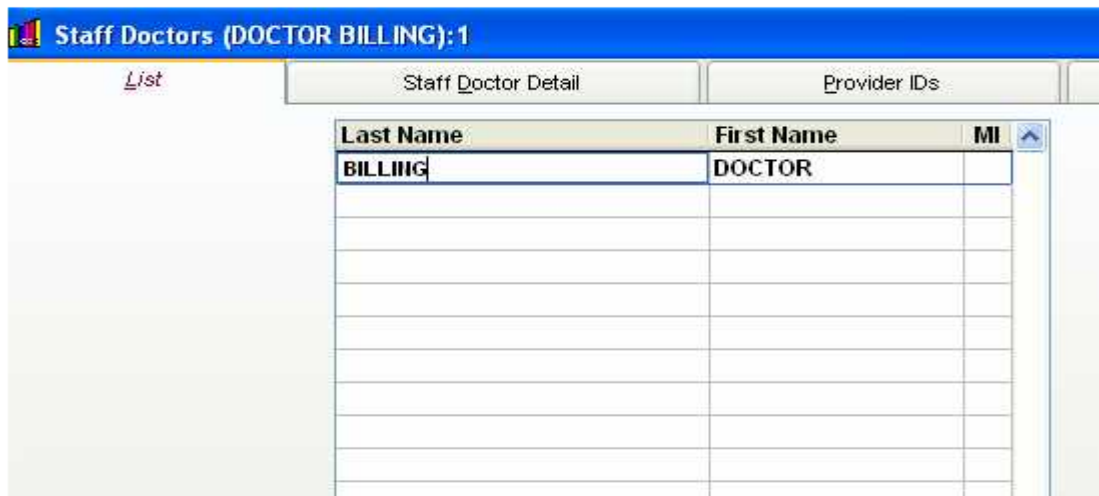


Staff Doctors

This is where you enter the information for your rendering and billing providers on staff.

To add a new staff doctor, open up the Staff Doctor screen under Lists: Click the New  Icon.



Last Name	First Name	MI
BILLING	DOCTOR	

Name, Address, Phone Number, Email, and Tax ID

Fill these fields in with the appropriate information. Please make sure you use the Address button to fill in the address information to insure accurate alignment for successful electronic billing.

Social Security Number

This information is rarely used for billing any longer. The provider is usually recognized by their Tax Identification and National Provider Identification numbers in the current industry. If the provider is still recognized by their SSN, please fill this field in for billing. When billing, the Tax ID takes precedence over the SSN, if there is a Tax ID filled in, then the SSN will not print or be transmitted in billing.

Inactive Date

When you need to remove a staff doctor from the rotation, you can add a date in the field. This will remove the doctor status to “inactive” so they will vacate the list yet their information will not be removed from your database.

Specialty and Commercial Provider Specialty

Choose the doctor's listed specialty. This is only transmitted in electronic billing.

Provider Organization

Specifies the organization type in which this provider is billing. This is only transmitted in electronic billing.

Group NPI

This is the NPI number of the clinic. If you have one, enter it here. If you do not, leave it blank.

NPI Number

This is the Doctor's individual NPI number. This number is used as the primary identification for the doctor in billing.

Billing Doctor

The billing doctor is the same as the doctor who rendered the service. In rare instances, you may want to specify a different billing doctor. When you specify a different billing doctor than the one who provided the service, the claim will be submitted under that doctor's ID numbers. If this is what you want, set the billing doctor to the one whose provider ID you wish to use.

Accept Assignment

Staff Doctor Accept Assignment

Billing Dr	BILLING, DOCTOR			
Accept Assignment	A	Insurance Carrier Name	Address	City
<input type="checkbox"/>		GENERIC COMM HCFA	32452345	3452345
<input checked="" type="checkbox"/>		MEDICARE GROUP	3245346	3463426
<input checked="" type="checkbox"/>		MEDICARE NONGRP	23456345	346346
<input type="checkbox"/>		PHP GROUP	215352315	235125

Accepting Assignment means you are participating with a certain carrier and have an agreement that this Doctor is accepting assignment of benefits from the Insurance Company. In short, this checkbox means you want the insurance company to pay the Doctor rather than pay the Patient.

