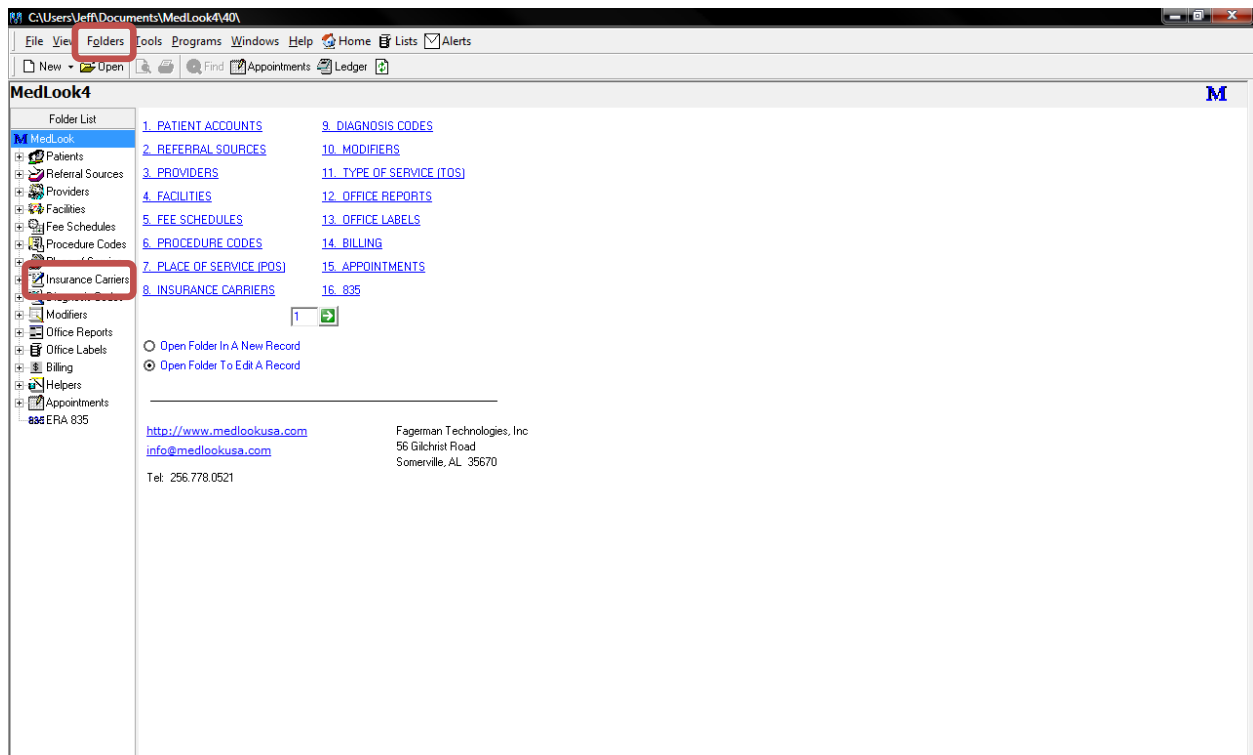


Entering and Editing Box24J and Box32

From the main MedLook page, select *Insurance Carriers* from the list or *Folders* from the Toolbox.



From the *Insurance Carriers* folder, double click the Insurance Carrier you need to add information in Box24J to. For this example, I am going to double click on *Aetna*.

The screenshot shows the MedLook software interface. The main window displays the "Insurance Carriers Table (6)". The table has the following columns: Insurance Number, Carrier Name, Address 1, Address 2, City, State, Zip Code, Contact, Phone, Insurance Type, and Payor ID. The row for Aetna (Insurance Number 10002) is highlighted in blue. The status bar at the bottom indicates "Record: 14 of 6".

Insurance Number	Carrier Name	Address 1	Address 2	City	State	Zip Code	Contact	Phone	Insurance Type	Payor ID
10002	Aetna	9 Highwood Drive		Tewksbury	MA	01876		8006328011	Other	
10001	Blue Cross/Blue Shield	PO Box 335		North Haven	CT	06473		8006328011	Other	
10005	Medicaid Alabama	EDS	PO Box 244032	Montgomery	AL	36124	800.688.7989...	334.353.5773	Medic	
10006	Medicare	Cahaba Govern Benefit Adm	PO Box 830140	Birmingham	AL	35283		2059850191	Medic	
10004	Tricare				AK	06473		8002493900	Other	

This will bring you to the edit screen for Insurance Carriers. The box in the bottom left-hand corner, entitled *PINS for 24J and 32B*, will be the one that we will enter information into.

