Import Authorizations from DWIHN

Last Modified on 11/19/2026 5:01 pm EST

Import authorizations from DWIHN into NextStep instead of entering them by hand.

About

NextStep lets you enter authorizations for services performed for a client and send them to NextStep Billing. The DWIHN Authorization Interface imports authorizations from DWIHN, which reduces manual entry and errors.

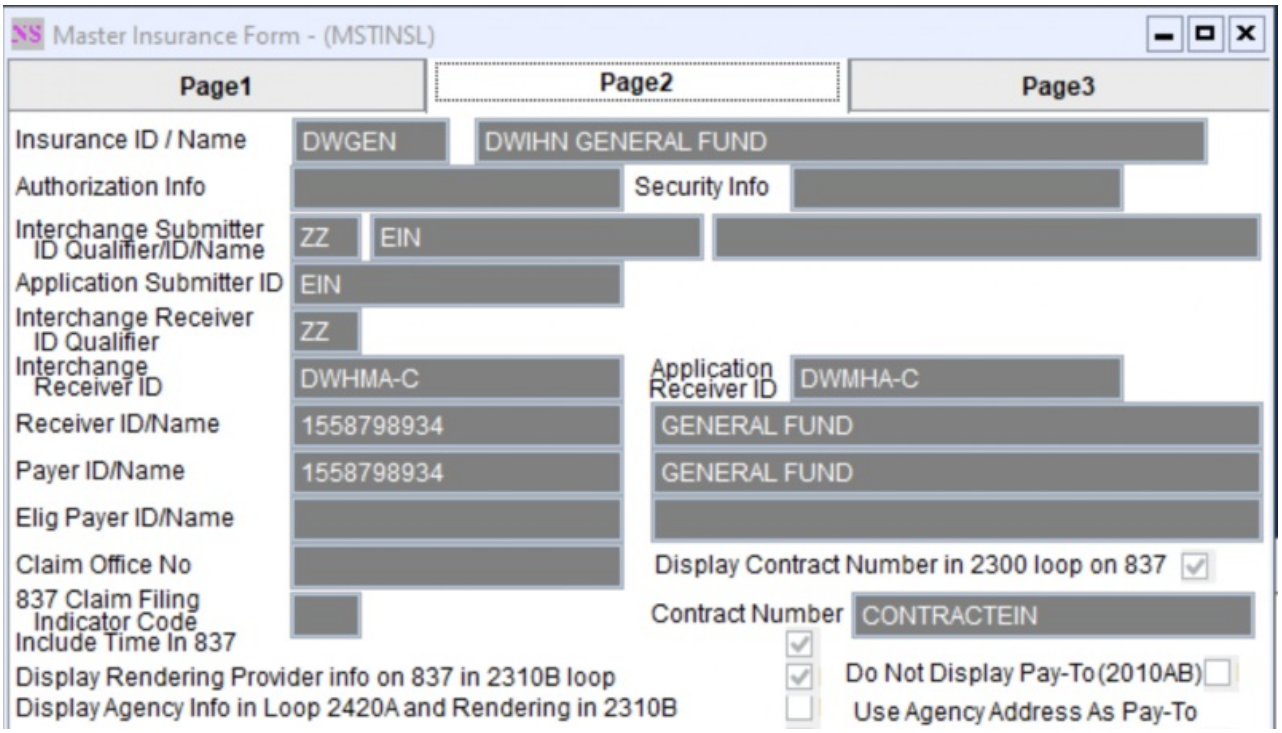
Use this article to:

- Set up the insurance payer and activity codes that DWIHN authorizations need.
- Connect a client to DWIHN.
- Import a client's authorizations on demand.
- Check for errors after an import.

Set Up the DWIHN Insurance Payer

To import authorizations for a client, the agency needs a DWIHN insurance payer in NextStep Billing and the authorized procedure codes set up.

1. In NextStep Billing, add an insurance payer for DWIHN.
2. Set **Receiver ID** to **1558798934**.
3. Set **Payer ID** to **1558798934**.