Each doctor listed needs to setup whether or not they will be Accepting Assignment for every insurance carrier that is entered into the system. The default value is unchecked, meaning benefits go to the patient.

When transactions are processed, the assignment values are brought forward from the Staff Doctor screen. These values can be changed on a transaction by transaction basis, on the patient's transaction card.

Insurance Carrier	No Change	Accept	Do Not Accept
BCBS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
FEP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medicare	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commercial	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
HMO	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Buttons: Save, Cancel





The Quick Set allows you to quickly set up Accept Assignments for a doctor based on the Insurance Company Type. If this Doctor accepts assignment of benefits from all Blue Cross and Commercials but not from Medicare you would choose Accept on BCBS and Commercial, Do Not Accept on Medicare, and No Change on FEP and HMO. No change keeps the info that is already in for the status of those companies, and doesn't apply any changes.


Staff Doctors Provider ID

Insurance billing is a volatile industry and generates frequent changes in billing protocol. The current standard for the Billing industry is referred to as "NPI only," this boils down to your billing files being recognized by the providers' National Provider Identification numbers that were registered at the time with the Electronic Data Interchange (EDI) departments. Some providers who have been billing in the industry for awhile have been prompted to make these registry changes in the past year, other newer providers had the luxury of enrolling with their NPI numbers. Whichever the case, the next section on Provider Identification may not be necessary for you to populate in the ClinicPro Software. We have provided this information in the event that it is necessary for your office. The ClinicPro Billing training will help you make this discernment.

Staff Doctor Provider IDs

Carrier	Provider ID	Group ID
BCBS HOHGROUP	PROVID	
GENERIC COMM HCFA	PROVID	
MEDICARE GROUP	PROVID	GRP

    <input type="text" value="MEDICARE GROUP"/>	<input type="text" value="PROVID"/>	<input type="text" value="GRP"/>
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On the top portion of the screen, it lists all the current Legacy Provider IDs and Group IDs entered into the system for the corresponding insurance carriers. On the bottom portion of the screen, you can choose insurance carriers via the new  icon and fill in the provider identification numbers and group identification numbers that have been assigned to each doctor by that carrier.

Be sure to input your numbers for every insurance company listed as Medicare, Blue Cross, and Medicaid! This means putting in a provider ID for every different BCBS / Medicare / Medicaid you may have in the system because of varying claim office addresses.

Staff Doctor License Tab

Staff Doctor License

License	BD009999	Network ID	
DEA License		Anesthesia ID	
Psychological Class		CLIA Lab ID	
Psychological License		Mammography ID	
Medicaid Type	(MI Only)	Champus ID	
UPIN Number		EMC ID	
PHP Site		CPO ID	(Home Heal
HMO Site			
EDI Site			

This screen holds any extra information and identifiers for the selected Staff Doctor:

License

This field holds the doctor's license number. For Michigan claims and some other rare exceptions, it must be in the format of: First Initial, Last Initial, 00, and the last 4 numbers of their license number. Ex: Billing Doctor has a License number of 123456789999, so his License in Clinic Pro will be BD009999 for Michigan billing.

DEA License

Required for prescription printing in Clinic Pro. This is a license number assigned by the federal government for prescribing drugs.

UPIN Number

No longer being used, NPI replaced this. If you have it available, input the doctors UPIN.

Anesthesia ID

If you have a specific ID assigned for anesthesia, input it in here. This information will be transmitted electronically when billing for procedure codes that are designated as anesthesia.

CLIA Lab ID

If your doctor orders and performs laboratory services in your office, It is necessary to send your CLIA Lab ID number when lab services are submitted. Clinic Pro transmits the CLIA number for lab-specific CPT codes.

Mammography ID

If you perform mammography services in your clinic, it is necessary to put your mammography certificate ID in the Provider ID section of the Staff Doctor List. When the CPT code being billed is a mammography service, Clinic Pro transmits the ID code in the electronic file.

EMC ID

This is also referred to as a **Site ID**. This is an ID assigned by a clearinghouse that tells them how they process your transmitted claims. Not all clearinghouses use this.

All other fields: Call Clinic Pro Support for help if you are being required to transmit claims using these IDs.