Insurance Carrier (Aetna)

New Find Aetna Refresh Save Delete Recent Go Back

Demographics
Carrier Name: Aetna
Code Id (Abbrev): AE Serial #: 10002
Address: 3 Highwood Drive
Address 2:
City: Tewksbury
State: MA Zip Code: 01876-0000
Contact Person:

Contact Info
Primary Phone: 8006328011 Mobile Phone: Fax Number:
Secondary Phone: 0000000000 Email Address:

Type Settings
Claims Submission Mode:
 Send To Printer
 Send To File (electronic)
 None (No batch claims)
Insurance Type: 7 Other

Print To File Name
 CLAIMS.TXT
 CLAIMS2.TXT
 CLAIMS3.TXT

Defaults
Accept Assignment:
 Pay Provider

Layout File [Default Layout] Edit ...
C:\Users\Jeff\Documents\MedLook4\40\template\Cms1500Rev0212.xml

ID Numbers
Group # (Box 33B):
Payor ID:
EligibilityID:

More
Category/Group:
Memo:
 CrossOver Show Memo

Box 33 (Billing Provider)
 Use Group Info if available
 Use Provider Info

PINS for 24J and 32B

Name/Facility /	PIN
*	

Record: of 0

Starting out with the *Name/Facility* column, if you click on the empty line below this column, a drop-down arrow will appear. If you click this arrow, a list of all the Providers and Facilities in your database will be listed. Providers are shown in the format of *<code> - <provider name>*. Facilities are just shown with their full name. For this example, I will select *Dad - Little*.

The screenshot shows the 'Insurance Carrier (Aetna)' application window. The interface includes a toolbar with 'New', 'Find', 'Refresh', 'Save', 'Delete', and 'Recent' buttons. The main area is divided into several sections:

- Demographics:** Carrier Name (Aetna), Code Id (Abbrev) (AE), Serial # (10002), Address (3 Highwood Drive), City (Tewksbury), State (MA), Zip Code (01876-0000), Contact Person.
- Contact Info:** Primary Phone (8006328011), Mobile Phone, Fax Number, Secondary Phone (0000000000), Email Address.
- Type Settings:** Claims Submission Mode (Send To File (electronic)), Insurance Type (7 Other).
- Print To File Name:** CLAIMS.TXT, CLAIMS2.TXT, CLAIMS3.TXT.
- Defaults:** Accept Assignment, Pay Provider.
- Box11d:** Yes if box 9 contains primary or secondary, Yes if box 9 is primary only, Leave Blank.
- ID Numbers:** Group # (Box 33B), Payor ID, EligibilityID.
- More:** Category/Group, Memo, CrossOver, Show Memo.
- Box 33 (Billing Provider):** Use Group Info if available, Use Provider Info.

The 'PLIS for 24J and 32B' table is visible at the bottom left, with a dropdown menu open for the 'Name/Facility' column. The dropdown menu shows the following options:

- DAD - Little
- Helping Hands Hospital
- Spindle's Family Hospital

The 'DAD - Little' option is selected and highlighted in blue. A red box is drawn around the dropdown menu.

Once you have selected a Provider or Facility from the *Name/Facility* column, then in the next column you can key in the PIN under the *PIN* column. Keep in mind, when entering in a PIN, it is automatically shifted 3 spaces to the left. **Why?** Usually the PIN has a prefix. For example, I am going to enter the PIN in this format, *02 1234567890*. You must add the whole number, including the space. The PIN is typically 13 characters long INCLUDING the space.

The screenshot shows the 'Insurance Carrier (Aetna)' application window. The interface includes a toolbar with 'New', 'Find', 'Refresh', 'Save', 'Delete', and 'Recent' buttons. The main area is divided into several sections:

- Demographics:** Fields for Carrier Name (Aetna), Code Id (Abbrev) (AE), Serial # (10002), Address (3 Highwood Drive), City (Tewksbury), State (MA), and Zip Code (01876-0000).
- Contact Info:** Fields for Primary Phone (8006328011), Mobile Phone, Fax Number, Secondary Phone (0000000000), and Email Address.
- Type Settings:** Radio buttons for Claims Submission Mode (Send To Printer, Send To File (electronic), None) and a dropdown for Insurance Type (7 Other).
- Print To File Name:** Radio buttons for CLAIMS.TXT, CLAIMS2.TXT, and CLAIMS3.TXT.
- Defaults:** A dropdown for Accept Assignment and a checkbox for Pay Provider.
- Layout File:** A text field containing a file path and an Edit button.
- PINS for 24J and 32B:** A table with columns for Name/Facility and PIN. The entry 'DAD - Little' has a PIN of '02 1234567890', which is highlighted with a red box.
- ID Numbers:** Fields for Group # (Box 33B), Payor ID, and EligibilityID.
- More:** A dropdown for Category/Group, a Memo field, and a checkbox for CrossOver.
- Box 33 (Billing Provider):** Radio buttons for Use Group Info if available and Use Provider Info.

