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Setting up 2nd Insurance for Change Healthcare Submission

1. Change your billing type so selected secondary insurances will no longer go on paper [unless you manually request a paper copy]:
   - Go to Administration > Transaction Tables > Billing Type
   - Add a new code called "NEIC2" and make the description "NEIC – Prim. & Sec."
   - Make the Primary AND Secondary billing forms NEIC_P4; make the Default CMS1500 [instant HCFA]

2. Go into Administration > Transaction Tables > Insurance and pull up the first IH code you want to setup
   - Change the Billing type from "NEIC" to "NEIC2"
   - Check the box for "Requires Claim Adj info for Secondary Insurances"
   - Save and repeat for additional insurances

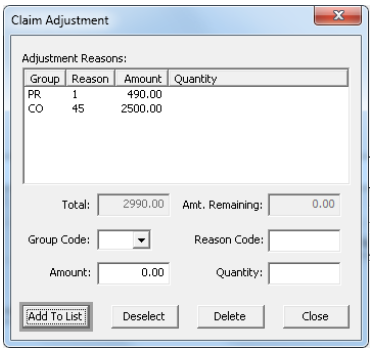
3. When you receive the Primary payment, **you'll need to add adjustment codes and amounts for the write-off [if there is one] & why there is a balance due**, using Medicare's codes [even though the primary insurance may use different codes on their EOB]

   Example:
   - ✓ CO-**45** for a write-off
   - ✓ PR-1 for deductible
   - ✓ PR-2 for coinsurance
   - ✓ PR-3 for copay

4. After entering the payment information from the Primary EOB, scroll to the right and click on the "More" button

Sel	End Date	Procedure	Charge	Date Paid	Allowed	Deductible	Paid	Type	WriteOff	Code	Who Paid	Balance	Msg	More	Action	Check #	Dep
☐	01/01/2014	COPAY	50.00	01/19/2016	0.00	0.00	-50.00	CK	0.00		Patient	50.00		More		insuf funds	☑
☐	03/01/2014	29876	4000.00	01/19/2016	1500.00	0.00	1010.00	MCR	2500.00	MCR	MCR	490.00	14	More		9998888	☑
☐	10/01/2015	99215	280.00	01/19/2016	100.00	0.00	100.00	MCR	130.00	MCR	MCR	50.00		More		9998888	☑
☐	01/01/2014	99215	280.00	03/14/2014	200.00	0.00	50.00	MCR	180.00	MCR	MCR	50.00	15	More			☑
☐	03/01/2014	99214	210.00	03/01/2014	0.00	0.00	100.00	CK	0.00		Patient	100.00		More		paid half due	☐
☐	01/01/2014	COPAY	50.00	01/01/2014	0.00	0.00	50.00	CK	0.00		Patient	0.00		More		ptcheck#	☑

   - Add the adjustment codes one at a time, clicking "Add to list" after each one
   - Click "Close" when finished (Amt. Remaining: 0)
   - Click "Save" to commit to your changes



NOTE: You can also enter this information on the Review Payment tab, if you forgot to when adding the payment.

For a complete list of adjustment codes, go to:
http://www.wpc-edi.com/codes

Once you have sent secondary claims successfully for this insurance, repeat the steps for any additional insurance you want to set up for electronic billing of secondary claims.

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