

HealthPro: 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 by Claim Form Type by choosing the option of Blank for the appropriate legacy ID boxes.

Removing the Legacy ID Number

The following images you will see when you remove the legacy ID numbers from printing on your paper claim forms.

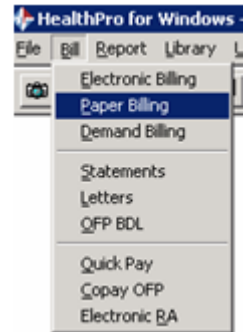


Figure 1 Selecting the Paper Billing option

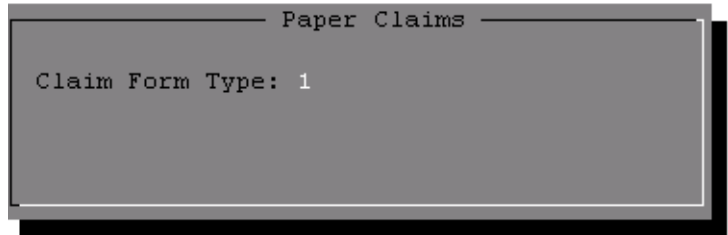


Figure 2 Selecting the Claim Form Type value

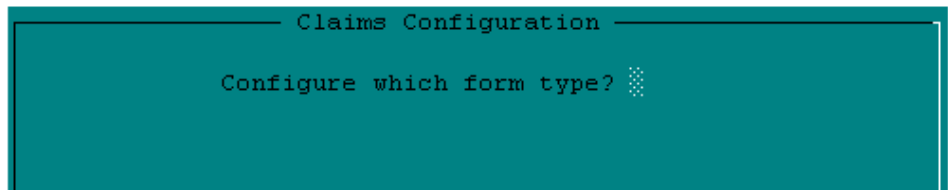


Figure 3 Selecting the form type to configure

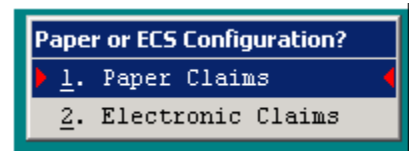


Figure 4 Choosing paper claims



Removing Legacy ID Numbers from Paper Claim Forms, Continued

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Claim 1 - CA
Run Claims by Facility?.....(Y/N):N
Print Header on the Left, Right or Blank?.....(L/R/B):R
Print Medical Record Number?.....(Y/N):N
Print Facility Abbreviation with Acct #?.....(Y/N):Y
Print Insured ID on report?.....(Y/N):Y
Print on CMS 1500.....(Y/N):Y
Set the Configuration for Box 17.....: 2
Set the Configuration for Box 17A.....: 1
    
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Figure 5 An example of the option for box 17A on a CMS-1500 claim form

- Provider ID for Box 17A**
1. MCR/UPIN Number
 2. Medicaid Number
 3. Federal Tax ID
 4. State License ID
 5. Pin Number
 6. Dr's Other ID
 7. Proadd ID
 8. Blank

Figure 6 An example of a pop-up menu with available ID options

Claims Configuration

Claim R - CA

Screen 2 of 2

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Set the Configuration for Box 1.....: 1
Set the Configuration for Box 38.....: 1
Set the Configuration for Box 76a.....:
Set the Configuration for .....:
Set the Configuration for .....:
Set the Configuration for .....:
Set the Configuration for .....:
Set the Configuration for .....:
Set the Configuration for .....:
Set the Configuration for .....:
Set the Configuration for .....:
Set the Configuration for .....:
Set the Configuration for .....:
Print the Report?
    
```

Configuration for Box 76A

1. Facility ID#1
2. Facility ID#2
3. Facility ID#3
4. Facility ID#4
5. Facility ID#5
6. MCR/UPIN Number
7. Medicaid Number
8. Federal Tax ID
9. State License ID
10. Pin Number
11. Dr's Other ID
12. Proadd ID
13. Blank

Figure 7 An example of configuration options and available ID options for box 76A on a UB-04 claim form

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 Bill menu, click Paper Billing (see Figure 1 on page 1). The Paper Claims dialog box appears.
2	When the Paper Claims dialog box appears (see Figure 2 on page 1), press ALT+F1 to access the Claims Configuration dialog box.
3	In the Claims Configuration dialog box (see Figure 3 on page 1), type the claim number or letter for the form type you want to configure.
4	In the Paper or ECS Configuration dialog box that appears (see Figure 4 on page 1), select Paper Claims . The system displays the form configuration options.
5	Press ENTER through all the field options until you reach the option for the box on the claim form you want to reset. See Figure 5 on page 2 for an example of the option for box 17A on the CMS-1500 claim form.
6	Select the option for the box on the form you want to configure. A pop-up menu with available ID options appears (Figure 6 on page 2).
7	Use your down arrow on the keyboard or your mouse to select the ID you want to print on the paper claim form. Select the Blank option to print no IDs in the selected box on the claim form.
8	Repeat steps 5–7 until all boxes with legacy ID numbers for this claim form type are set to the Blank value.
9	Repeat steps 1–8 for each claim form type that you must remove the legacy ID numbers. Include UB-04 paper claim forms



Don't forget to update your UB-04 paper claim forms as well (see Figure 7 on page 2)