At the bottom, there is a record navigation bar showing 'Record: 1 of 0'.

Next, you **MUST PRESS ENTER AND SAVE**. If you do neither or only one, the information you have entered will not be saved.

Insurance Carrier (Aetna)

New Find Aetna Refresh **Save** Delete Recent Go Back

Demographics
Carrier Name: Aetna
Code Id (Abbrev): AE Serial #: 10002
Address: 3 Highwood Drive
Address 2:
City: Tewksbury
State: MA Zip Code: 01876-0000
Contact Person:

Contact Info
Primary Phone: 8006328011 Mobile Phone: Fax Number:
Secondary Phone: 0000000000 Email Address:

Box11d
 Yes if box 9 contains primary or secondary
 Yes if box 9 is primary only
 Leave Blank

Type Settings
Claims Submission Mode:
 Send To Printer
 Send To File (electronic)
 None (No batch claims)
Insurance Type: 7 Other

Print To File Name
 CLAIMS.TXT
 CLAIMS2.TXT
 CLAIMS3.TXT

Defaults
Accept Assignment: [Dropdown]
 Pay Provider

Layout File [Default Layout] Edit ...
C:\Users\Jeff\Documents\MedLook4\40\T\emplate\Cms1500Rev0212.xml

PINS for 24J and 32B

Name/Facility /	PIN
DAD - Little	02 1234567890

Record: 1 of 1

ID Numbers
Group # (Box 33B):
Payor ID:
EligibilityID:

More
Category/Group: [Dropdown]
Memo:
 CrossOver Show Memo

Box 33 (Billing Provider)
 Use Group Info if available
 Use Provider Info

To view the changes you have made, on the main MedLook page, go into the *Patients* folder.

The screenshot shows the MedLook software interface. On the left is a 'Folder List' with 'Patients' highlighted. The main area is titled 'Patient Table (9)' and contains a table with the following columns: Patient Number, Color, Last Name, First Name, MI, Title, Soc. Sec. #, Gender, Ethnicity/Race, DOB, Address 1, Address 2, City, State, Zip Code, Home Phone, and Bus. Phone. The table contains 9 rows of patient data. At the bottom, there is a record navigation bar showing 'Record: 1 of 9'.

Patient Number	Color	Last Name	First Name	MI	Title	Soc. Sec. #	Gender	Ethnicity/Race	DOB	Address 1	Address 2	City	State	Zip Code	Home Phone	Bus. Phone
10001		Stacey	Kevin	A	Mr.		M		5/17/1964	9325 Abbott Avenue ...		Decatur	AL	35603	256353002...	
10002		Osagbue	Vincent	K	Mr.		M		11/25/1...	772 NE 86 St		Decatur	AL	35603	205343094...	
10003		Snyder	William	B	Mr.		M		12/3/1981	2601 NW 115 street	#116	Decatur	AL	35603	205350384...	
10004		Roberts	Jorge		Mr.		M		8/18/1948	18511 NW 10 Avenue ...		Decatur	AL	35603	205351882...	
10005		Bendler	David		Mr.		M		1/23/1987	900 Pennsylvania Avenu...		Decatur	AL	35603	205353228...	
10006		White	Sue		Miss		F		9/17/1981	14510 Lake Crescent Dri...		Decatur	AL	35603	205334018...	
10007		Kendrick	Kate	C	Miss		F		3/7/1975	1390 NE 3rd ct		Decatur	AL	35603	205351015...	
10008		Lewis	Arthur	D	Mr.		M		5/18/1948	10125 SW 16 at 306-2 ...		Decatur	AL	35603	205355014...	
10009		Lewis	Beatrice	R	Mrs.		F		8/1/1951	10125 SW 16 at 306-2 ...		Decatur	AL	35603	205355014...	

