering doctor	<input type="text"/>
Group Provider #	<input type="text" value="174400000X"/>	Payer grouping	<input type="text"/>
Group provider number qualifier	<input type="text" value="Taxonomy"/>	Print license numbers in hcfa	<input type="checkbox"/>
Individual Provider #	<input type="text" value="89876790"/>		Print license number on CPT lines and box #31 in HCFA form
Individual provider number qualifier	<input type="text" value="Provider UPIN #"/>		

Once you have made the necessary changes you can go ahead and bill the claim to Insurance. The accept assignment designation will appear on the HVFA-1500 claim form in box 27.

Please note, that some payers will only send reimbursement to the patient if the provider is out of network; no matter what is noted regarding accepting/not accepting assignment on the HCFA form.