

NextStep Billing

Set Up a Rendering Provider Override for a Specific Payer and Activity Code

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Path: Maintenance and Setup > Insurance > Insurance

About

The workflow below describes how to set up NextStep Billing to override the Rendering Provider (Loop 2310B) in an 837 file for a specific Insurance Payer and Activity Code. Please note you will need to follow the steps below for all Insurances and Activity Codes that need the override.

Add a record to the Insurance Override By Activity Code Form

1. Navigate to the Master Insurance List by following the path above.
2. Select an **Insurance Payer** from the list.
3. Click the **Override by Act Code** button.

Master Insurance List - (MSTINSL)

☒ By Insurance ID
☐ By Insurance Name

Locator: AETNAM

Ins ID	Insurance Name
AETNAM	Aetna Medicaid
BCBS	BCBS Medicaid
DWIHN	Detroit Wayne Integrated Health Network
DSUPR	Division of Substance Use Prevention and Recovery
KEY65	Keystone 65
MCARE	Medicare
MCD	Michigan Medicaid
UNBILL	UNBILLABLE
59	M-59 Coverage
99	Private Pay

Ok Cancel Proc Code Caps Override PIN by Prog **Override by Act Code**

4. In the Insurance Override By Activity Code List, click the **Ok** button.
5. Click the **Add** button. The Insurance ID populates with the payer you previously selected.
6. Select an **Activity Code** from the drop-down menu.
7. Next, from the "Display these fields on Loop 2310B" dropdown, choose **Person** or **Non-Person**.



8. Your dropdown selection will display different fields:

- If you choose **Person**, there will be First/Middle/Last name fields.

Display these fields on Loop 2310B **Person**

First/Middle/Last*

NPI*

Taxonomy

- If you choose **Non-Person**, there will be a single field for your entity's name. Selecting the non-person option will also properly format the name on the 837 file as a non-person.

Display these fields on Loop 2310B **Non-Person**

Entity Name*

NPI*

Taxonomy

- Whether choosing a person or a non-person, the Name and NPI are required.

9. After the required fields have been entered, click the **Save** button.