

Set Up Staff-Level Modifiers for an Insurance Payer or Activity Code

Last Modified on 11/17/2021 11:25 am EST

Path: Maintenance and Setup > Employees > Staff > Staff

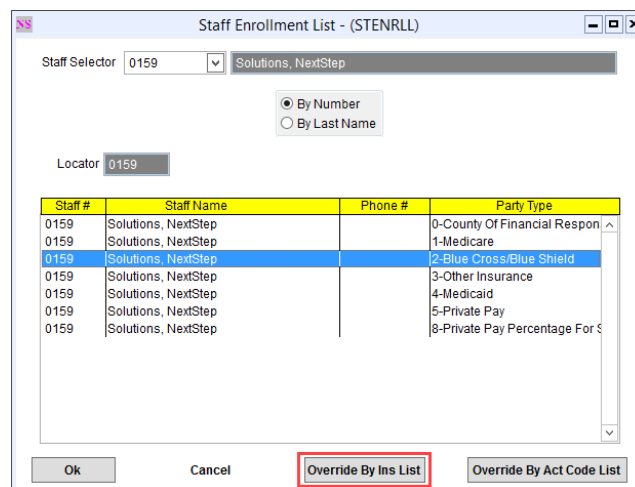
About

You can set up the Billing Engine to add a modifier at the staff member level for a specific Insurance Payer, which is oftentimes seen with billing for Medicaid. Additionally, you can also set up the system to add a modifier for a staff member when billing for a certain Activity Code. It is important to note that modifiers are **additive** within the Billing Engine, meaning if you add them here, they will be in addition to any other modifiers you may have set.

[Table of Contents](#)

Add a Modifier for a Staff Member for an Insurance Payer

1. Navigate to the Staff List by following the path above.
2. Select a **Staff Name**.
3. Click the **Enrollment List** button.
4. Select the **Party Type**.
5. Click the **Override By Ins List** button.



Staff Enrollment List - (STENRLL)

Staff Selector: 0159 Solutions, NextStep

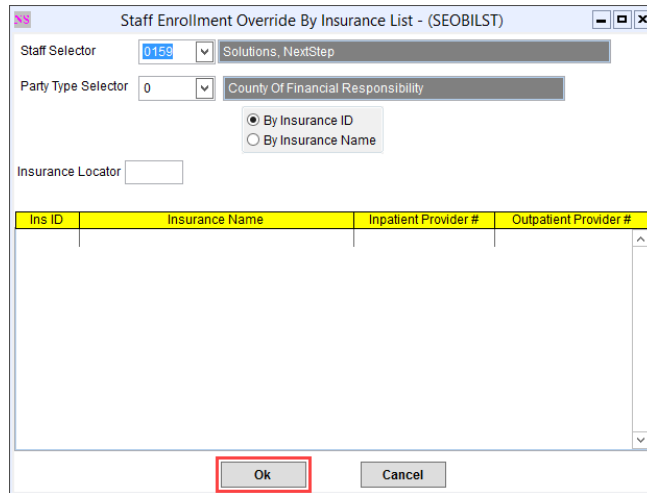
By Number
 By Last Name

Locator: 0159

Staff #	Staff Name	Phone #	Party Type
0159	Solutions, NextStep		0-County Of Financial Respon
0159	Solutions, NextStep		1-Medicare
0159	Solutions, NextStep		2-Blue Cross/Blue Shield
0159	Solutions, NextStep		3-Other Insurance
0159	Solutions, NextStep		4-Medicaid
0159	Solutions, NextStep		5-Private Pay
0159	Solutions, NextStep		8-Private Pay Percentage For S

Buttons: Ok, Cancel, **Override By Ins List**, Override By Act Code List

6. In the Staff Enrollment Override by Insurance List, click the **Ok** button.



7. Click the **Add** button.
8. Select the **Staff** member from the drop-down menu that you want to add the modifier for.
9. Select the **Enrollment Party Type** from the drop-down menu that contains the Insurance Payer you want to set this up for.
10. Select the **Insurance** from the drop-down menu that the modifier is applicable to.
11. Enter the staff's credentials into the **Provider Type** field.
12. Select a **Modifier** from the drop-down menu.
13. Click the **Save** button.



Note: To view the Staff Enrollment Override By Insurance List, click the **Override List** button after saving your record.

Add a Modifier for a Staff Member for Specific Activity Code

1. Navigate to the Staff List: **Maintenance and Setup > Employees > Staff > Staff**.
2. Select a **Staff Name**.
3. Click the **Enrollment List** button.
4. Select the **Party Type**.
5. Click the **Override By Act Code List** button.
6. Click the **Ok** button.
7. Click the **Add** button.
8. Select the **Staff** member from the drop-down menu.
9. Select the **Enrollment Party Type** from the drop-down menu.
10. Select the **Activity Code** from the drop-down menu that the staff Modifier will be associated with.
11. Select the **Modifier** from the drop-down menu.
12. Click the **Save** button.



Note: To view the Staff Enrollment Override By Activity Code List, click the **Override List** button after saving your record.