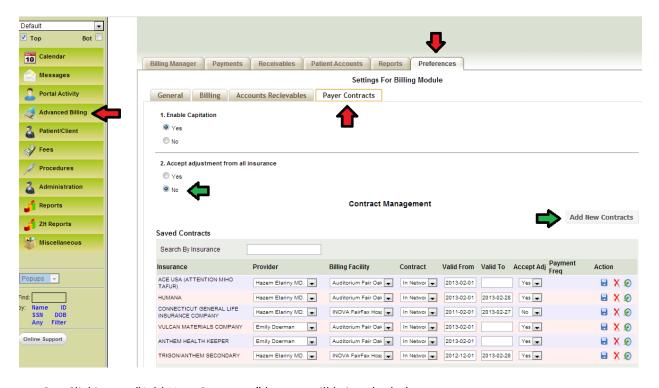
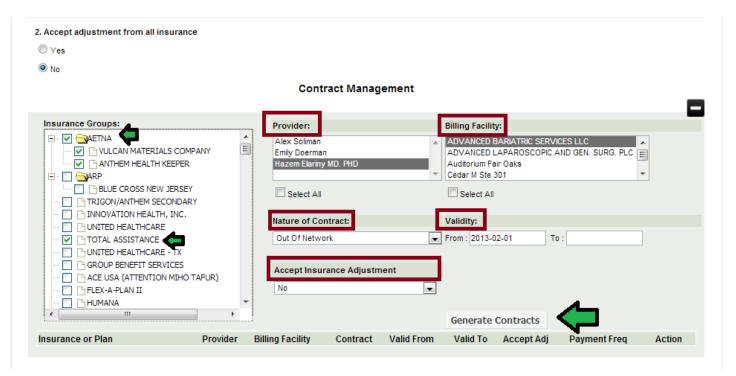
Insurance Contract Management

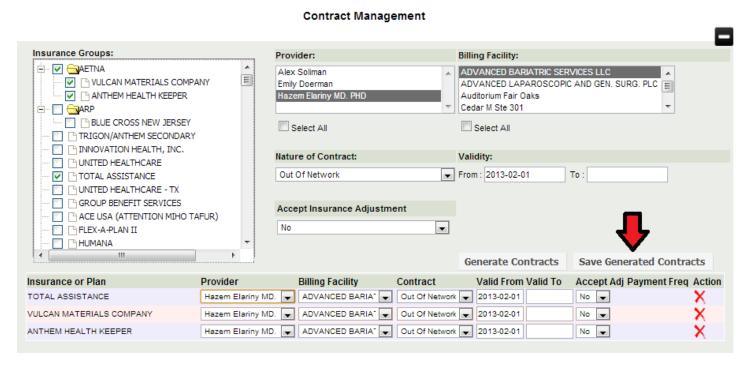
- 1. Click on "Advanced Billing" then "Preferences" and then "Payer Contracts" will bring the below screen.
 - a. Select "No" for "Accept adjustment from all Insurance" from the below screen.
 - b. Click on "Add New Contracts" to create a new insurance contract management rule.



2. Clicking on "Add New Contracts" button will bring the below screen.



- a. 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.
- b. Under "Provider" Click "Select All" to select all the providers or select the provider manually.
- c. Under "Billing Facility" Click "Select All" to select all the billing facility or select the billing facility manually.
- d. Select "Nature of Contract": "In Network" or "Out of Network" or "Capitation".
- Select "Validity" From and To date.
- f. Select "Accept Insurance Adjustment": "Yes" or "No".
- g. Clicking on "Generate Contracts" button will create the insurance contract and bring the below screen.

