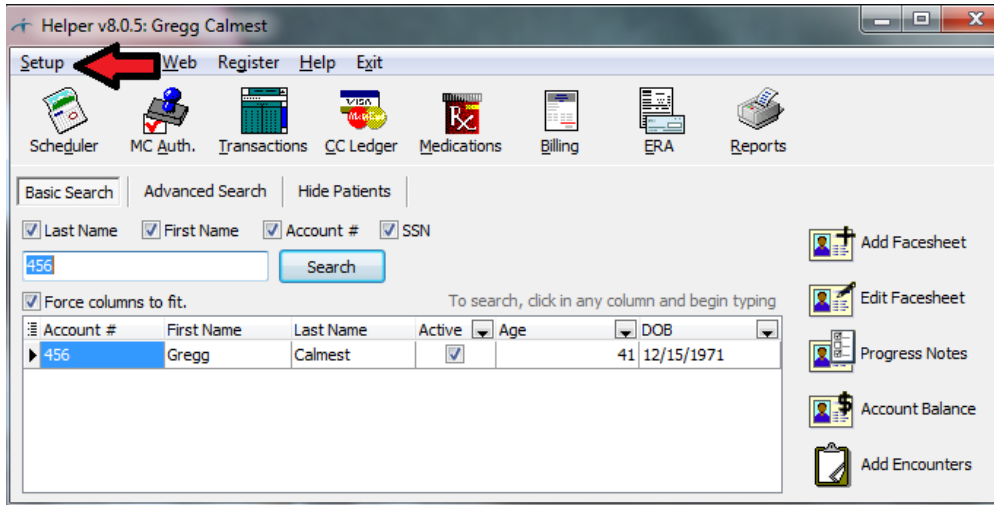
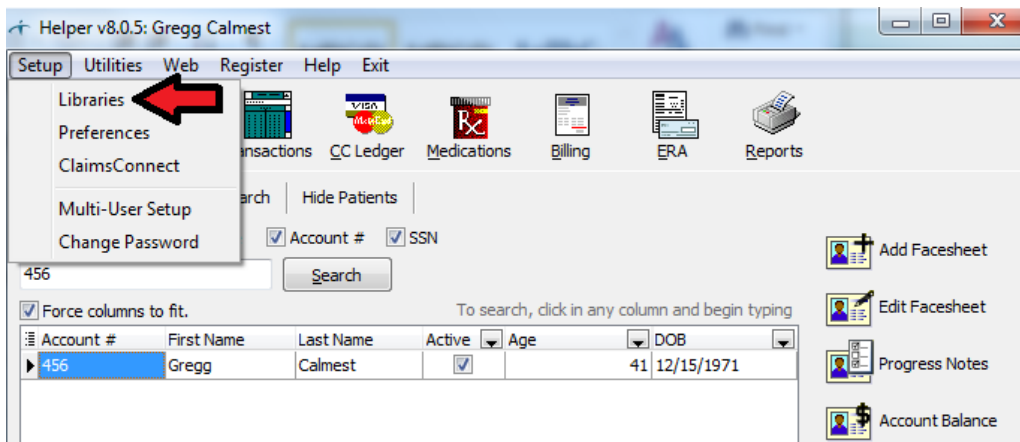


How to Change Insurance Company Payer IDs

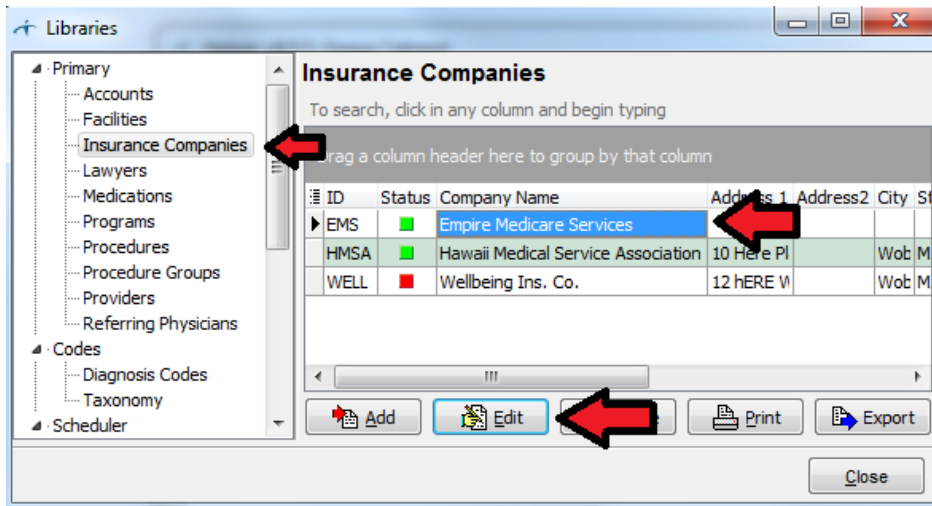
Click **Setup** on Helper's main menu.