Note: A client can import authorizations only if a DWIHN insurance is assigned to them in the Insurance widget on the Face Sheet.

Set Up Activity Codes

DWIHN sends two types of authorized procedure codes:

- **Specific codes**, such as 90853, T1017, and 96110.
- **Bundled codes**, which have an X in the code, such as 9079X, 9083X, and S944X.

Set Up Specific Codes

Specific codes are set up in NextStep Billing only.

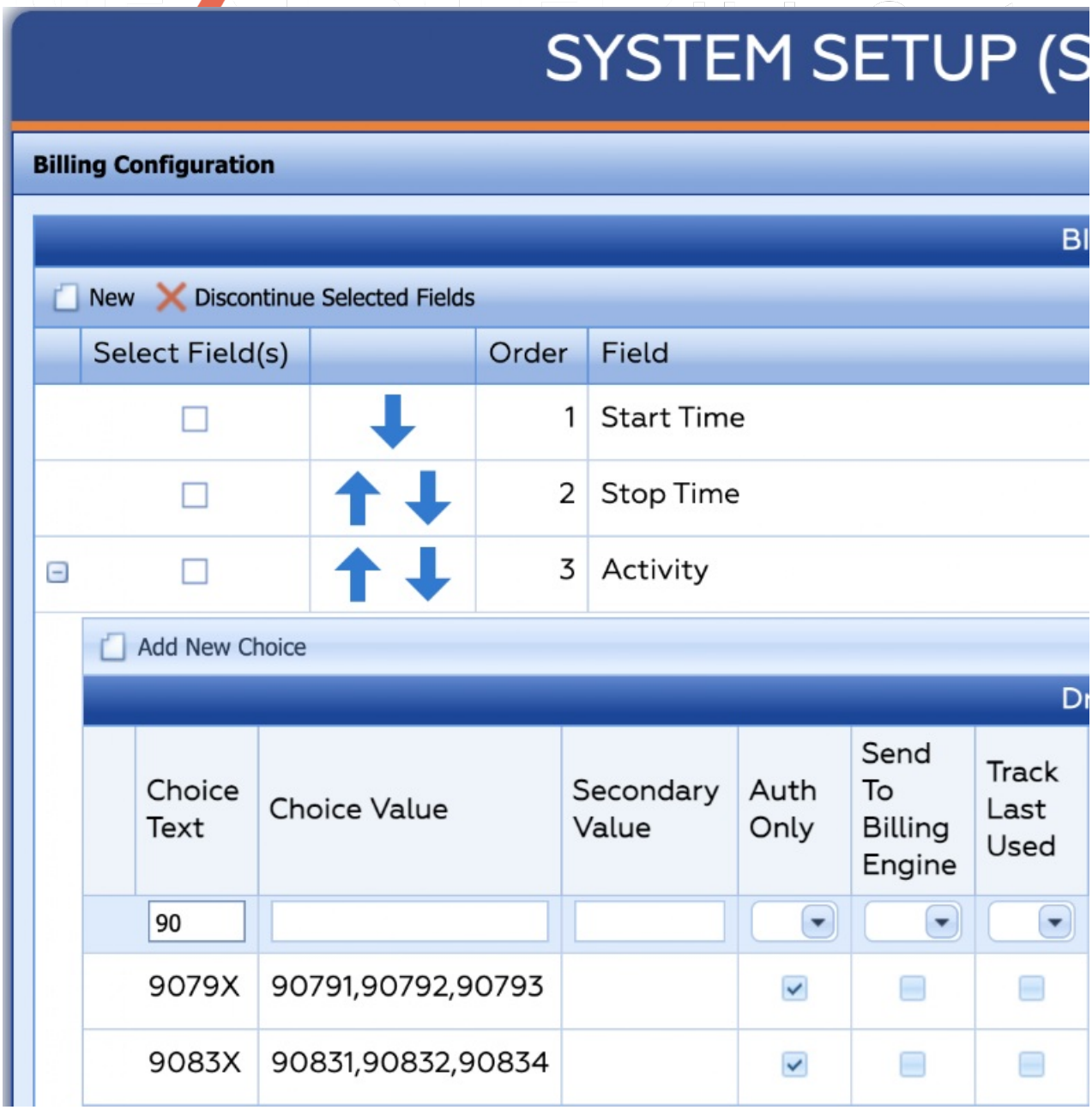
1. In NextStep Billing, select **Maintenance and Setup > Activity Codes > Activity Codes**.
2. Add each specific code.

