



Point of Sale Office Hours

How to make an Rx Insurance entry into the Insurer File

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Learning Objectives

- Understand how to enter Rx insurance information into the insurer file.
- Understand how to add an insurer as a new ABSP insurer after it has been entered into the Insurer File so it can be entered on the patient's file.



Scenario

You are working in the pharmacy and you identify Rx Insurance coverage for a patient on Cardfinder. You review the SUMI report and cannot find an Insurance entry with the RxBIN and PCN that matches the info returned from Cardfinder. Now you are stuck and cannot enter the insurance on the patients file until somebody enters the insurance in the Insurer File....but you don't have to be!



Why do we need to know this??

- This is typically a business office function in many sites, however pharmacy can do this and, in my opinion, should be able to do this.
- If an insurer is not in the Insurer File, it will not be on the SUMI report and therefore is not entered “in the system” and cannot be put on a patients file and cannot be billed.
- By knowing how to do this, YOU can immediately make the entry in the Insurer File, add the insurer as a new ABSP Insurer, enter the insurance on a patients file and begin billing!



Benefits

- Decreases the amount of time it takes for the insurer to get entered
 - Allows for immediate billing of claims
- Decreases the chance that the claims will be forgotten about and not billed
 - The longer it takes for the insurance to be entered in the Insurer File, the more likely the claims may be forgotten about
- Ensures that the insurance is entered in a manner that easy for the pharmacy to identify and is entered correctly
- Decreases business office workload



Needed Security Keys

- ABMZMENU Allows access to the Third-Party Billing system
- ABMDZ TABLE MAINTENANCE Allows access to the Third-Party Table Maintenance menu
- ABMD TM INS MENU Allows access to Insurer File menu



How to make an Insurance Entry in Insurer File

- Go to Add/Edit Insurer menu
 - Third Party Billing System (3PB) > Table Maintenance Menu (TMTP) > Insurer File Menu (INTM) > Add/Edit Insurer (EDIN)
 - Or ^EDIN
- Select “Add New Insurer”
 - Enter the name of the new insurer
 - If the “new insurance” you are entering has the exact same name as one that already exists in the insurer file, a new entry will not be made
 - The only fields that need an entry are the following
 - Street, City, State, Insurer Status, Type of Insurer, and Rx Billing Status
 - Recommended – Phone Number



Demonstration #1



How to make an Insurance Entry in Insurer File – Insurer Status

- Insurer Status
 - Billable
 - Allows the insurance to be billed – what you want to select
 - Unselectable
 - This option allows the insurance to be unselectable on a patient's profile
 - If an insurance is not longer active or if you make an entry in error, then you want to select this option
 - Unbillable
 - Can't bill the insurance

```
Insurer Status.....: BILLABLE// ??
```

```
Choose from:
```

```
0      UNSELECTABLE
```

```
1      BILLABLE
```

```
4      UNBILLABLE
```

```
Insurer Status.....: BILLABLE// █
```



How to make an Insurance Entry in Insurer File – Type of Insurer

- Type of Insurer
 - There are many
 - Most common are;
 - Private
 - Medicare Part D
 - Medicaid
 - Make appropriate selection for your entry
 - If you select Medicare Part D or Medicaid, you cannot edit the “type of insurer” after the entry is made
 - It is important to be accurate in this field otherwise you may have to make a brand-new entry

| Choose from: | | |
|-------------------------|----|-----|
| 3P LIABILITY | | T |
| CHAMPUS | C | |
| CHIP (KIDSCARE) | | K |
| FPL 133 PERCENT | | FPL |
| FRATERNAL ORG | | F |
| GUARANTOR | G | |
| HMO | H | |
| INDIAN PATIENT | | I |
| MCR MANAGED CARE | | MMC |
| MCR PART C | MC | |
| MCR PART D | MD | |
| MEDICAID FI | D | |
| MEDICARE FI | R | |
| MEDICARE HMO | MH | |
| MEDICARE SUPPL | M | |
| NON-BEN (NON-INDIAN) | | N |
| PRIVATE | P | |
| STATE EXCHANGE PLAN | | SEP |
| TRIBAL SELF INSURED | | TSI |
| VETERANS ADMINISTRATION | | U |
| WORKMEN'S COMP | W | |



How to make an Insurance Entry in Insurer File – Rx Billing Status

- Rx Billing Status
 - Billed at point of sale
 - Does exactly as it says, causes the insurance to billed out point of sale – select this one
 - Outpatient Drugs Only
 - I am not entirely sure what this one does
 - Unbillable
 - What you would want to choose if the insurance was no longer in use or you made an entry in error

```
Choose from:
U      UNBILLABLE
O      OUTPATIENT DRUGS ONLY
P      BILLED POINT OF SALE
Rx Billing Status.: BILLED POINT OF SALE//
```



