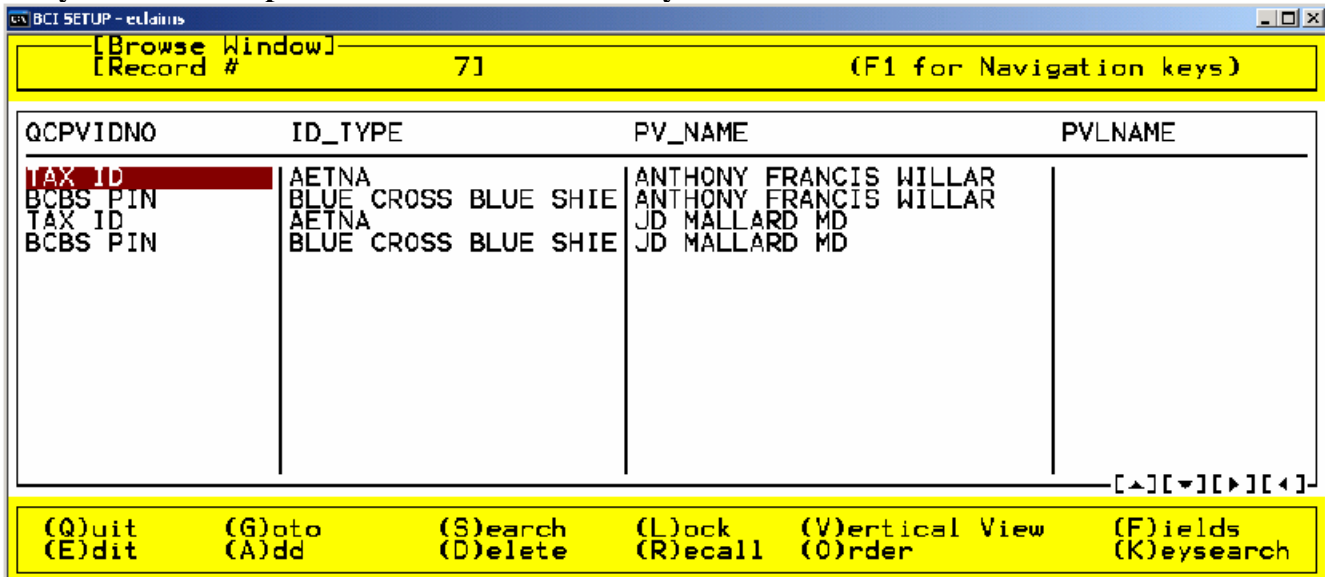


STEP 6a, THE PROVIDER TABLE.

The PROVIDER TABLE will hold all of the PROVIDERS INFORMATION for each PROVIDER that will go on the electronic claims. You will edit the Provider table each time a NEW ENTRY is added for PIN NUMBERS, FACILITY NUMBERS, PVLNAME (LAST NAME), PVFNAME (FIRST NAME), PVMI (MIDDLE INTIAL), PAY TO ADDRESS, PHONE NUMBER etc. Instructions for editing the table are in STEP 6b. If your PROVIDER INFORMATION changes or you are receiving errors back from the clearinghouse with Provider information in error on your electronic claims, you will have to go to the PROVIDER TABLE in eCLAIMS to correct the error.

When you are IMPORTING CLAIMS, eCLAIMS will read each claim you created with your practice software and will find a CARRIER NAME at the top of the claim and a PROVIDER NAME in BOX 31 or 33 on each claim. eCLAIMS will then add a CARRIER and PROVIDER COMBINATION to the PROVIDER TABLE for each different CARRIER NAME. There will be a CARRIER entry for each different PROVIDER NAME eCLAIMS finds on the claims. Once an AETNA entry is added for JD MALLARD MD you will only have to edit that entry again if INFORMATION CHANGES OR YOU ARE GETTING ERRORS BACK FOR PROVIDER INFORMATION IN ERROR.

eCLAIMS will be limited to a certain amount of spaces in width that it can read from the Providers name and Carrier name on the claim. So eCLAIMS may drop a few characters from the end of the Providers name that it adds to the PV_NAME field and Carrier name it adds to the ID_TYPE field in the PROVIDER TABLE. **DO NOT LET THIS WORRY YOU!! NEVER EDIT THE ID_TYPE OR THE PV_NAME FIELDS.** There are fields that you will fill in for Provider Last Name, First Name, Middle Initial and Credentials etc. If you change the Providers Name in your Practice Software, eCLAIMS will add that NEW NAME to the PROVIDER TABLE. Just edit that new entry. eCLAIMS will now use that Provider Name. You can delete the old entry for that Provider by highlighting the entry to delete and press the letter "D" on the keyboard.