Then select a *Patient*—since I selected a Provider, the Patient I select must have charges for that Provider. Once in the selected Patient’s window, go to the *Billing-F8* tab.

#10001 - Stacey, Keith, h: (256)353-0023, 5/17/1964, 1:Aetna

Stacey, Keith

Refresh Save Printer Delete Folders Recent Options Alerts Templates Go Back

Edit - F3 Summary - F5 Charge - F6 Payment - F7 **Billing - F8** Notes - F9 Transactions - F10

Billing Options:
Billing For: Insurance
Click To Preview Billing Format

Insurance Billing Options
Policy: Primary
 Set Submission Date
 Box 32 use Patient Address

Filters
Charges: All
Carrier: All
From:
To:

HCFA Options
Layout: C:\Users\Jeff\Documents\ ...
Edit Layout
Click For Cms1500 Options
Reset Cms1500 Layout

TR #	DOS	Thru DOS	Amount	Explanation	Doctor	Posted	Place	Comment	Applied	Copay	Ins1	Ins2	Pnt
- Deduct: 0, Count: 3													
5	9/7/2005		\$60.00	99213	DAD	<input checked="" type="checkbox"/>	11	First tim...	\$60.00	\$0.00	\$0.00	\$0.00	\$0.
6	10/7/2005		\$100.00	99214	DAD	<input checked="" type="checkbox"/>	11	...	\$100.00	\$0.00	\$0.00	\$0.00	\$0.
7	11/17/2005		\$15.00	G0008	DAD	<input checked="" type="checkbox"/>	11	...	\$15.00	\$0.00	\$0.00	\$0.00	\$0.

Record: 1 of 3

From here, click the *View/eClaims* button.

#10001 - Stacey, Keith, h: (256)353-0023, 5/17/1964, 1:Aetna

Stacey, Keith

Refresh Save Printer Delete Folders Recent Options Alerts Templates Go Back

Edit - F3 Summary - F5 Charge - F6 Payment - F7 **Billing - F8** Notes - F9 Transactions - F10

Billing Options: Select All Deselect All **View/eClaims** Print to Form

Billing For: Insurance
Click To Preview Billing Format

Insurance Billing Options
Policy: Primary
 Set Submission Date
 Box 32 use Patient Address

Filters
Charges: All
Carrier: All
From:
To:

HCFA Options
Layout: C:\Users\Jelf\Documents\ ...
Edit Layout
Click For Cms1500 Options
Reset Cms1500 Layout

TR #	DOS /	Thru DOS	Amount	Explanation	Doctor	Posted	Place	Comment	Applied	Copay	Ins1	Ins2	Pmt
- Deduct: 0, Count: 3													
5	9/7/2005		\$60.00	99213	DAD	<input checked="" type="checkbox"/>	11	First tim...	\$60.00	\$0.00	\$0.00	\$0.00	\$0.
6	10/7/2005		\$100.00	99214	DAD	<input checked="" type="checkbox"/>	11	...	\$100.00	\$0.00	\$0.00	\$0.00	\$0.
7	11/17/2005		\$15.00	G0008	DAD	<input checked="" type="checkbox"/>	11	...	\$15.00	\$0.00	\$0.00	\$0.00	\$0.

Record: 1 of 3

Once you are viewing the claim, scroll down so you are able to view the entire Box24. Your claim should look similar to the image below.

The screenshot displays a web-based interface for an insurance claim. The main content area is a form with multiple sections. A red box highlights the 'PHYSICIAN OR SUPPLIER' section (Box 24J and 24B), which contains the following information:

PHYSICIAN OR SUPPLIER		RENDERING PROVIDER ID #	
NPI			
02	1234567890		
NPI	prov567890		

Other visible information on the form includes:

- Box 24A:** DATE(S) OF SERVICE: 09/07/05 to 11/11/05; PLACE OF SERVICE: 11; PROCEDURE(S): 99213 QB; DIAGNOSIS POINTER: A; CHARGES: 6000 1.
- Box 21:** DIAGNOSIS OR NATURE OF ILLNESS OR INJURY: 53081; ICD Ind: 9.
- Box 14:** DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP): 05/01/14.
- Box 13:** INSURED'S OR AUTHORIZED PERSON'S SIGNATURE: [Signature]; DATE: 05/01/14.

When I was in the PINS for 24J and 32B box under the Insurance Carriers folder, if I had selected a Facility instead of a Provider, then the Facility location information will show up in Box32 and the PIN will show up in Box32B.