

## Insurance Contract Management

- Click on “Advanced Billing” then “Preferences” and then “Payer Contracts” will bring the below screen.
  - Select “No” for “Accept adjustment from all Insurance” from the below screen.
  - Click on “Add New Contracts” to create a new insurance contract management rule.

Default  
Top Bot

Calendar  
Messages  
Portal Activity  
Advanced Billing  
Patient/Client  
Fees  
Procedures  
Administration  
Reports  
ZH Reports  
Miscellaneous

Popups

Find: Name ID SSN DOB Any Filter

Online Support

Billing Manager Payments Receivables Patient Accounts Reports Preferences

Settings For Billing Module

General Billing Accounts Receivables Payer Contracts

1. Enable Capitation  
☒ Yes  
☐ No

2. Accept adjustment from all insurance  
☐ Yes  
☒ No

Contract Management

Add New Contracts

Saved Contracts

Search By Insurance

Insurance	Provider	Billing Facility	Contract	Valid From	Valid To	Accept Adj	Payment Freq	Action
ACE USA (ATTENTION MIHO TAFUR)	Hazem Elariny MD.	Auditorium Fair Oak	In Network	2013-02-01		Yes		
HUMANA	Hazem Elariny MD.	Auditorium Fair Oak	In Network	2013-02-01	2013-02-28	Yes		
CONNECTICUT GENERAL LIFE INSURANCE COMPANY	Hazem Elariny MD.	INOVA FairFax Host	In Network	2011-02-01	2013-02-27	No		
VULCAN MATERIALS COMPANY	Emily Doerman	Auditorium Fair Oak	In Network	2013-02-01		Yes		
ANTHEM HEALTH KEEPER	Emily Doerman	Auditorium Fair Oak	In Network	2013-02-01		Yes		
TRIGON/ANTHEM SECONDARY	Hazem Elariny MD.	INOVA FairFax Host	In Network	2012-12-01	2013-02-28	Yes		

- Clicking on “Add New Contracts” button will bring the below screen.

### 2. Accept adjustment from all insurance

☐ Yes  
☒ No

### Contract Management

Insurance Groups:

- ☒ AETNA
- ☒ VULCAN MATERIALS COMPANY
- ☒ ANTHEM HEALTH KEEPER
- ☐ ARP
- ☐ BLUE CROSS NEW JERSEY
- ☐ TRIGON/ANTHEM SECONDARY
- ☐ INNOVATION HEALTH, INC.
- ☐ UNITED HEALTHCARE
- ☒ TOTAL ASSISTANCE
- ☐ UNITED HEALTHCARE - TX
- ☐ GROUP BENEFIT SERVICES
- ☐ ACE USA (ATTENTION MIHO TAFUR)
- ☐ FLEX-A-PLAN II
- ☐ HUMANA

#### Provider:

Alex Soliman  
Emily Doerman  
Hazem Elariny MD. PHD

☐ Select All

#### Billing Facility:

ADVANCED BARIATRIC SERVICES LLC  
ADVANCED LAPAROSCOPIC AND GEN. SURG. PLC  
Auditorium Fair Oaks  
Cedar M Ste 301

☐ Select All

#### Nature of Contract:

Out Of Network

#### Validity:

From: 2013-02-01

To:

#### Accept Insurance Adjustment

No

Generate Contracts

Insurance or Plan Provider Billing Facility Contract Valid From Valid To Accept Adj Payment Freq Action

- Select the individual Insurance Example “Total Assistance” or the Insurance Groups Example “Aetna – Vulcan Materials Company & Anthem Health Keeper”. How to create your own “Insurance Group” explained at the end of this document.
- Under “Provider” Click “Select All” to select all the providers or select the provider manually.
- Under “Billing Facility” Click “Select All” to select all the billing facility or select the billing facility manually.
- Select “Nature of Contract”: “In Network” or “Out of Network” or “Capitation”.
- Select “Validity” From and To date.
- Select “Accept Insurance Adjustment”: “Yes” or “No”.
- Clicking on “Generate Contracts” button will create the insurance contract and bring the below screen.