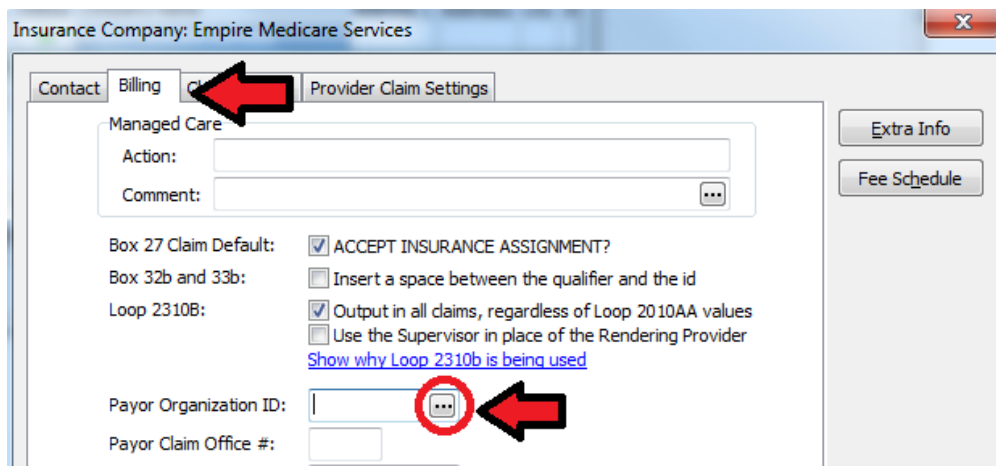
Select **Libraries**.



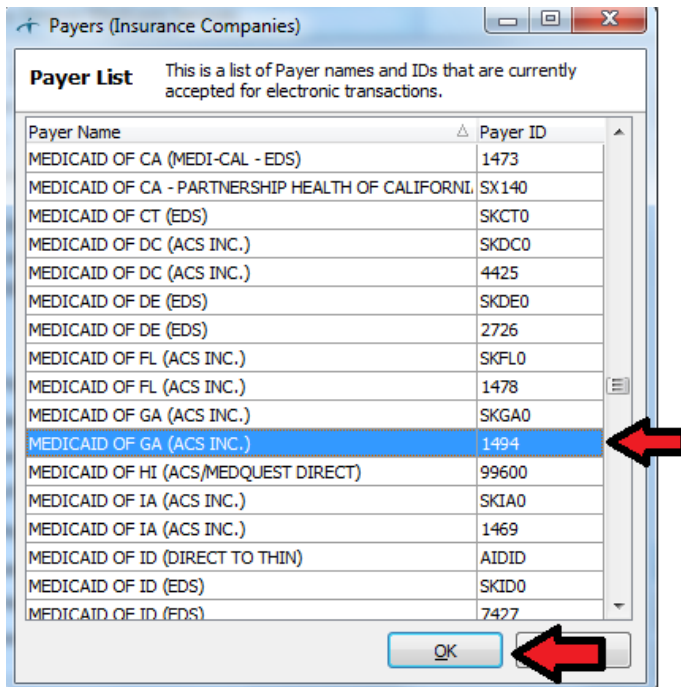
Select the **Insurance Companies** entry from the left side list. On the right, highlight the insurance company that requires a change to the Payer ID. Click the **Edit** button at the bottom.



From the **Edit** screen, select the **Billing** tab. Then click the ellipse button to the right of the **Payor Organization ID** field.



From the **Payor List**, find and highlight the matching insurance company. Click **OK** to select the new **Payer ID**.



You will return to the **Edit** screen with the **Payor Organization ID** field updated to the newly selected value. Click **Save** to complete the update. Repeat this process for other insurance companies that require a change to their **Payer ID**.