Note: If you import an authorization with a specific code that has not been set up, the **Status** of the authorization is **Procedure code not found** and the authorization is not imported.

Set Up Bundled Codes

Bundled codes are set up in NextStep Clinical only. A bundled code represents multiple codes in one authorization.

1. In NextStep Clinical, select **Main Menu > Admin Tools > System Setup (Supplemental) > Billing Configuration > Activity Code**.
2. Add a group of codes with these settings:
    - **Choice Text**: the bundled code, such as 9079X.
    - **Choice Value**: a comma-separated list of the valid codes that are part of the group.
    - **Auth Only**: on.
    - **Send To Billing Engine**: off.



Connect a Client to DWIHN

For NextStep and DWIHN to stay in sync, set up each client on the Face Sheet:

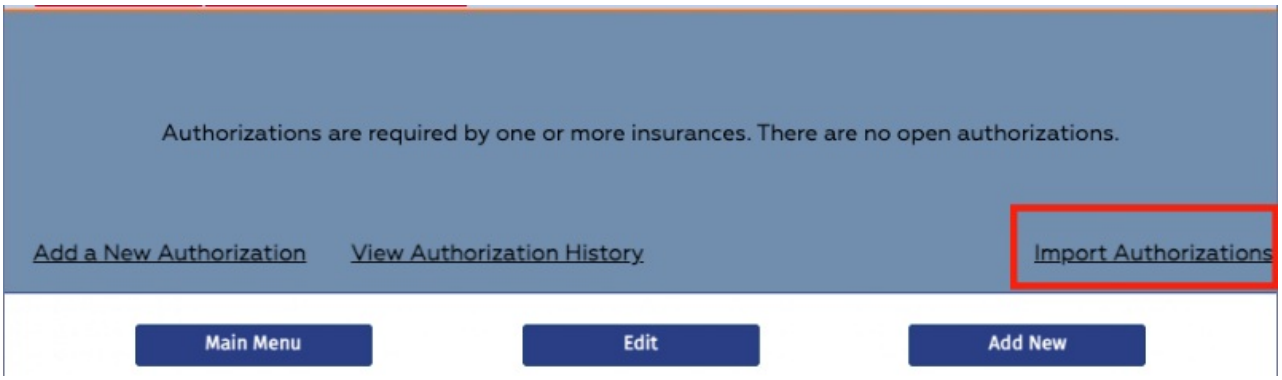
1. Assign the client a DWIHN ID.
2. In the Insurance widget, assign the DWIHN insurance you set up above.
3. In that insurance entry, turn on **Prior Auths Required**.



