


## 4A. System Set Up

The following section will assist you in configuring the general information used by different parts of the program.

### A Company Information

This information is used when creating the header for your printed Statements as well as for when you send claims Electronically.

- 1 From the Top Navigational Menu, select “**System**”, and then select “**Information**”.
- 2 Under “**Company Info**” enter your **Company Name, Contact Name, Phone Number, and Zip Code\***.
- 3 Proceed to enter your Company’s **Address** in the fields provided.
- 4 Click “**Save**” when done.

 \*Throughout this software, where a field appears for you to enter in a **Zip Code**, the software will automatically fill in the City and State corresponding to that Zip Code after you hit the “**Tab**” button on your keyboard once you type in the 5-digit code. In certain cases, some Zip Codes will have more than one city name attached to them, and manual editing may be required. Click the browser button (☰) to select the **City** you want to use instead of the one that was automatically generated, or manually enter the City name in the field provided. The next time that Zip Code is used, the City and State will default to the last one you selected.

### B Options

#### 1 Program Preferences

##### A Insurance Rate Fields

This section applies to Anesthesia providers only. In the five spaces provided to the right of the words “**Rate Fields**” enter the corresponding insurance groups (**COM** for Commercial, **BCBS** for Blue Cross and Blue Shield, **MEDI** for Medicare, **MCD** for Medicaid, **CHMP** for Champus) which a provider’s fee may differ for the same Anesthesia Procedure Code billed for other insurances. If this does not apply to you, leave these fields blank.

##### B Patient Account Numbers

The Patient Account Number will appear in Box 26 of the HCFA/CMS 1500 Claim Form. Select from one of the two options below as to how you would like to have your Patient’s account numbers be created. If

you already have an account numbering system in place, MPM Office can be configured to continue using your previous style of numbering by selecting one of the two options below as well:

**1 Next Patient Account Number**

To assign Patient Account Numbers (PAN) **sequentially**, enter the starting number in the “**Next Patient Account Number**” field. Up to nine numbers can be used for the Patient Account Number. The software will begin your first Patient record with the number entered in this field, and will then pick the next sequential number each time you add a Patient record.

**2 Use First & Last Name In Patient Account Number**

To assign Patient Account Numbers **alpha-numerically** (with letters and numbers), check the box next to the phrase “**Use First & Last Name in Patient Account Number**”. The software will assign the first three letters of the Patient’s last name and the first two letters of the Patient’s first name, as well as three additional numbers starting with 001 as the Patient’s account number. For example, a Patient account number for Patient John Smith would look like this: SMIJO001.

Note: You can change the Patient Account Number, regardless of how it has been assigned, from within the “**Edit Patient Data**” screen. An account number that has been assigned **numerically** can only be changed to another numeric account number. Account Numbers that have been assigned **alpha-numerically** can be changed to **either** a numeric account number or another alpha-numeric account number.

You may also want to consider creating the Patient Account Number to know what year the Patient first started with your practice. For example, the first digit of the Patient Account Number could be the last digit of the year in which they began: 7 for 2007, 10 for 2010, etc.

**C 1500 Claim Form (Secondary Claims)**

Check the box provided if you **do not** want the phrase **\*\*\*Secondary Claims\*\*\*** printed on the top of the claims submitted to Secondary Insurances.

**D Area Code Defaults**

**Default Area Code:** Enter the telephonic **Area Code** you want to always be automatically entered in any telephonic Area Code field in the

software. This is especially helpful if most of the telephonic Area Codes are the same for your area of business to avoid having to key in the same Area Code number all the time. (For example: The State of Hawaii has only one Area Code - 808 - for the entire state, so for them, having this option becomes very beneficial).

## 2 Data

### A Dates Validation

#### 1 *Do Not Allow a Future Date of Service*

Select the box “**Do Not Allow a Future Date of Service**” to not allow claims with service dates greater than the claim entry date to be entered into the system.

#### 2 *Do Not Allow a Future Date of Service Older than \_\_\_\_ Days*

Select the box “**Do Not Allow a Future Date of Service Older than \_\_\_\_ Days**” to not allow the entry of claims whose date of service is greater than the number of days you allow. For example: greater than 10 days, 5 days, etc.

### B Extended

#### 1 *Add fields for Sites*

Select the box “**Add fields for Sites**” to indicate a sites field next to the diagnosis when printing box 21 of the HCFA/CMS 1500 Claim Form.

#### 2 *The New NPI Format*

Select the box “**The New NPI Format**” once you are ready to begin printing on CMS 1500 Claim Forms which contain the new NPI Format fields (Box 17b, 24J, and 33b). Once this setting is selected only the new CMS-1500 Claim Forms can be used.

#### 3 *Don't Consolidate Claims when Printing*

Select the box “**Don't Consolidate Claims when Printing**” if you prefer that each individual date of service be printed on separate claims even though you may have entered them as one claim.

#### 4 *Patient Database: Allow Saving with Uncompleted Mandatory Fields*

Select the box “**Patient Database: Allow Saving with Uncompleted Mandatory Fields**” if you want the program to allow you to save information entered in the Patient's Record even though it is incomplete.