Add an Insurance Payer in NSS Billing

Last Modified on 10/11/2023 9:05 am EDT

Path: Maintenance and Setup > Insurance > Insurance

About

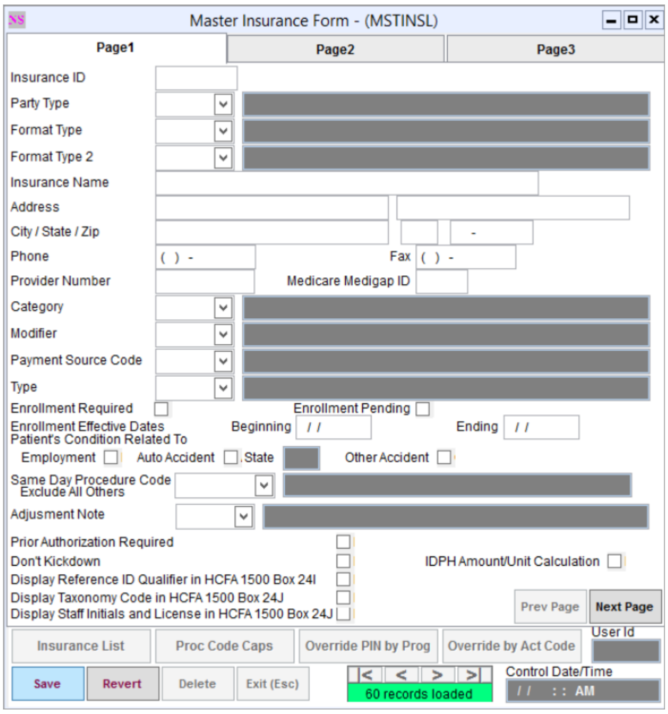
When your Agency goes live, there is a set of payers already imported into the software. However, if your Agency starts accepting new insurance, you will need to add the Insurance Payer into NSS Billing.

Add a New Insurance Payer

1. Navigate to the Master Insurance List by following the path above.

> **Note**: Open two instances of the Master Insurance List to allow for copying information from an existing Payer. Select a plan similar to the insurance payer you are going to add and click the **Ok** button to open the Master Insurance Form for the Payer.

2. Click the **Ok** button.
3. Click the **Add** button. The Master Insurance Form is displayed.



4. Complete the following fields on Page 1:

- **Insurance ID:** This must be a unique code that helps you identify the payer.
- **Party Type:** Select the Party Type the Insurance Payer belongs to.
- **Format Type/Format Type 2:** Select the claim Format Type for the payer. The most commonly used Format Types are listed in the grid below.

Party Type	Paper Claim Format	Electronic Claim Format

Other Insurance	8: HCFA 1500 - OTHER	21: HIPAA 837 Other Insurance
BCBS	2: HCFA 1500 - BCBS	19: HIPAA 837 BCBS
Medicaid	7: HCFA 1500 - Medicaid CW	16: HIPAA 837 Medicaid Children's Waiver
Medicare	9: HCFA 1500 - MC B Form	20: HIPAA 837 Medicare B