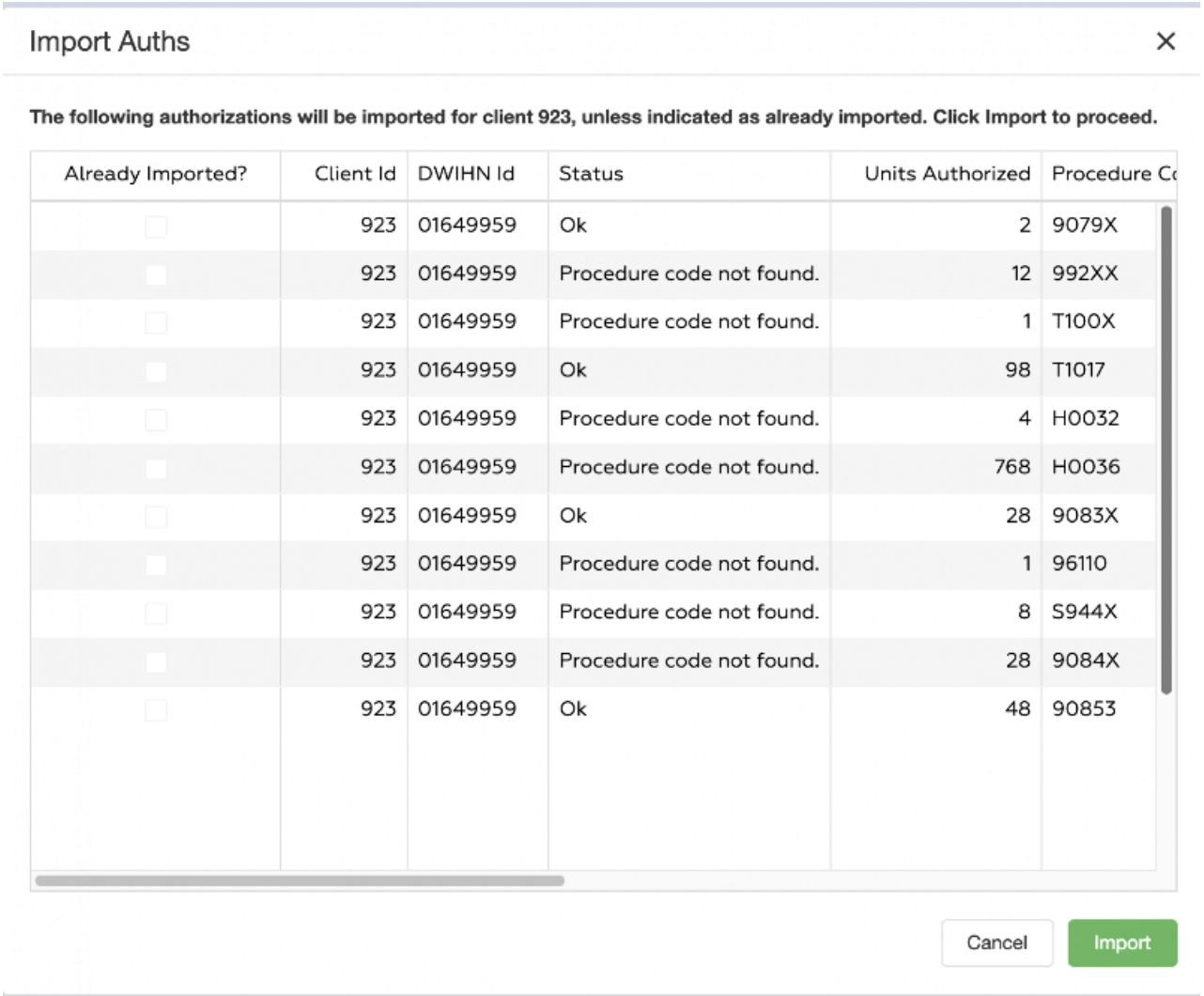
Import Authorizations

NextStep automatically imports new authorizations from DWIHN periodically throughout the day. You can also import a client's authorizations on demand, for example right after you enter the client's information in DWIHN and it is approved.

1. Open the Face Sheet, or any note or form that has the Authorization widget.
2. Select **Import Authorizations**.



3. In the **Import Auths** window, review the authorizations from DWIHN that are available for the client.
4. Select **Import** to add the authorizations to the client.



Keep these points in mind:

- If the **Already Imported** column is checked, the authorization is not imported again.
- If the **Status** is **Procedure code not found**, add the code or bundled code as described in Set Up Activity Codes.
- If the **Status** is **Client does not have DWIHN Insurance**, assign a DWIHN insurance as described in Connect a Client to

DWIHN.

