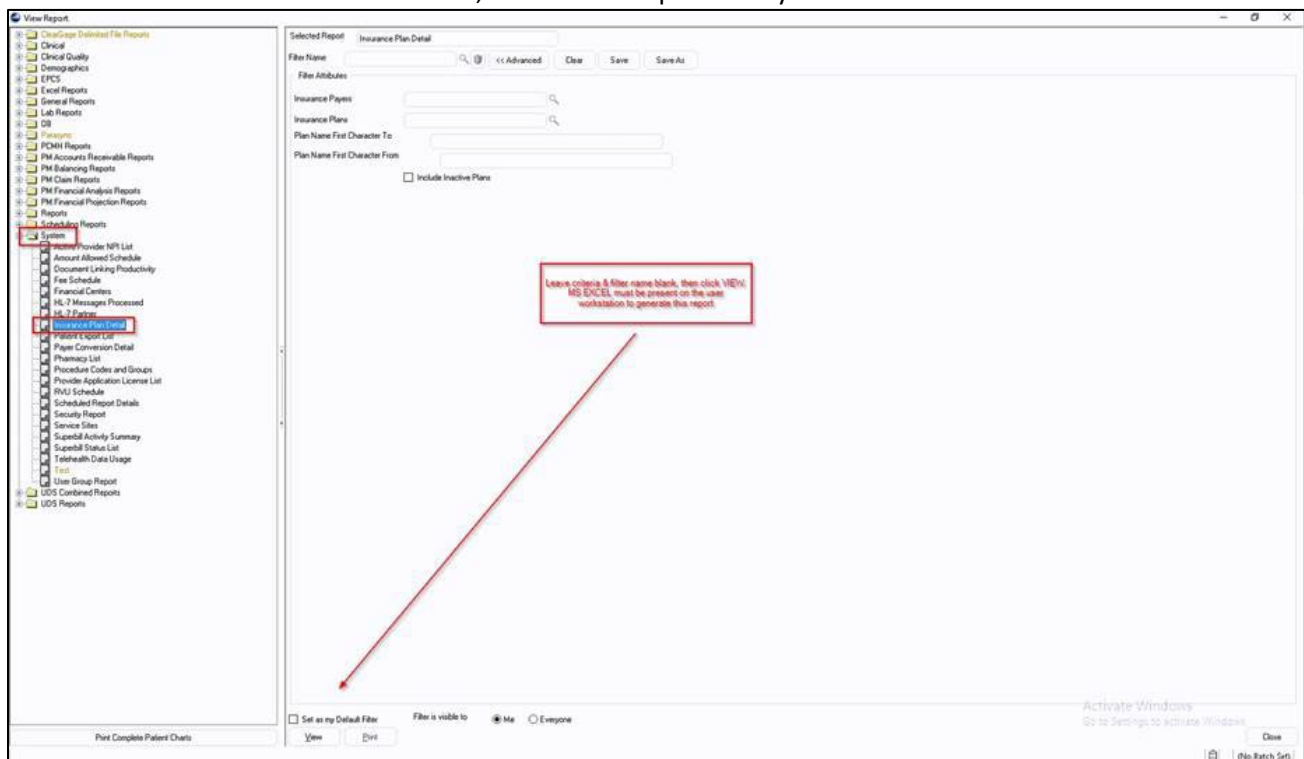


# Validating Eligibility Configuration in CGM APRIMA

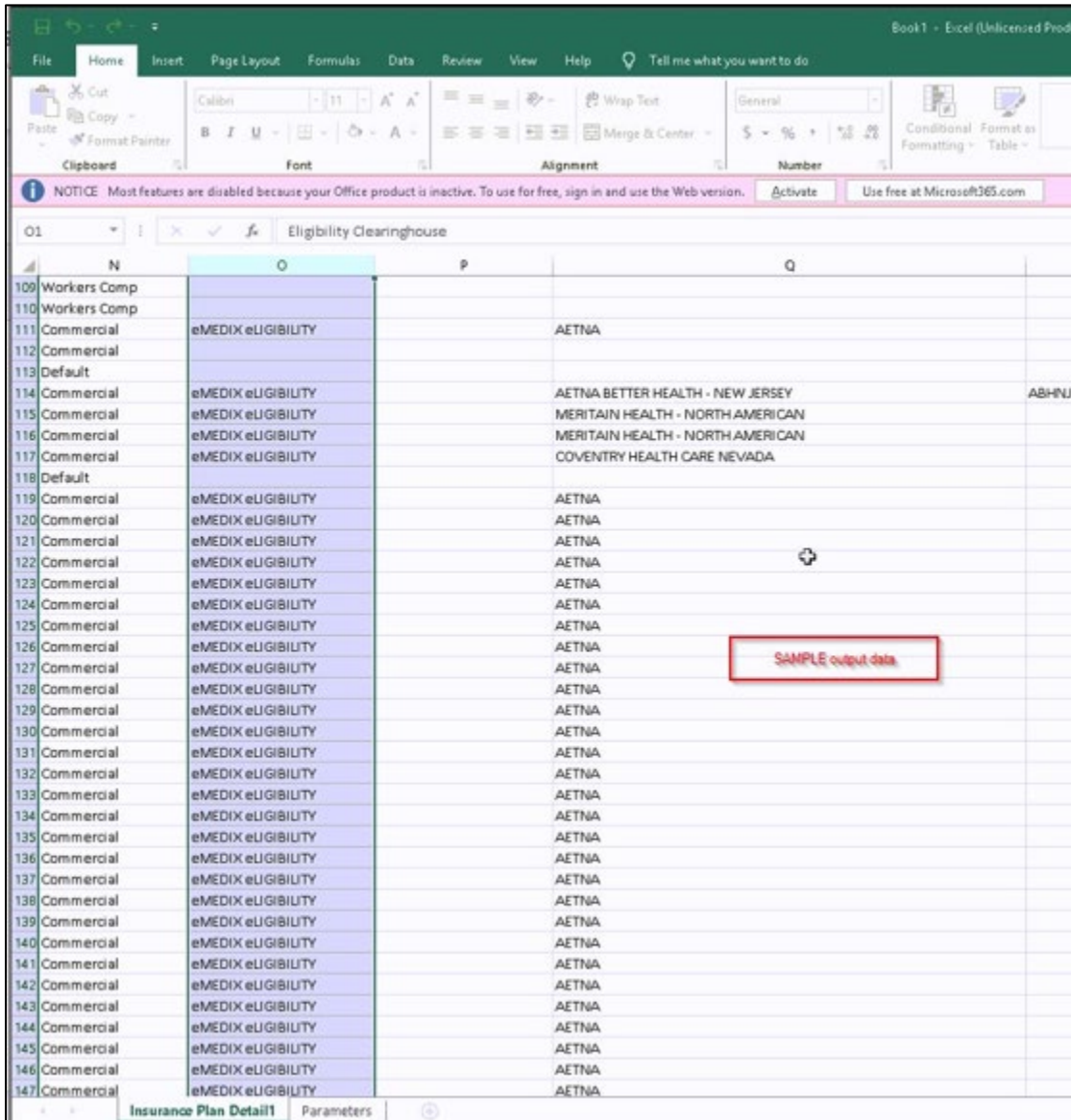
Please follow the below steps to identify if you have any Payers currently pointing to Waystar(PI) that require updating to point to eMEDIX and to take the needed steps to make this change as soon as possible.

To determine which of your Payers may still be using Waystar(PI) for eligibility, please follow the following steps.

1. From a workstation with Excel installed, Go to View Reports >> System >> Insurance Plan Detail



2. Leave Criteria Filter blank and then click view
3. This output will provide both eligibility and clearinghouse data and it is column 'O' that you will want to review for any payer listed as NOT being eMEDIX.