### Contract Management

**Insurance Groups:**

- ☒ AETNA
  - ☒ VULCAN MATERIALS COMPANY
  - ☒ ANTHEM HEALTH KEEPER
- ☐ ARP
  - ☐ BLUE CROSS NEW JERSEY
  - ☐ TRIGON/ANTHEM SECONDARY
  - ☐ INNOVATION HEALTH, INC.
  - ☐ UNITED HEALTHCARE
  - ☒ TOTAL ASSISTANCE
  - ☐ UNITED HEALTHCARE - TX
  - ☐ GROUP BENEFIT SERVICES
  - ☐ ACE USA (ATTENTION MIHO TAFUR)
  - ☐ FLEX-A-PLAN II
  - ☐ HUMANA

**Provider:**

- Alex Soliman
- Emily Doerman
- Hazem Elariny MD. PHD**

☐ Select All

**Billing Facility:**

- ADVANCED BARIATRIC SERVICES LLC
- ADVANCED LAPAROSCOPIC AND GEN. SURG. PLC
- Auditorium Fair Oaks
- Cedar M Ste 301

☐ Select All

**Nature of Contract:** Out Of Network

**Validity:** From : 2013-02-01 To :

**Accept Insurance Adjustment** No

Insurance or Plan	Provider	Billing Facility	Contract	Valid From	Valid To	Accept Adj	Payment Freq	Action
TOTAL ASSISTANCE	Hazem Elariny MD.	ADVANCED BARIA*	Out Of Network	2013-02-01		No		X
VULCAN MATERIALS COMPANY	Hazem Elariny MD.	ADVANCED BARIA*	Out Of Network	2013-02-01		No		X
ANTHEM HEALTH KEEPER	Hazem Elariny MD.	ADVANCED BARIA*	Out Of Network	2013-02-01		No		X

- From the above screen review the contract and click on “Save Generated Contracts” will bring the below screen.

### Contract Management

**Saved Contracts**

Search By Insurance

Insurance	Provider	Billing Facility	Contract	Valid From	Valid To	Accept Adj	Payment Freq	Action
ACE USA (ATTENTION MIHO TAFUR)	Hazem Elariny MD.	Auditorium Fair Oak	In Networ	2013-02-01		Yes		
HUMANA	Hazem Elariny MD.	Auditorium Fair Oak	In Networ	2013-02-01	2013-02-28	Yes		
CONNECTICUT GENERAL LIFE INSURANCE COMPANY	Hazem Elariny MD.	INOVA FairFax Hos	In Networ	2011-02-01	2013-02-27	No		
VULCAN MATERIALS COMPANY	Emily Doerman	Auditorium Fair Oak	In Networ	2013-02-01		Yes		
ANTHEM HEALTH KEEPER	Emily Doerman	Auditorium Fair Oak	In Networ	2013-02-01		Yes		
TRIGON/ANTHEM SECONDARY	Hazem Elariny MD.	INOVA FairFax Hos	In Networ	2012-12-01	2013-02-28	Yes		
TOTAL ASSISTANCE	Hazem Elariny MD.	ADVANCED BARIA*	Out of Ne	2013-02-01		No		
VULCAN MATERIALS COMPANY	Hazem Elariny MD.	ADVANCED BARIA*	Out of Ne	2013-02-01		No		
ANTHEM HEALTH KEEPER	Hazem Elariny MD.	ADVANCED BARIA*	Out of Ne	2013-02-01		No		

## How to create “Insurance Group”

1. Click on “Administration” then “Practice” will bring the below screen.

Default [v] Top Bot

Calendar  
Messages  
Portal Activity  
Advanced Billing  
Patient/Client  
Fees  
Procedures  
Administration

Globals  
ZH Globals  
Facilities  
Users  
Addr Book  
Practice  
Services  
Layouts  
Lists  
ACL

### Practice Settings

Pharmacies | Insurance Companies | Insurance Numbers | X12 Partners | Documents | HL7 Viewer | Legal Documents

#### Pharmacies

Add a Pharmacy

Name	Address	Default Method
Ananda Pharmacy		Print

2. Click on “Insurance Companies” will bring the below screen.

### Practice Settings

Pharmacies | Insurance Companies | Insurance Numbers | X12 Partners | Documents | HL7 Viewer | Legal Documents

Group Insurance


#### Insurance Groups

Add a Group

ID	Name	Address Line1	City, State	Zip	Phone	cms ID	Default X12 Partner
27774	AETNA						OfficeAlly
27777	ARP						

- Under “Group” Click on “Add a Group” button will bring the below screen.

**Practice Settings**  
[Pharmacies](#) | [Insurance Companies](#) | [Insurance Numbers](#) | [X12 Partners](#) | [Documents](#) | [HL7 Viewer](#) | [Legal Documents](#)

Name  (Required) 

Attn

Address


Address

City, State Zip  ,

Phone

CMS ID

Payer Type

Default X12 Partner  

**Availity**

Payer ID for XML:


Payer ID for Eligibility & Benefits:

Payer ID for Claims Status:

Payer ID for Authorization & Referral:

Payer ID for Health Care Claims:


Payer ID for Health Care Encounters:



- Enter the “Group Name” (Example taken as “Commercial”) and select the “Default X12 Partner” (Example taken as “Office Ally”) and click on “Save”.