The screenshot shows a window titled "BCI SETUP - eclaims" with a menu bar containing "Browse Window" and "Record # 71". Below the menu bar is a table with four columns: QCPVIDNO, ID_TYPE, PV_NAME, and PVLNAME. The table contains four rows of data. The first row is highlighted in red. Below the table is a control bar with various function keys.

QCPVIDNO	ID_TYPE	PV_NAME	PVLNAME
TAX ID	AETNA	ANTHONY FRANCIS WILLAR	
BCBS PIN	BLUE CROSS BLUE SHIE	ANTHONY FRANCIS WILLAR	
TAX ID	AETNA	JD MALLARD MD	
BCBS PIN	BLUE CROSS BLUE SHIE	JD MALLARD MD	

Control bar: (Q)uit (G)oto (S)earch (L)ock (V)ertical View (F)ields (E)dit (A)dd (D)elete (R)ecall (O)rder (K)eysearch

EXAMPLE 1: JD_MALLARD_MD is in the field length that eCLAIMS can read. The entire name will be added to the provider table JD MALLARD MD. BLUE CROSS BLUE SHIE did not quite fit. **DO NOT CHANGE.**

EXAMPLE 2: ANTHONY FRANCIS WILLARD MD. If the name is too long then eCLAIMS will not pick up the last letters in the Provider name. ONLY, ANTHONY FRANCIS WILLAR is read and added to the provider table. **DO NOT CHANGE.**

eCLAIMS will use the letters that it did find to identify the Provider in the PROVIDER TABLE using the ID_TYPE and PV_NAME combination to find the Providers carrier information to put in the electronic claim. The Provider name in the PV_NAME field is not the Provider name that goes on the electronic claims. It is only being used as a unique identifier. The first time you edit a Providers entry in the PROVIDER TABLE; you will fill in information for that new entry. Refer to STEP 6b for the steps to edit the Provider Table. Certain information will be duplicated for you on future entries eCLAIMS adds for that PROVIDER NAME. You will have to add Pin numbers and Group numbers to the new entries.

STEP 6b, EDITING THE PROVIDER TABLE.

IF YOU ARE RECEIVING ERROR REPORTS BACK FROM THE CLEARINGHOUSE OR INSURANCE CARRIER WITH PROVIDER INFORMATION IN ERROR, YOU MUST FIX THE INFORMATION HERE IN THE PROVIDER TABLE.

Go to the **EDIT** menu and arrow down to **Providers** and press **ENTER**. This will open the **YELLOW and WHITE PROVIDER TABLE**.



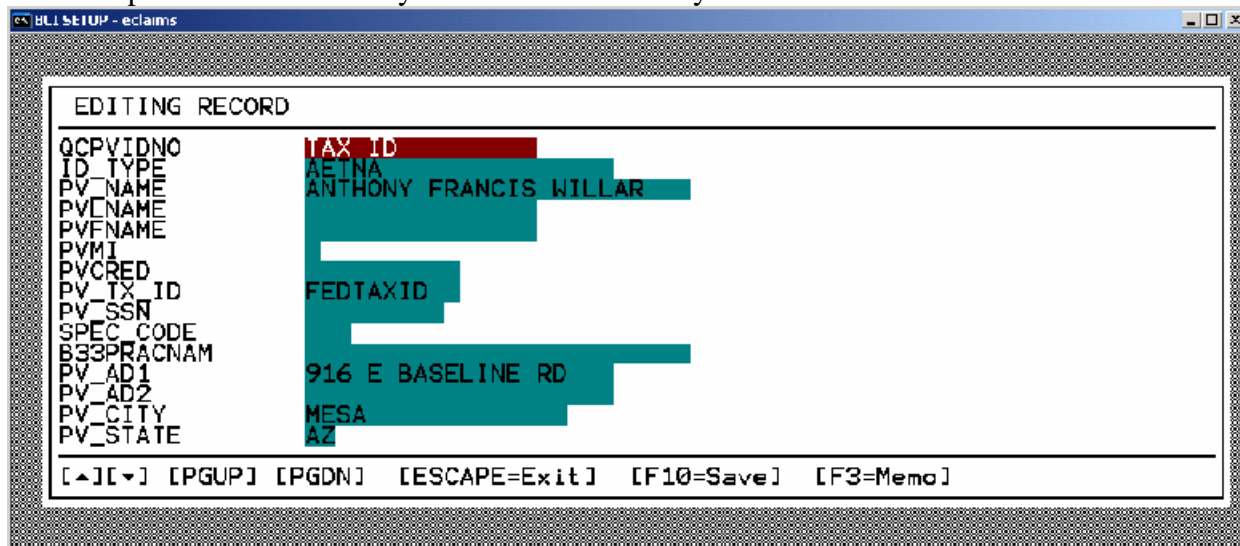
At the bottom of the Provider Table is a yellow band with a menu. You will be using only 4 of these menu items.

