

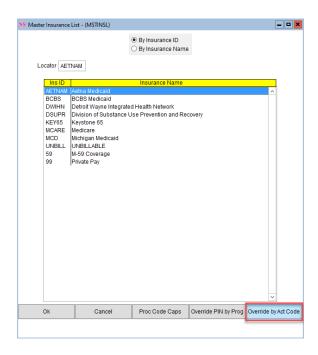
Path: Maintenance and Setup > Insurance > Insurance

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.

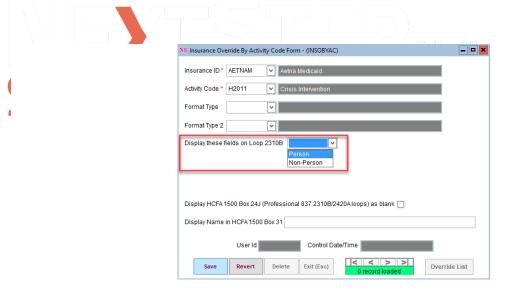
Add a record to the Insurance Override By Activity Code Form

- 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.



- 4. In the Insurance Override By Activity Code List, click the 0k 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, choosePerson or Non-Person.





- 8. Your dropdown selection will display different fields:
 - If you choose **Person**, there will be First/Middle/Last name fields.



• 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.



- $\circ~$ 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.