

Set Up an Agency in the Billing Engine

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Path: Maintenance and Setup > Agencies / Provider Network

About

Prior to your go-live, NSS Implementation will add your Agency or Agencies to the Billing Engine. As your organization grows, you are able to add additional Agencies to the Billing Engine. After adding your Agency to the Billing Engine, make sure to set up the new Location within NSS Clinical by following the instructions [here](#) and link it to the Billing Engine by following the instructions [here](#).

Add an Agency to the Billing Engine

1. Navigate to the Master Agency Form by following the path above.
2. Click the **Ok** button.
3. Click the **Add** button.
4. Enter an **Agency Number**.



Note: This is a four-digit alphanumeric field. If you are utilizing a numbering logic and if this is the second Agency added to the system, enter a two here.

5. Enter an **Agency Name**.
6. Enter the **Address and City / State / Zip**(9-digit) for the Agency.
7. Enter the **Phone** number.
8. *(Optional)* Enter the **CLIA ID**.
9. Enter the **Federal Tax ID No (TIN)** without dashes.
10. Enter the **NPI No**.
11. *(Optional)* Enter the **Taxonomy Code** (if you bill under a single taxonomy code).
12. Click the **Save** button.



Note: If you have multiple Agencies with different Tax IDs, add each Agency/Tax ID. **It is important to note that Agency ID is associated with Service Rates for Activity Codes.** If you add a new Agency with a new Tax ID, you will need to add Service Rates for that particular Agency. See [Step 2: Add Activity Code Service Rates](#) in *Set Up an Activity Code*