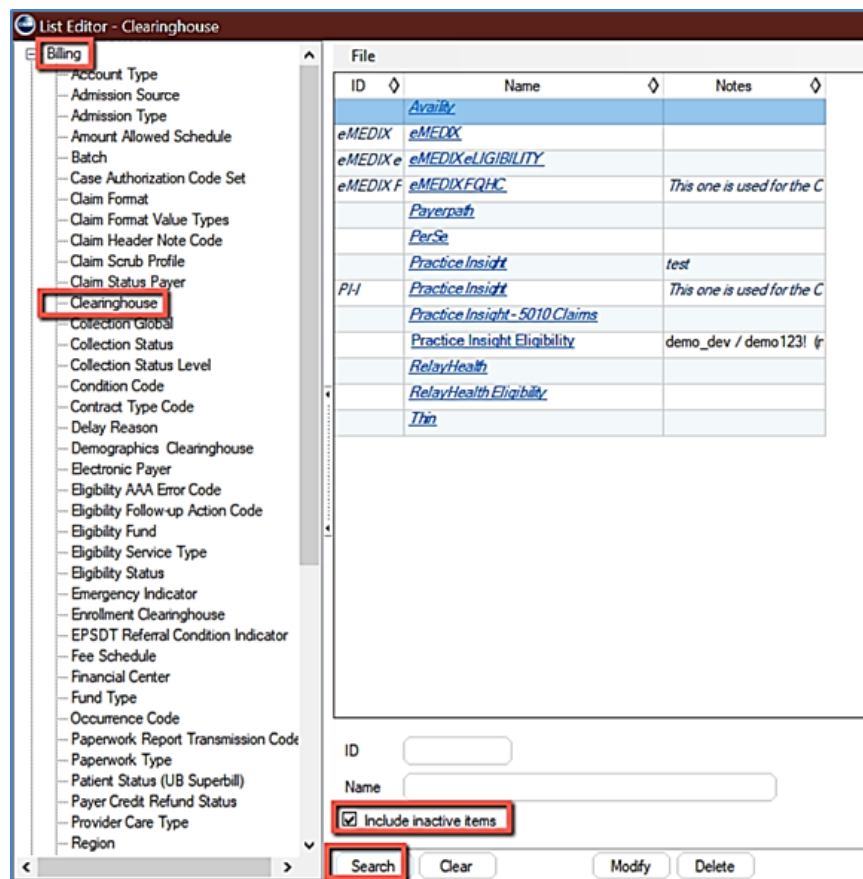
	N	O	P	Q
109	Workers Comp			
110	Workers Comp			
111	Commercial	eMEDIX eLIGIBILITY	AETNA	
112	Commercial			
113	Default			
114	Commercial	eMEDIX eLIGIBILITY	AETNA BETTER HEALTH - NEW JERSEY	ASHNJ
115	Commercial	eMEDIX eLIGIBILITY	MERITAIN HEALTH - NORTH AMERICAN	
116	Commercial	eMEDIX eLIGIBILITY	MERITAIN HEALTH - NORTH AMERICAN	
117	Commercial	eMEDIX eLIGIBILITY	COVENTRY HEALTH CARE NEVADA	
118	Default			
119	Commercial	eMEDIX eLIGIBILITY	AETNA	
120	Commercial	eMEDIX eLIGIBILITY	AETNA	
121	Commercial	eMEDIX eLIGIBILITY	AETNA	
122	Commercial	eMEDIX eLIGIBILITY	AETNA	
123	Commercial	eMEDIX eLIGIBILITY	AETNA	
124	Commercial	eMEDIX eLIGIBILITY	AETNA	
125	Commercial	eMEDIX eLIGIBILITY	AETNA	
126	Commercial	eMEDIX eLIGIBILITY	AETNA	
127	Commercial	eMEDIX eLIGIBILITY	AETNA	SAMPLE output data
128	Commercial	eMEDIX eLIGIBILITY	AETNA	
129	Commercial	eMEDIX eLIGIBILITY	AETNA	
130	Commercial	eMEDIX eLIGIBILITY	AETNA	
131	Commercial	eMEDIX eLIGIBILITY	AETNA	
132	Commercial	eMEDIX eLIGIBILITY	AETNA	
133	Commercial	eMEDIX eLIGIBILITY	AETNA	
134	Commercial	eMEDIX eLIGIBILITY	AETNA	
135	Commercial	eMEDIX eLIGIBILITY	AETNA	
136	Commercial	eMEDIX eLIGIBILITY	AETNA	
137	Commercial	eMEDIX eLIGIBILITY	AETNA	
138	Commercial	eMEDIX eLIGIBILITY	AETNA	
139	Commercial	eMEDIX eLIGIBILITY	AETNA	
140	Commercial	eMEDIX eLIGIBILITY	AETNA	
141	Commercial	eMEDIX eLIGIBILITY	AETNA	
142	Commercial	eMEDIX eLIGIBILITY	AETNA	
143	Commercial	eMEDIX eLIGIBILITY	AETNA	
144	Commercial	eMEDIX eLIGIBILITY	AETNA	
145	Commercial	eMEDIX eLIGIBILITY	AETNA	
146	Commercial	eMEDIX eLIGIBILITY	AETNA	
147	Commercial	eMEDIX eLIGIBILITY	AETNA	

- Once you have identified payers that require an update, please follow the below steps for each to redirect these to eMEDIX at this time.

