

## New Magellan Setup Instructions

This information is valid for all versions of Helper and ClaimsConnect. It is for both electronic and paper claims.

Please **do not** include your MSI number unless you have been told by Magellan to do so. They **do** require your NPI number on electronic and paper claims. For the most up to date information from Magellan, please visit: <http://www.magellanprovider.com>

It is important to use Payor ID 01260 in your Helper Insurance Library. Edit your insurance library under the billing tab to enter this Payor ID.

Please follow the directions below for the Magellan address in your Insurance Company Library. Failure to do so may result in your claims being rejected by the insurance company.

**The following is provided as an EXAMPLE ONLY. Please refer to your client's insurance card for the correct Magellan address.**

| <i>If it currently looks like this in Helper:</i> | <i>Format it to look like this in Helper:</i> |
|---|---|
| <b>Company Name:</b> Magellan                     | <b>Company Name:</b> Magellan                 |
| <b>Address 1:</b> PO Box 3350                     | <b>Address 1:</b> 3350                        |
| <b>Address 2:</b>                                 | <b>Address 2:</b> PO Box 3350                 |
| <b>City:</b> AnyCity                              | <b>City:</b> AnyCity                          |
| <b>State:</b> MO                                  | <b>State:</b> MO                              |
| <b>Zip:</b> 12345                                 | <b>Zip:</b> 12345                             |



[www.helper.com](http://www.helper.com)

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