- Clicking on “Save” button will bring the below screen.

**Practice Settings**  
[Pharmacies](#) | [Insurance Companies](#) | [Insurance Numbers](#) | [X12 Partners](#) | [Documents](#) | [HL7 Viewer](#) | [Legal Documents](#)

**Group** **Insurance** 

**Insurance Groups**

ID	Name	Address Line1	City, State	Zip	Phone	cms ID	Default X12 Partner
27774	<a href="#">AETNA</a>						OfficeAlly
27777	<a href="#">ARP</a>						
27783	<a href="#">Commercial</a>						OfficeAlly



- The new group “Commercial” created successfully.

5. Click on “Insurance” will bring the below screen.

a. From the below list click on the insurance will allow you to add the insurance to the group created.

<div>Group Insurance</div>					
Insurance Companies					
<div>Add a Company</div>		<div>ALL</div>			
ID	Insurance Group	Name	Address Line1	City, State	Zip
2476	ARP	BLUE CROSS NEW JERSEY	P.O. Box 435	Newark NJ	7101
22776	AETNA	ANTHEM HEALTH KEEPER	P.O BOX 27041	RICHMOND VA	23279
1345	AETNA	VULCAN MATERIALS COMPANY	MEDICAL CLAIMS DEPARTMENTP.O.BOX 530187	BIRMINGHAM AL	35250
1027		INDEPENDENCE BLUE CROSS	1901 Market Street	Philadelphia PA	19106
2077		TRICARE	PO Box 870140	Surfside Beach SC	29585
526		PHCS 715 TX	GE Group P.O.Box 150809	Arlington TX	76010
1405		CIGNA	P.O.BOX 182717NP62308NOCD	Columbus OH	43218
1807		UNITED HEALTHCARE - IL	PO BOX 7045	ROCKFORD IL	61129
316		CIGNA HEALTHCARE OH	P.O. B	Columbus OH	43218
26892		SOUTHERN HEALTH SERVICES	PO BOX 7713	LONDON KY	40740

Name

CIGNA (Required)

Attn

Group

Address

7NP62308NOCD

Address

AETNA  
ARP  
Commercial

City, State Zip

Columbus, OH 43218

Phone

CMS ID

Payer Type

Other HCFA

Default X12 Partner

OfficeAlly

Availability

Payer ID for XML:

CIGNA

Payer ID for Eligibility & Benefits:

CIGNA

Payer ID for Claims Status:

Payer ID for Authorization & Referral:

Payer ID for Health Care Claims:

Payer ID for Health Care Encounters:

Save Cancel

b. Repeated the same step for the insurance name “CIGNA HEALTHCARE OH”

6. Click on “Save” button will bring the below screen.

**Practice Settings**  
[Pharmacies](#) | [Insurance Companies](#) | [Insurance Numbers](#) | [X12 Partners](#) | [Documents](#) | [HL7 Viewer](#) | [Legal Documents](#)

Group Insurance

**Insurance Companies**

Add a Company

ALL  
ALL  
AETNA  
ARP  
Commercial

ID	Insurance Group	Name	Address Line1	City, State	Zip	Phone	cms ID	Default X12 Partner
316	Commercial	CIGNA HEALTHCARE OH	P.O. Box 182015	Columbus OH	43218			OfficeAlly
748	Commercial	CIGNA HEALTHCARE-OH	P.O.Box 16782	Columbus OH	43216			OfficeAlly
2476	ARP	BLUE CROSS NEW JERSEY	P.O. Box 435	Newark NJ	7101			OfficeAlly
22776	AETNA	ANTHEM HEALTH	P.O. BOX 27044	RICHMOND VA	23278		202	OfficeAlly

7. Select the group “Commercial” will list the insurances added to the group “Commercial” as shown below.

**Practice Settings**  
[Pharmacies](#) | [Insurance Companies](#) | [Insurance Numbers](#) | [X12 Partners](#) | [Documents](#) | [HL7 Viewer](#) | [Legal Documents](#)

Group Insurance

**Insurance Companies**

Add a Company

Commercial

ID	Insurance Group	Name	Address Line1	City, State	Zip	Phone	cms ID	Default X12 Partner
316	Commercial	CIGNA HEALTHCARE OH	P.O. Box 182015	Columbus OH	43218			OfficeAlly
748	Commercial	CIGNA HEALTHCARE-OH	P.O.Box 16782	Columbus OH	43216			OfficeAlly