## Steps to Update Eligibility for eMEDIX Verification and Payer IDs

### Verify eMEDIX Eligibility Clearinghouse is Active

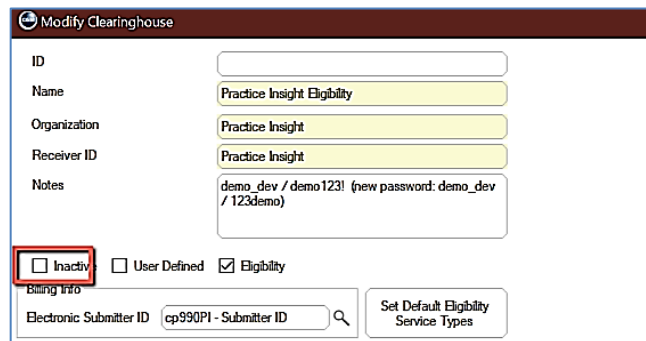
- Go to List Editor
- Open the Billing folder
- Select Clearinghouse
- Check the Inactive box on the bottom left
- Click on Search



2

If *eMEDIX Eligibility* is showing in italics in the displaced list, you must deactivate the Practice Insight Eligibility clearinghouse first. If eMEDIX Eligibility is not in italics proceed to step 3.

- Select Practice Insight Eligibility from the list.
- A Clearinghouse window will open
- Remove the check in the box in front of Active
- Click OK (bottom right) to save

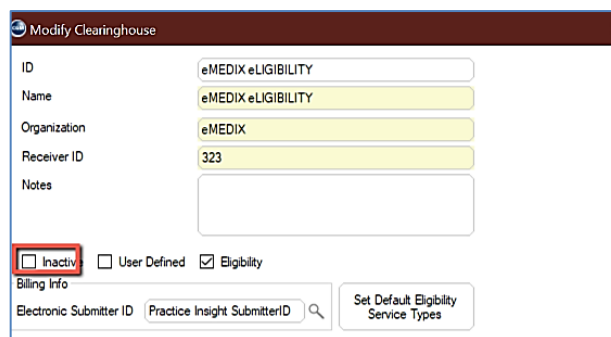


The screenshot shows the 'Modify Clearinghouse' dialog box. The 'Name' field is 'Practice Insight Eligibility', 'Organization' is 'Practice Insight', and 'Receiver ID' is 'Practice Insight'. The 'Notes' field contains 'demo\_dev / demo123! (new password: demo\_dev / 123demo)'. At the bottom, there are three checkboxes: 'Inactive' (checked), 'User Defined' (unchecked), and 'Eligibility' (checked). The 'Inactive' checkbox is highlighted with a red box. Below the checkboxes is a 'Billing Info' section with an 'Electronic Submitter ID' field containing 'cp990PI - Submitter ID' and a 'Set Default Eligibility Service Types' button.

3

Select eMEDIX Eligibility from the displayed list

- Click on Modify
- A Clearinghouse window will open
- Verify the “Inactive” box is **not** checked.
- If checked, remove the checkmark and click OK (bottom right)

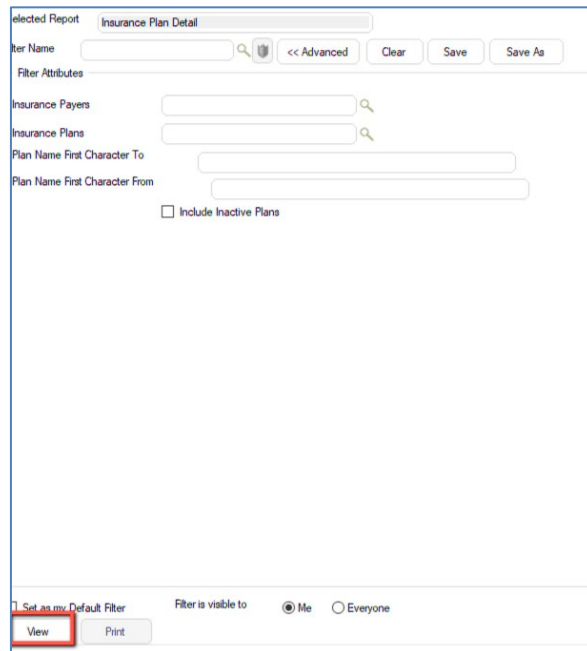
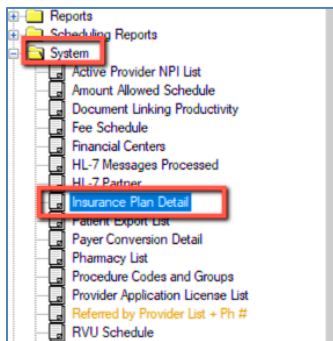