1. (Q)uit TYPE the letter “Q” to close the Provider Table.
2. (E)dit TYPE the letter “E” to edit the record you have highlighted.
3. (O)rder TYPE the letter “O” to put the Provider Table in order.
4. (D)elete TYPE the letter “D” to Delete the entire row where you have the highlight.

Use the **UP** or **DOWN** ARROW KEYS on your keyboard to move the **RED** highlight in the **QCPVIDNO** field up or down and select the **CARRIER (ID_TYPE) and PROVIDER (PV_NAME) COMBINATION** entry that you want to edit. Press “E” to edit that record.

QCPVIDNO	ID_TYPE	PV_NAME	PVLNAME
TAX ID	AETNA	ANTHONY FRANCIS WILLAR	
BCBS PIN	BLUE CROSS BLUE SHIE	ANTHONY FRANCIS WILLAR	
TAX ID	AETNA	JD MALLARD MD	
BCBS PIN	BLUE CROSS BLUE SHIE	JD MALLARD MD	

PROVIDER TABLE EDITING RECORD PAGE 1 screen will open the **CARRIER (ID_TYPE)** and **PROVIDER (PV_NAME)** COMBINATION you had highlighted with the **RED** selection. Never edit the **ID_TYPE** or the **PV_NAME**. Just like in the carrier table, eCLAIMS filled in certain fields for you using the information found in the claims file you created with your practice software. It is now using the spelling or misspelling of the **CARRIER NAME** and **PROVIDER NAME** found on the claims to identify the Provider. eCLAIMS will come to this table to locate all the **Provider Information** that goes in the electronic claim. Use the up and down arrow keys to move to the field you want to edit.



You need to fill in only specific fields. Look at the graphic above. There are some fields that are blank. Some of the fields you will edit, others you will leave blank. You must use capital letters and no punctuation. Some fields will be duplicated for you on new entries added for that provider name after you edit the first new entries for that Provider. (Marked below as, ***DUPLICATED**) When eCLAIMS adds a new entry for a **Provider Name that is not in the Provider Table yet, it will not have a record set up for that Provider Name. eCLAIMS will still duplicate information in those fields marked *DUPLICATED, but with one of the other Providers information. Simply edit the fields with the wrong information. eCLAIMS will then duplicate the correct information for that Provider Name when new entries are added.**

1. **QCOVIDNO**, Fill in the Providers Pin number issued by the carrier. If this is a commercial carrier, the TAX ID should be used.
 2. **ID_TYPE**, NEVER EDIT THIS FIELD
 3. **PV_NAME**, NEVER EDIT THIS FIELD
 4. **PV_LNAME**, Fill in the Providers LAST name. ***DUPLICATED**
 5. **PV_FNAME**, Fill in the Providers FIRST name. ***DUPLICATED**
 6. **PVMI**, Fill in the Providers MIDDLE INTIAL. ***DUPLICATED**
 7. **PVCRED**, Fill in the Providers CREDENTIALS. MD, PT etc. ***DUPLICATED**
 8. **PV_TX_ID**, Fill in the Providers TAX ID.
 9. **PV_SSN** and **SPEC_CODE** , are not required. Do not fill in.
 10. **B33PRACNAM**, Fill in the PRACTICE name. HAPPY VALLEY MEDICAL. ***DUPLICATED**
 11. **PV_ADD1**, Fill in the PAY TO address.
 12. **PV_ADD2**, Fill in the SUITE number.
 13. **PV_CITY**, Fill in the CITY your practice is located.
 14. **PV_STATE**, Fill in the STATE your practice is located.
- Use the down arrow key to move past the **PV_STATE** and go to PAGE 2 of the Provider table.