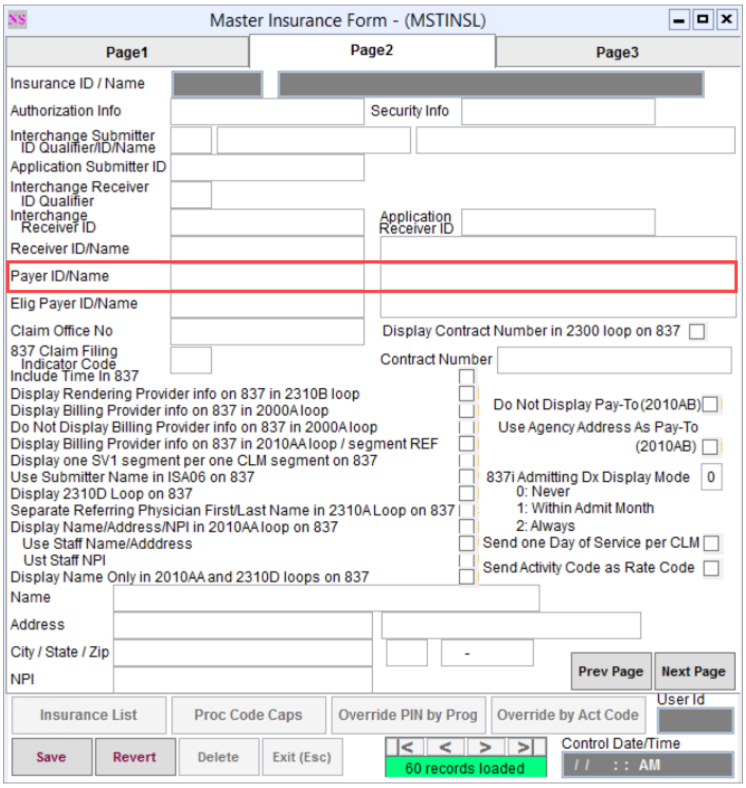
Note: If you need to print institutional claims, the paper claim Format Types are: 40- UB04 Medicaid, 41- UB04 BCBS, 42- UB04 Other, and 43- UB04 Medicare.

- **Insurance Name and Address**: Enter the name of the Insurance Payer and address details.

5. Complete the rest of the fields on Page 1 as necessary for the particular payer you are adding.

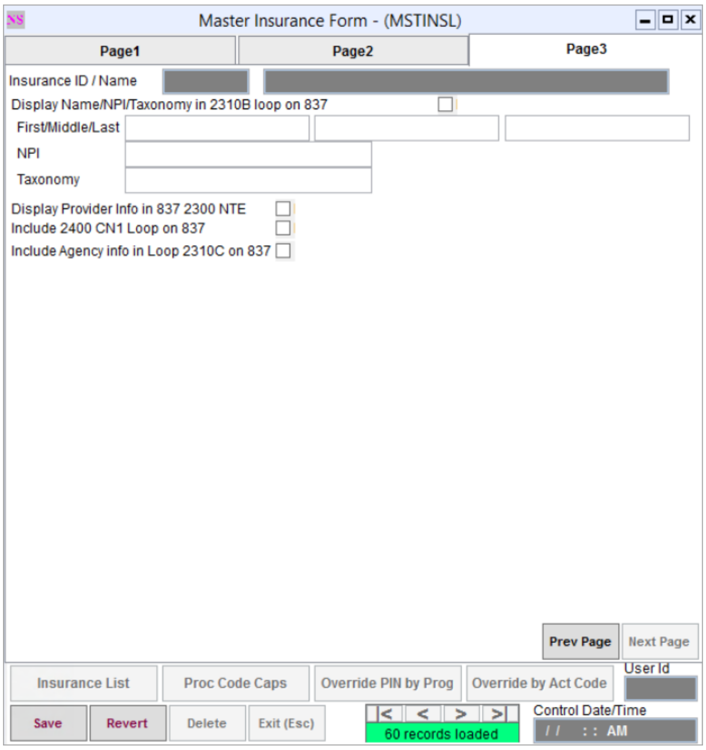
Note: If the Payer should not kick a balance down to a client (Private Pay), select the **Don't Kickdown** checkbox.

6. Click the **Page 2** tab and complete the fields. If you have a similar Payer open, copy the information and settings from the existing Payer. **Do not** copy the Payer ID and Payer Name fields as these should be different.



Note: You can check what information should be entered against your Clearinghouse Companion Guide.

7. *(Optional)* Click the **Page 3** tab and complete the fields. Add override information if the insurance always needs to render under a specific Provider.



8. *(Optional)* Click the **Display Provider Info in 837 2300 NTE** checkbox to add the Provider and Provider NPI from the Staff ID field on the Line Item Form to the 2300 loop NTE and Line Item 19.
9. *(Optional)* Click the **Include 837 CN1 Segment** checkbox to add the Contract Number from the Program associated with the service into the CN1 segment.
10. *(Optional)* Click the **Include Agency Info in Loop 2310C on 837** checkbox to add the Agency Information from the from the Master Agency Form.
11. Click the **Save** button.