

## **Quick Guide**

### **Entering Legacy Group and Individual Provider IDs For Payers Not Ready for NPI (Helper v7.3)**



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If you are transmitting claims to a payer who is not ready for NPI and therefore still wants their legacy Group and Individual Provider IDs, follow this Quick Guide for setup instructions.

The Group Number represents your practice/organization and the Individual Number represents the actual provider/therapist rendering the service. We are not able to provide you with the proper qualifier as that would have to come from the payer, but many of the labels are somewhat self-explanatory, for example, 1B would be for Blue Shield (professional claims) in most cases.

1. In Facility Library, enter the Therapist Provider/Clinic as a Facility.
  - a. Then, enter the Group ID on the Claim Settings tab under Secondary IDs with the appropriate Qualifier.
  - b. If you have multiple payers, or have therapist with multiple locations, then you need to enter each one.
2. In the Therapist Claim Settings tab Provider Library,
  - a. Set the Billing Entity to Non-Person, select the Facility, and associate it with the correct Group ID.
  - b. Set the Rendering Entity to Person.
  - c. Under Secondary IDs, enter the Individual Provider ID with the appropriate Qualifier.
  - d. If you have multiple payers, then you need to enter each one.
3. In the Insurance Company Library, on the Claim Options tab, Under ANSI 837
  - a. Expand Billing Provider Loop (Loop 2010AA) and click 'Edit List'.
  - b. Select the appropriate Qualifier(s); these will actually pull from the information you entered on the Facility Library above.
  - c. Expand Rendering Provider Loop (Loop 2310B) and click 'Edit List'.
  - d. Select the appropriate Qualifier(s); these will actually pull from the information you entered in the Provider Library above.
4. For paper claims, on the Claim Options tab, under 1500 Claim Form (08/05) New
  - a. Expand Box 33B, Billing Provider ID, and select the correct qualifier (you can only select one on a paper claim, as there is only one field on the form).
  - b. Expand Box 24J, Rendering Provider ID, and select the correct qualifier (you can only select one on a paper claim, as there is only one field on the form).