PROVIDER TABLE PAGE 1 WITH THE FIELDS COMPLETED.

```
DCI SETUP - eclaims
EDITING RECORD
QCPVIDNO
ID_TYPE
PV_NAME ANTHONY FRANCIS WILLAR
PVFNAME ANTHONY
PV_CRED MD
PV_TX_ID 123456789
PV_SSN
SPEC_CODE
B33PRACNAM HAPPY VALLEY MEDICAL
PV_AD1 916 E BASELINE RD
PV_AD2
PV_CITY MESA
PV_STATE AZ
[^][v] [PGUP] [PGDN] [ESCAPE=Exit] [F10=Save] [F3=Memo]
```

PROVIDER TABLE EDITING RECORD PAGE 2.

```
DCI SETUP - eclaims
EDITING RECORD
PV_ZIP 85204
PV_PHONE
SOF
SOF_DATE
UPIN
STLICNO
CLINICNO
NOTES (MEMO FIELD)
[^][v] [PGUP] [PGDN] [ESCAPE=Exit] [F10=Save] [F3=Memo]
```

15. **PV_ZIP**, Fill in the PAT TO zip code
16. **PV_PHONE**, Fill in with your office telephone number. ***DUPLICATED**
17. **SOF**, is filled in for you and should not be altered.
18. **SOF_DATE**, is left blank.
19. **UPIN**, is left blank.
20. **STLICNO**, Fill in the TAXONOMY CODE. This code is now required for HIPAA and simply identifies the specialty of the Provider. MD, PT, etc. You can find the Taxonomy code list along with answers to several eCLAIMS questions at **BROYLESSOFTWARE.COM**, click on **ECLAIMS TECHNICAL SUPPORT FAQ AND DOWNLOADS**.
21. **CLINICNO**, Fill in the Providers GROUP number if they have one.

When finished editing the table, press the **F10** key to save your changes. Press the **ESCAPE** key on the keyboard to loose changes.

PROVIDER TABLE EDITING RECORD PAGE 2 WITH THE FIELDS COMPLETED.

BLISELUP - eclams

EDITING RECORD

PV_ZIP 85204
 PV_PHONE 5097588014
 SOF
 SOF_DATE
 UPIN
 STLICNO 222W00000X
 CLINICNO
 NOTES (MEMO FIELD)

[▲][▼] [PGUP] [PGDN] [ESCAPE=Exit] [F10=Save] [F3=Memo]

Soon the provider table will have several entries. You can use the letter “O” to bring up the **ORDER** menu and select from that menu which column you want to put in order. <Natural (record) Order> will put the Provider Table in **ORDER** from the first entry entered (at the top) to the last entry entered (at the bottom) of the table. Use the <Natural (record) Order> to put the new entries at the bottom of the Provider Table. This is useful when trying to locate new entries.

BLISELUP - eclams

[Browse Window] 1] (F1 for Navigation keys)

QCPVIDNO	ID_TYPE	PV_NAME	PVLNAME
TAX ID			LLARD
BCBS PIN			LLARD
MEDICARE PIN			EMONS
MEDICAID PIN			LLARD
MEDICAID PIN			EMONS
MEDICAID PIN	MEDICAID	ANTHONY FRANCIS WILLAR	WILLARD
TAX ID	AETNA	ANTHONY FRANCIS WILLAR	WILLARD
BCBS PIN	BLUE CROSS BLUE SHIE	ANTHONY FRANCIS WILLAR	WILLARD
TAX ID	AETNA	GEORGE CLEMONS MD	CLEMONS
MEDICARE PIN	MEDICARE	ANTHONY FRANCIS WILLAR	WILLARD
BCBS PIN	BLUE CROSS BLUE SHIE	GEORGE CLEMONS MD	CLEMONS
MEDICARE PIN	MEDICARE	JD MALLARD MD	MALLARD
TAX ID	AETNA	JENNIFER R WILLIAMS MD	WILLIAMS
MEDICARE PIN	MEDICARE	JENNIFER R WILLIAMS MD	WILLIAMS

