

Removing Legacy IDs on Paper and Electronic Claims

Job Aid

Introduction

Medicare has announced that, beginning in May, it will start to reject paper claims if the claims contain legacy IDs. We also anticipate that a number of other insurance companies will follow similar guidelines in the near future. This document will help you remove the legacy IDs for both paper and electronic claims.

Who Should Read This?

Practice personnel who will be inserting, editing, and maintaining provider identification or facility information in the MedWare software should read this document.



It is advisable to record and store any number to be removed in the event they need to be referenced in the future.

How to Determine If a Provider Is Established as a 'Billing Provider is Self' or 'Billing Provider'

Complete the following steps to determine if a provider has been established in MedWare as a *Billing Provider is Self* or a *Billing Provider*.

Step	Action						
1	On the Providers menu, click Providers .						
2	Highlight the provider in need of legacy ID removal and click Change .						
3	<table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Billing Provider is Self option on the General tab is checked</td> <td>Proceed to section of this document entitled, <i>Billing Provider is Self</i>.</td> </tr> <tr> <td>Billing Provider is Self option on the General tab is not checked</td> <td>Proceed to the section of this document entitled, <i>Billing Providers</i>.</td> </tr> </tbody> </table>	If	Then	Billing Provider is Self option on the General tab is checked	Proceed to section of this document entitled, <i>Billing Provider is Self</i> .	Billing Provider is Self option on the General tab is not checked	Proceed to the section of this document entitled, <i>Billing Providers</i> .
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Billing Provider is Self option on the General tab is not checked	Proceed to the section of this document entitled, <i>Billing Providers</i> .						

Removing Legacy IDs on Paper and Electronic Claims, Continued

Billing Provider is Self

Complete the following steps to remove legacy ID numbers for both paper and electronic claims as you are notified from the payers that the ID numbers are no longer necessary.

Step	Action
1	On the Providers menu, click Providers .
2	Highlight the provider in need of legacy ID removal and click Change .
3	Click the Default License Numbers tab, and remove the: <ul style="list-style-type: none"> • Provider Number (CMS block 24J/K) information. • Provider Number Qualifier by clicking the blank option from the drop down list.
4	Click the Alternate Provider Numbers tab.
5	Highlight the payer requesting the legacy ID be removed, and click Delete .
6	Click the Billing tab, and remove the: <ul style="list-style-type: none"> • Default PIN Number (Block 33) information. • Default PIN Number Qualifier by clicking the blank option from the drop down list. • Default Group Number (Block33) information. • Default Group Number Qualifier by clicking the blank option from the drop down list.
7	Click OK to save changes

Billing Providers

Complete the following steps to remove legacy ID numbers for both paper and electronic claims as you are notified from the payers that the ID numbers are no longer necessary.

Step	Action
1	On the Providers menu, click Providers .
2	Highlight the provider in need of legacy ID removal and click Change .
3	Click the Default License Numbers tab, and remove the: <ul style="list-style-type: none"> • Provider Number (CMS block 24J/K) information. • Provider Number Qualifier by clicking the blank option from the drop down list.
4	Click the Alternate Provider Numbers tab.
5	Highlight the payer requesting the legacy ID be removed, and click Delete .
6	On the Providers menu, click Billing Providers .
7	Highlight the provider in need of legacy ID removal and click Change .
8	On the General tab, remove the: <ul style="list-style-type: none"> • Default PIN Number (CMS-1500 Block 33) information. • Default PIN Qualifier information by clicking the blank option from the drop down list. • Default Group Number (CMS-1500 Block 33). • Default Group Qualifier information by clicking the blank option from the drop down list.
9	Click the Alternate Provider Numbers tab.
10	Highlight the payer requesting the legacy ID be removed and click Delete .
11	Click OK to save changes.

Removing Legacy IDs on Paper and Electronic Claims, Continued

Referring Providers

Complete the following steps to remove legacy ID numbers for both paper and electronic claims as you are notified from the payers that the ID numbers are no longer necessary.

Step	Action
1	On the Lists menu, click Referring /Other Providers .
2	Highlight the referring provider in need of legacy ID removal and click Change .
3	On the General tab, remove the: <ul style="list-style-type: none"> • Default License Number (Block 17A) information. • Default License Number Qualifier information by clicking the blank option from the drop down list.
4	Click the Alternate License Numbers tab.
5	Highlight the payer requesting the legacy ID be removed and click Delete .
6	Click OK to save changes.

Facilities

Complete the following steps to remove legacy ID numbers for both paper and electronic claims as you are notified from the payers that the ID numbers are no longer necessary.

Step	Action
1	On the Lists menu, click Facilities .
2	Highlight the facility in need of legacy ID removal and click Change .
3	On the General tab, remove the: <ul style="list-style-type: none"> • Default Number information. • Default Number Qualifier information by clicking the blank option from the drop down list.
4	Click the Alternate Facility Numbers tab.
5	Highlight the payer requesting the legacy ID be removed and click Delete .
6	Click the Additional Identification tab.
7	Highlight the payer requesting the legacy ID be removed and click Delete .
8	Click OK to save changes.