

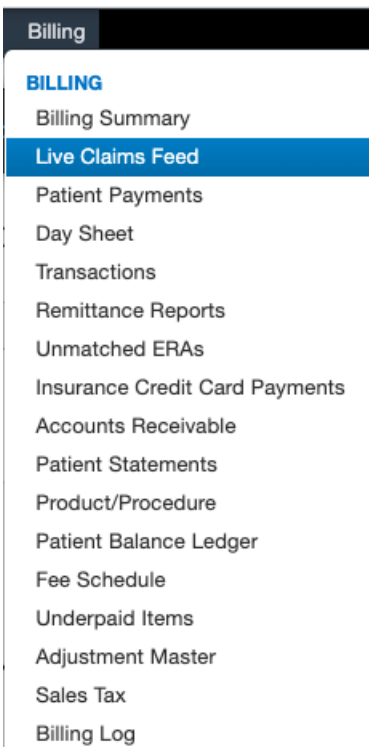
# How do I add the purchased service provider information to a claim?

07/24/2024 3:40 pm EDT

A purchased service provider is defined as "... an individual or entity that performs a service on a contractual or reassignment basis for a separate provider who is billing for the service. Examples of services include, but are not limited to: (a) processing a laboratory specimen; (b) grinding eyeglass lenses to the specifications of the Rendering Provider, or (c) performing diagnostic testing services (excluding clinical laboratory testing) subject to Medicare's anti-markup rule." (Source: [NUCC Definition](#))

Please follow the steps outlined below to add/update the purchased service provider information on a claim:

1. Hover over the **Billing** Tab and choose **Live Claims Feed**.



2. You can search for the patient by their name or Chart ID or you can select the patient from the list and then you need to click the Visit Date. This will direct you to the Billing Detail screen.

The screenshot shows the 'Live Claims Feed' interface. At the top, there are search filters for Patient, Payer Name, Payer ID, etc. Below the filters is a table with columns for RCM, Info, Claim ID, Patient, Date of Service, Office, Provider, Supervising Provider, Billing Provider, and various financial and status columns. Two rows are visible, each with a pencil icon in the 'Info' column.

RCM	Info	Claim ID	Patient	Date of Service	Office	Provider	Supervising Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status	Ins 2 Status	First EDI	Last EDI	Service Notes	Billing Notes	
				Totals:					\$47,418.83	\$31,455.03	\$15,963.80	\$19,704.65	\$0.00	\$0.00	\$0.00	\$9,697.75	\$2,052.63	\$11,750.38	\$0.00							
		286712171	Heather (Demo) Johnson	12/15/2023 10:45AM	Primary Office	Doctor			\$293.45	\$184.58	\$108.87	\$160.96	\$0.00	\$0.00	\$0.00	\$23.62	\$23.62	\$0.00	Cigna						This is a demo appointment	
		286712167	Holly (Demo) Harris	12/15/2023 09:15AM	Primary Office	Doctor			\$3,252.40	\$3,252.40	\$0.00	\$0.00	\$0.00	\$3,252.40	\$0.00	\$3,252.40	\$0.00	FL BCBS							This is a demo appointment	

3. In the left column, you will find a purchased service provider section. Click the pencil icon and search for the

provider from the search field. In order to find a provider in this field, they must first be added to your Contacts in the message center.

View Service + EOB SuperBill Clinical Note Clone HCFA/1500 HCFA/1500 (text) Print Screen

**Institutional Claim**  No

**Billing Status**

**ICD Version** ICD-10

**Primary Insurer** - Default -

**Secondary Insurer** - Default -

**Supervising Provider:** - If different to provider -

**Pt Payment** \$ 20 +

**Payment Profile** Insurance

**Pt Payment Due**

**Billing Profile** Select Profile +

**Billing Pick List** Choose from Pick List

**Diagnosis Pick List** Choose from Pt Problems

**Payer pre-auth #**

**Do Not Transmit**  Do not transmit authorization number to payer

**Referral #**

**Billing Facility**

**Purchased Serv Provider**

**Appointment Notes**

**Follow-up Date**

**Billing Notes**  +

**Claim Type** Default

**Emergency Service** No

**Delay Reason** - Not Used -

**Acute Manifestation Date**

**Onset Date** 431; Onset  (HCFA box 14)

**Other Date** - Other Da  (HCFA box 15 & 19)

**Is patient's condition related to**

**Employment** No

**Auto Accident** No

**Other Accident** No

**EDI Billing Note**  (HCFA/CMS-1500 Line 19)

**Providers**

4. Add/Update the purchased service provider information as needed and click on **Save**.

### Purchased Service Provider

×

**Search**

**Entity type** Person

**First name**

**Middle name**

**Last name**

**Suffix**

**NPI**

**Provider number**

**Organization**

**Charge Amount** 0.00

Delete

Save