

Stop Printing Legacy ID Numbers

Removing Legacy ID Numbers from Paper Claim Forms

Introduction

At this time, a number of insurance companies are notifying practices that they will no longer accept the old legacy ID numbers on paper claim forms. Because the rules differ between insurance companies, we are not removing the legacy ID from the billing ID libraries. You can stop printing the legacy ID using Carrier Billing Rules (CBRs) by choosing the option of Unassigned for the appropriate legacy ID boxes.

Removing the Legacy ID Number

The following are examples of before and after images when you remove a legacy ID number from printing on your paper claim forms.

59	BOX 33a: Billing Provider ID Source	Rendering Provider By Facility	▼
60	BOX 33b: Billing Provider Other ID Numbe	BCBS	▼
61	BOX 33a: Billing Provider NPI Number	NPI	▼

Figure 1 Example of box 33b on a CMS-1500 claim form with legacy ID information

59	BOX 33a: Billing Provider ID Source	Rendering Provider By Facility	▼
60	BOX 33b: Billing Provider Other ID Numbe	(Unassigned)	▼
61	BOX 33a: Billing Provider NPI Number	NPI	▼

Figure 2 Example of box 33b on a CMS-1500 claim form without legacy ID information

Removing Legacy ID Numbers from Paper Claim Forms, Continued

How to Remove Legacy ID Numbers from Paper Claim Forms

Complete the following steps for removing legacy ID numbers from your paper claim forms.

Step	Action
1	On the Financial menu, point to Billing, Configuration , and then select Carrier Billing Rules . The Multiple Carrier Billing Rule Editor window appears.
2	In the CBR Selector section, do the following: <ul style="list-style-type: none"> • In the Carrier box, select the carrier for which you need to remove legacy billing ID numbers. • In the Media box, select Paper. • In the Format box, select the appropriate paper format, such as for a CMS-1500 or UB-04 form.
3	If the carrier billing rules do not automatically appear, click Load Rules .
4	Use the scroll bar on the right side of the carrier billing rules to locate the box on the selected claim form you want to reset. See Figure 1 on page 1 as an example of box 33b on a CMS-1500 claim form that includes a legacy ID number.
5	Click the down arrow button next to the box you want to update, and then select the (Unassigned) value from the list that appears. (The unassigned value causes the system to print nothing in the selected box on the claim form.) See Figure 2 on page 1 as an example of box 33b on a CMS-1500 claim form without a legacy ID number.
6	Repeat steps 4 and 5 until all boxes with legacy ID numbers for the selected format have an unassigned value.
7	Click Save .
8	Repeat steps 1–7 for each carrier for which you must remove the legacy ID numbers.

How to Update Box 57 Values for UB-04 Claim Forms

After updating CBRs for your UB-04 paper claim forms, complete the following steps to update box 57 values.

Step	Action
1	On the Tools menu, point to Libraries, Carriers , and click Carriers . The Carrier Lookup window appears.
2	Locate the carrier for which you need to remove the legacy ID from box 57 and click Select . The Carrier Library window appears.
3	Select the Billing Info 4 tab.
4	In the Claim Form Settings section, change the value for the UB92 ID box to (Unassigned) .
5	Click Save .
6	Repeat steps 1–5 for each carrier for which you updated UB-04 CBRs to remove legacy ID numbers.