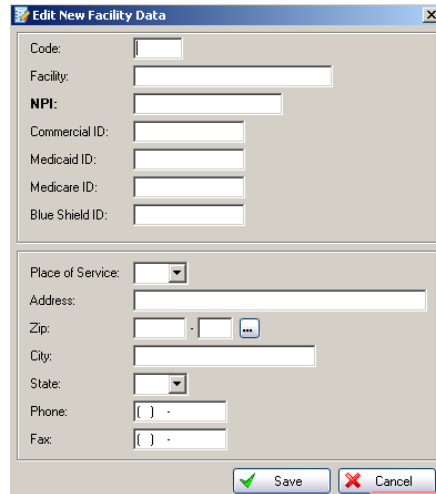


4B. (1) Software Set Up - Facility

This section will allow you to configure the information for each Facility (Hospital, Nursing Home, Assisted Living Facility, etc.), that your provider does business at. From the Top Navigational Menu, select “**Set Up**”, then “**Facility**”.




1 Adding a Facility

Click on the “**Add**” button at the bottom of the **Facility Data** screen to open a blank **Edit New Facility Data** screen.

- A **ID Code:** Create a code name or number for this Facility which will allow you to identify this Facility when this code appears on various screens and reports. For example: St. Mary’s Medical Center would be coded as SMMC or SMH.
- B **Facility:** Enter the name of the Facility. This number will appear in box 32 of the HCFA/CMS 1500 Claim Form.
- C **NPI:** Enter the Facility’s NPI number. This number will appear in box 32A of the HCFA/CMS 1500 Claim Form.
- D **Commercial ID:** Enter the Facility’s Commercial ID number (this is usually their Tax ID number). This number will appear in box 32B of the HCFA/CMS 1500 Claim Form.
- E **Medicaid ID:** Enter the Facility’s Medicaid ID number. This number will appear in box 32B of the HCFA/CMS 1500 Claim Form.
- F **Medicare ID:** Enter the Facility’s Medicare ID number. This number will appear in box 32B of the HCFA/CMS 1500 Claim Form.
- G **Blue Shield ID:** Enter the Facility’s Blue Shield ID. This number will appear in box 32B of the HCFA/CMS 1500 Claim Form.
- H **Place of Service:** From the menu provided, select the code number indicating the Place of Service (*Office, Home, Hospital, etc.*) that best describes what type of Facility this is. This number will appear in box 24B of the HCFA/CMS 1500 Claim Form.
- I Enter the **Address, Zip, City, State, Phone, and Fax** numbers in the fields

provided. This information will appear in box 32 of the HCFA/CMS 1500 Claim Form.

J **Click “Save” when done.**

 **Quick Tip!** You can also add a new **Facility** while adding Claims by selecting “**Add**” from the menu provided in the **Facility** field located in the “**Edit New Claims Data**” screen.

2 **Editing Previously Entered Information**

From the Top Navigational Menu, select “**Set Up**”, then “**Facility**”.

- A In the opened “**Facility Data**” screen, left click on the name of the Facility you need to edit the information for.
- B To open and begin editing the Facility you chose, either double-click on the Facility selected, or click the “**Edit**” button at the bottom of the “**Facility Data**” screen.
- C Make the changes as necessary to the fields available. *Note that the **CODE** field cannot be edited once the Facility is created and saved.*
- D Click “**Save**” when done.

3 **Deleting an Entered Facility**

From the Top Navigational Menu, select “**Set Up**”, then “**Facility**”.

- A In the opened “**Facility Data**” screen, left click on the name of the Facility you want to delete.
- B From the bottom of the screen, click on the “**Delete**” button, and, if you are certain that you want to delete this Facility, answer “**Yes**” when asked if you are sure you want to delete it.

Note: When attempting to delete the Facility, should a message appear stating “**Cannot Delete. Data in Use**”, click the “**Ok**” button to close the message window. Then, click the “**In Use**” button at the bottom of the “**Facility Data**” screen. A “**Facility Data in Use**” screen will open listing the **Last Name, First Name, and Patient Account Number (PAN)** of the Patients which are using this Facility with their claims. The Facility information must first be removed from all the Patient records that appear on this list before being able to delete this Facility.