The screenshot shows the 'Modify Clearinghouse' dialog box for 'eMEDIX eLIGIBILITY'. The 'Name' field is 'eMEDIX eLIGIBILITY', 'Organization' is 'eMEDIX', and 'Receiver ID' is '323'. The 'Notes' field is empty. At the bottom, there are three checkboxes: 'Inactive' (unchecked), 'User Defined' (unchecked), and 'Eligibility' (checked). The 'Inactive' checkbox is highlighted with a red box. Below the checkboxes is a 'Billing Info' section with an 'Electronic Submitter ID' field containing 'Practice Insight SubmitterID' and a 'Set Default Eligibility Service Types' button.

4

### Identify payers that do not have an eMEDIX payer ID attached

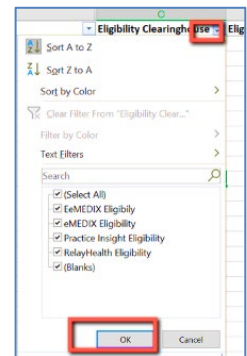
- From a workstation with Excel installed,
  - Go to Desktop
  - 2. Select Reports
  - 3. Open the Systems Folder
  - 4. Select Go to Desktop
  - 2. Select Reports
  - 3. Open the Systems Folder
  - 4. Select Insurance Plan Detail
  - a. Leaving all filters blank, click on View



5

- The report will open in Excel
  - Scroll to the "Eligibility Clearinghouse" column
  - Any payers NOT showing as "eMEDIX Eligibility" will need to be modified
    - See step 6 below
    - Tip: use the dropdown in the column heading and uncheck the eMEDIX Eligibility item. This will give you a list of all payers needing modification.

Payer	Plan	Eligibility Clearinghouse
United Healthcare	United Healthcare	Practice Insight Eligibility
United Healthcare	United Healthcare	Practice Insight Eligibility
United Healthcare	United PPO 25	Practice Insight Eligibility
Blue Cross of Northeastern Penn	Blue Cross Blue Shield of Mississippi	RelayHealth Eligibility
AIG	AIG	
CBS of Texas	BCBS of Texas	
Hartford	Hartford HMO	

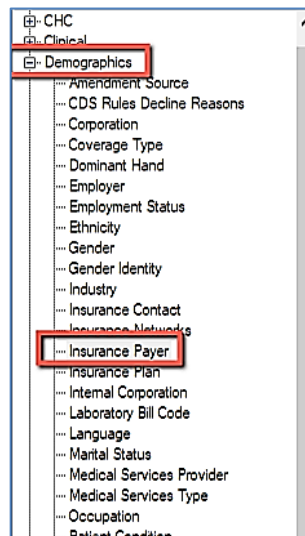


6

### Modify eMEDIX Eligibility Payer IDs

To modify a specific payer identified in step 4, you should verify the Eligibility payer ID attached is the correct eMEDIX payer ID.

- Go to List Editor
- Open the Demographics folder
- Select Insurance Payer



7

On the Insurance Payer window:  
 In the Name field enter the name of the payer and click on Search  
 Select the payer and click the Modify button.  
 The Modify Insurance Payer window appears

File						
Name	Address	City	ID	State	Zip	
Aetna	Po Box 2005	Philadelphia		TX	75210	

ID

Name

Address

City  State  ZIP

Include inactive items in search

8

- On the Insurance Payer window:
- Click on the Settings tab
  - Set the Clearinghouse as eMEDIX
  - Use the Search icon to search and select eMEDIX Eligibility
  - Click the search icon next to the Eligibility Payer
    - Search for, and select the appropriate payer
    - If you are unsure of the correct Payer, go to <https://online.emedixus.com/payer-list>
  - Click OK to save

Contract	Info	Settings	Claims	Lab/Providers	Procedure Mapping	Payer ID Override
Account Type	Commercial Insurance					
<input checked="" type="radio"/> Use Provider's Fee List	<input type="radio"/> Fee List					
Amount Allowed List	Aetna					
Reimbursement Rule	Aetna					
ERA Payer ID	AETNA:Aetna					
ERA Rule Group	Aetna Rule Group 2017					
Auto-witeoff Adj Type						
Network	<input checked="" type="checkbox"/> No Network					
PGRS Insurance Carrier						
Eligibility Clearinghouse	eMEDIX eLIGIBILITY	Eligibility Payer	Aetna			
Eligibility Format						