Select Index Key
 <Natural (record) Order>
 QCPROV->QCPVIDNO
 QCPROV->PV_NAME
 QCPROV->ID_TYPE+QCPROV->PV_NAME

(Q)uit (G)oto (S)earch (L)ock (V)ertical View (F)ields
 (E)dit (A)dd (D)elete (R)ecall (O)rder (K)eysearch

Use **QCPROV->PV_NAME** to put the **PV_NAME** field in order. This will put all provider names that are alike together in the table.

BLISELUP - eclams

[Browse Window] 6] (F1 for Navigation keys)

QCPVIDNO	ID_TYPE	PV_NAME	PVLNAME
MEDICAID PIN			LLARD
TAX ID			LLARD
BCBS PIN			LLARD
MEDICARE PIN			LLARD
MEDICARE PIN			EMONS
MEDICAID PIN	MEDICAID	GEORGE CLEMONS MD	CLEMONS
TAX ID	AETNA	GEORGE CLEMONS MD	CLEMONS
BCBS PIN	BLUE CROSS BLUE SHIE	GEORGE CLEMONS MD	CLEMONS
TAX ID	AETNA	JD MALLARD MD	MALLARD
BCBS PIN	BLUE CROSS BLUE SHIE	JD MALLARD MD	MALLARD
MEDICAID PIN	MEDICAID	JD MALLARD MD	MALLARD
MEDICARE PIN	MEDICARE	JD MALLARD MD	MALLARD
TAX ID	AETNA	JENNIFER R WILLIAMS MD	WILLIAMS
MEDICARE PIN	MEDICARE	JENNIFER R WILLIAMS MD	WILLIAMS

Select Index Key
 <Natural (record) Order>
 QCPROV->QCPVIDNO
 QCPROV->PV_NAME
 QCPROV->ID_TYPE+QCPROV->PV_NAME

(Q)uit (G)oto (S)earch (L)ock (V)ertical View (F)ields
 (E)dit (A)dd (D)elete (R)ecall (O)rder (K)eysearch

Use QCPROV->ID_TYPE + QCPROV->PV_NAME to put the ID_TYPE field in order. This will put all Carrier names that are alike together in the table.

BCI SETUP - eclaims

[Browse Window] [Record # 6] (F1 for Navigation keys)

GCPVIDNO	ID_TYPE	PV_NAME	PVLNAME
TAX ID	Select Index Key		LLARD
TAX ID	<Natural (record) Order>		EMONS
TAX ID	QCPROV->GCPVIDNO		LLARD
TAX ID	QCPROV->PV_NAME		LLIAMS
TAX ID	QCPROV->ID_TYPE+QCPROV->PV_NAME		LLARD
BCBS PIN	BLUE CROSS BLUE SHIE	GEORGE CLEMONS MD	CLEMONS
BCBS PIN	BLUE CROSS BLUE SHIE	JD MALLARD MD	MALLARD
BCBS PIN	BLUE CROSS BLUE SHIE	JENNIFER R WILLIAMS MD	WILLIAMS
MEDICAID PIN	MEDICAID	ANTHONY FRANCIS WILLAR	WILLARD
MEDICAID PIN	MEDICAID	GEORGE CLEMONS MD	CLEMONS
MEDICAID PIN	MEDICAID	JD MALLARD MD	MALLARD
MEDICAID PIN	MEDICAID	JENNIFER R WILLIAMS MD	WILLIAMS
MEDICARE PIN	MEDICARE	ANTHONY FRANCIS WILLAR	WILLARD
MEDICARE PIN	MEDICARE	GEORGE CLEMONS MD	CLEMONS

[Quit] (G)oto (S)earch (L)ock (V)ertical View (F)ields
 (E)dit (A)dd (D)elete (R)ecall (O)rder (K)eysearch