

IMPORTANT: NPI AND NEW CLAIM FORM DATA ENTRY INSTRUCTIONS

EZClaim **Advanced 7** has been designed to work with the new 1500 form (dated 08/05). The EZClaim Advanced 7 CD contains both EZClaim Advanced 7 and the previous version of EZClaim Advanced (version 6) to print the old form.

NEW I tried to open EZClaim Advanced 7 but it says I must register. What do I do?

EZClaim Advanced 7 requires a new Key Code number. Enter both the Registration and Key Code numbers.

NEW What are the qualifier values used in box 17a, 24I, 32b, and 33b?

(Contact your insurance company for questions regarding qualifier use.)

0B - State License Number	1H - CHAMPUS Identification Number	SY - Social Security Number
1B - Blue Shield Provider Number	EI - Employer's Identification Number	X5 - State Industrial Accident Provider Number
1C - Medicare Provider Number	G2 - Provider Commercial Number	ZZ - Provider Taxonomy
1D - Medicaid Provider Number	LU - Location Number	
1G - Provider UPIN Number	N5 - Provider Plan Network ID Number	

NEW How do I print the NPI and Legacy numbers (Provider IDs) in Box 17, 32, and 33?

Open the Physician Library under the Tools menu and select the entry on the left, enter the NPI number into the NPI field and the legacy numbers into the Additional ID Numbers area. The ID numbers will automatically be entered on the form.

NEW How do I print the NPI and Legacy numbers in Box 24J?

Be sure all rendering provider ID numbers are entered properly in the Physician Library. When you select a rendering provider on the Charges screen, the appropriate ID numbers will print in Box 24J. You will not see them on the screen in Box 24J but they will print (Click the File menu then Print Preview to see a sample).

NEW How do I print in the shaded area of box 24?

The new 1500 form allows for descriptions to be printed above the service line data. To enter descriptions, click the >> View Other Fields button on the Charges screen. The program will store 100 characters and approximately 63 characters will be printed.

Diagnostic Codes: 1, 3004 2, 3, 4, Template: <Use Default Values>

>> View Other Fields Defat

	From	T
Del	7/2/1997	7
Del	7/11/1997	7
Del	7/16/1997	7

This will switch the grid to allow descriptions to be entered.

To return to the previous grid view, click the << Hide Other Fields button.

Date	Proc Code	Charge	Allowed Amt	Line Item Description
7/2/1997	90853	\$70.00	\$0.00	
7/11/1997	90853	\$70.00	\$0.00	
7/16/1997	90853	\$70.00	\$0.00	
7/18/1997	90853	\$70.00	\$0.00	
7/24/1997	90853	\$70.00	\$0.00	

NEW How do I print the old form?

The EZClaim Advanced 7 CD installs two copies of EZClaim Advanced; EZClaim Advanced 7 for the new form and Advanced 6 for printing the old form. Please note Advanced 6 is for printing only.

To print an old form:

1. Exit from EZClaim Advanced 7 if open.
2. Click the Start Button > All Programs > EZClaim Medical Billing Software > EZClaim Advanced for Printing the Previous 1500 Form.
3. Use the program as normal to print the old 1500 form (dated 12/90).

Can I have both programs open at the same time and will my data be available in both programs.

Only one version of EZClaim may be opened at one time. Both versions of the software share the same data.

I use the print image to export claims to my clearinghouse. Which program do I use?

Only Advanced 7 has the capability of exporting the print image. The print image is in the format of the new 1500 form. IMPORTANT: Before submitting claims to your clearinghouse, confirm they are ready to accept the new print image format.

Who do I contact with questions about the new claim form?

Questions about completing the 1500 form should be directed to the insurance company receiving them. For questions relating to the use of the program, EZClaim has self-help tools at ezclaim.com or support contracts are available.