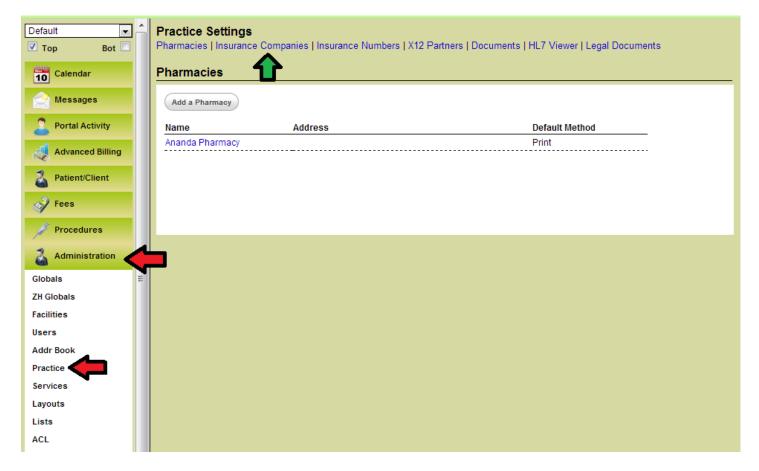


3. From the above screen review the contract and click on "Save Generated Contracts" will bring the below screen.

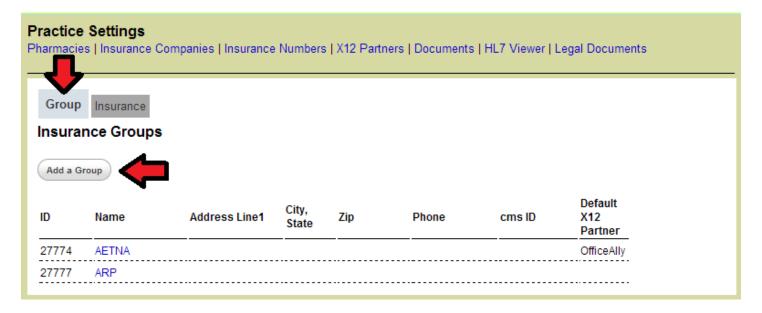


How to create "Insurance Group"

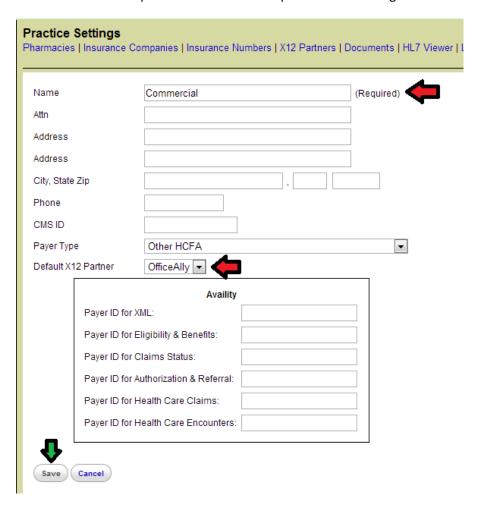
1. Click on "Administration" then "Practice" will bring the below screen.



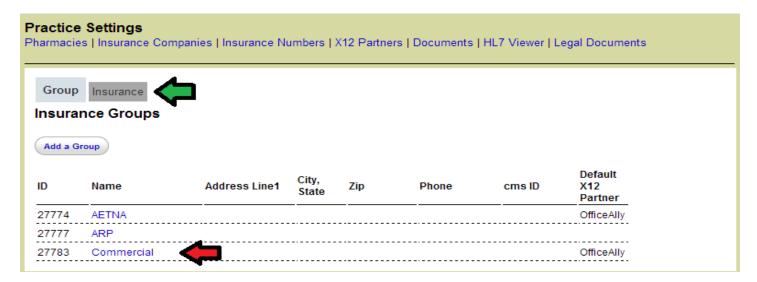
2. Click on "Insurance Companies" will bring the below screen.



3. Under "Group" Click on "Add a Group" button will bring the below screen.

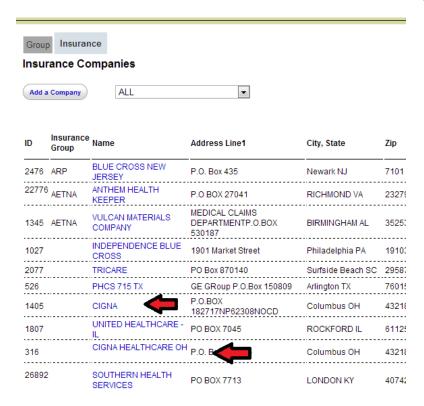


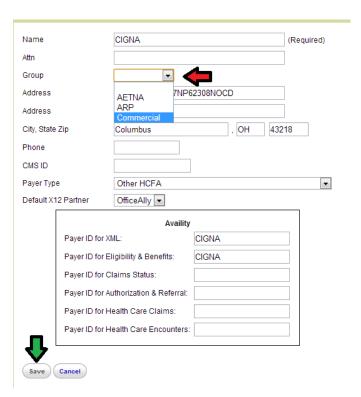
- a. Enter the "Group Name" (Example taken as "Commercial") and select the "Default X12 Partner" (Example taken as "Office Ally") and click on "Save".
- 4. Clicking on "Save" button will bring the below screen.



a. The new group "Commercial" created successfully.

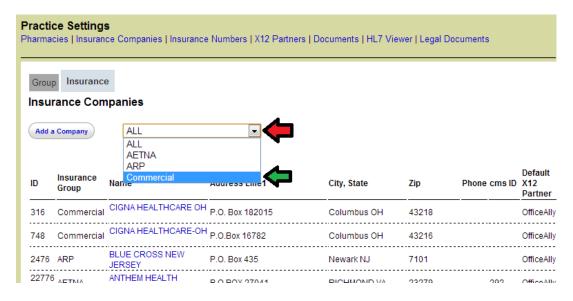
- 5. Click on "Insurance" will bring the below screen.
 - a. From the below list click on the insurance will allow you to add the insurance to the group created.





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

6. Click on "Save" button will bring the below screen.



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