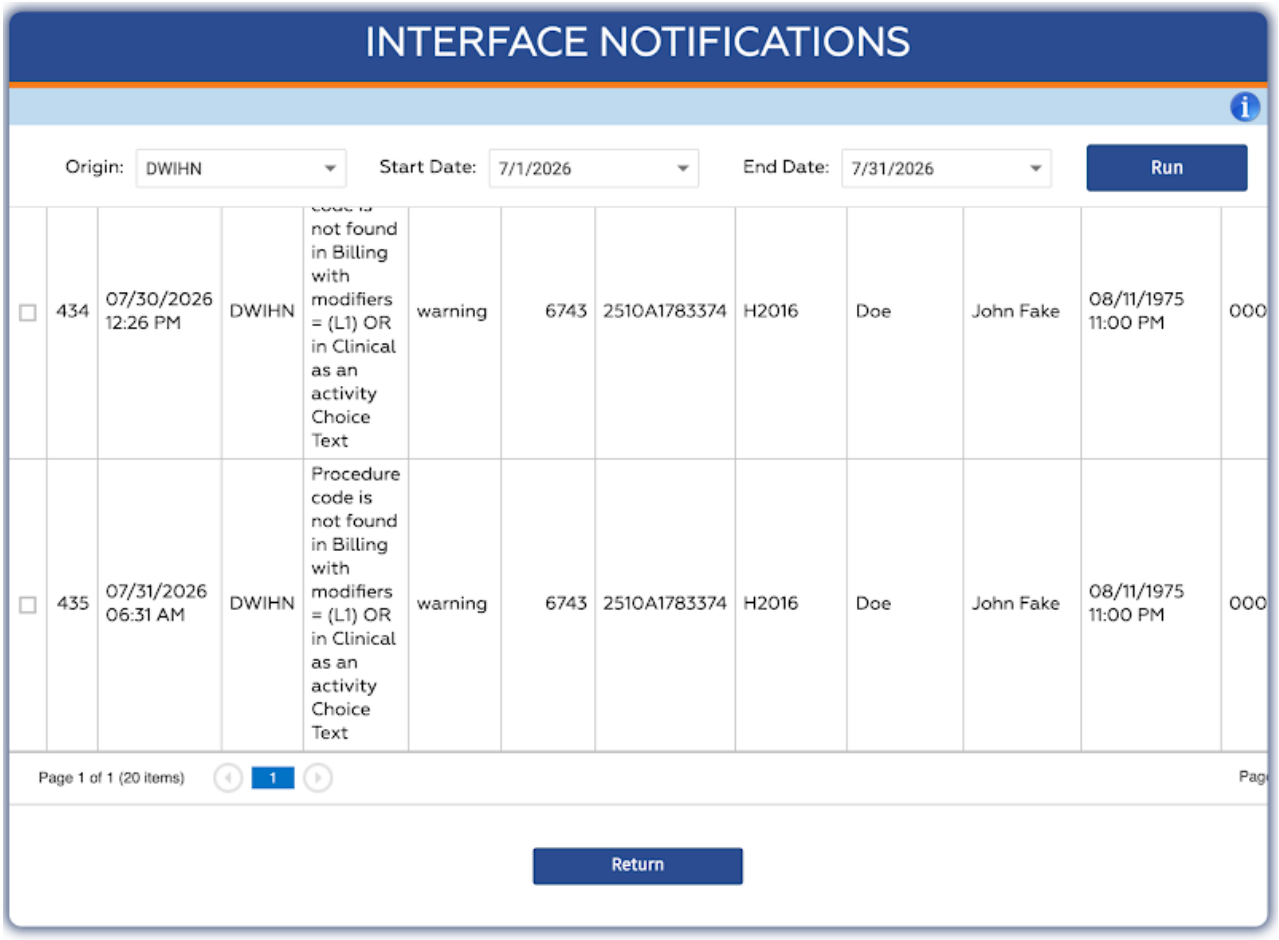
- If the Authorization widget does not appear for the client, assign a DWIHN insurance and mark it as requiring authorizations.
- If you see the message **Failed to fetch data** after you select **Import Authorizations**, contact NextStep Support.

Note: To see the imported authorizations, leave the Face Sheet (for example, go to the Main Menu) and return to it. The screen does not refresh on its own.

Check for Errors

Periodically check for errors that occurred during an import.

1. Select **Reports > Admin Reports > Interface Notifications**
2. Set **Origin** to **DWIHN**, choose the **Start Date** and **End Date**, and select **Run**.



Related Articles

- Add a New Authorization
- Use Authorizations