How to add a new ABSP Insurer

- Once the insurance is entered in the Insurer File it still needs to be added as a new ABSP Insurer to make it selectable on page 4 of a patient's file (i.e., to add it to the patients file)
- Go to Advanced Setup of Insurer
 - Pharmacy Point of Sale (ABSP) > Pharmacy Point of Sale Manager Menu (SET) > Pharmacy Point of Sale Setup Menu (SET) > Edit Pharmacy POS Insurance Settings (INS) > Advanced Setup of Insurer (ADV)
 - Or ^ADV



How to add a new ABSP Insurer – Enter Insurer Information

- Enter the Insurer you just added to the Insurer File at the “ABSP INSURER NAME” prompt
 - Make entries in the following fields: NCPDP Version, Bin Number, PCN Number, RX – Help Telephone #, Medicare PartD
 - Use defaults in the following fields: Maximum RX's Per Claim, Add Disp. Fee to Ingr. Cost, *Contract Required, Total exclusive of Patient Amt

```

*****
* PHARMACY POINT OF SALE V1.0 P52 *
* WINNEBAGO TRIBAL HLTH PROGRAM *
*   Advanced setup of insurer   *
*****

Select ABSP INSURER NAME: RX-123456Narrative contained no useable words.
Search was unsuccessful.

Since the KEYWORD LOOKUP failed lets try a NON-KEYWORD LOOKUP...

      RX-123456Narrative contained no useable words.
Search was unsuccessful.

Since the KEYWORD LOOKUP failed lets try a NON-KEYWORD LOOKUP...

      RX-123456-DEMO      NEBRASKA      68071
      ...OK? Yes//      (Yes)

Are you adding 'RX-123456-DEMO' as a new ABSP INSURER (the 236TH)? No// Y

```

```

NAME: RX-123456-DEMO//
NCPDP VERSION: D.0 D.0
BIN NUMBER: 123456
PCN NUMBER: DEMO
RX - Dispensing Fee:
GRACE PERIOD:
RX - Help Telephone #: 1-234-567-8910
MEDICARE PARTD?: N//
Maximum RX's Per Claim: 4//
Add Disp. Fee to Ingr. Cost: NO//
*Contract Required: NO//
Total exclusive of Patient Amt: N//
Select NCPDP FIELD SPECIAL CODE: 455//

```



How to add a new ABSP Insurer (Activate an Insurer)

- Once you have reached NCPDP Field Special Code you can enter “^” to exit
 - NCPDP Field Special Codes are addressed in another Office Hours Presentation

```
NAME: RX-123456-DEMO//  
NCPDP VERSION: D.0 D.0  
BIN NUMBER: 123456  
PCN NUMBER: DEMO  
RX - Dispensing Fee:  
GRACE PERIOD:  
RX - Help Telephone #: 1-234-567-8910  
MEDICARE PARTD?: N//  
Maximum RX's Per Claim: 4//  
Add Disp. Fee to Ingr. Cost: NO//  
*Contract Required: NO//  
Total exclusive of Patient Amt: N//  
Select NCPDP FIELD SPECIAL CODE: 455//
```



Demonstration #2



Reference Slides



How to make an Insurance Entry in Insurer File – Add/Edit Insurer

```
+++++
|      THIRD PARTY BILLING SYSTEM - UER 2.6p34      |
+      Add/Edit Insurer                            +
|      WINNEBAGO TRIBAL HLTH PROGRAM                |
+++++
User: BOWER,JAMES PHARM D                          6-APR-2022 12:21 PM

WARNING: Before ADDING a new INSURER you should ensure that it
does not already exist!

Select one of the following:

1      EDIT EXISTING INSURER
2      ADD NEW INSURER

Select DESIRED ACTION: 1// 2
```



How to make an Insurance Entry in Insurer File – Mailing and Billing Addresses

```
Select DESIRED ACTION: 1// 2  ADD NEW INSURER

Enter the NAME of the INSURER: RX-610593-PHPCC

Do you want to Add 'RX-610593-PHPCC' as a New INSURER? YES
OK, adding...

<----- MAILING ADDRESS ----->
Street...: N/A
City.....: N/A
State....: NE
  1  NEBRASKA      NE
  2  NETHERLANDS  NL
  3  NEVADA        NU
  4  NEW BRUNSWICK NB  INACTIVE
  5  NEW HAMPSHIRE NH
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  NEBRASKA      NE
Zip Code.: 68071

<----- BILLING ADDRESS ----->
      (if Different than Mailing Address)
Billing Office.: █
```



How to make an Insurance Entry in Insurer File – Insurer Info and Status

```
Phone Number.....: 18??  
ANSWER MUST BE 8-13 CHARACTERS IN LENGTH  
ANSWER MUST BE IN FORMAT: XXX-XXXX OR (XXX)XXX-XXXX  
  
Phone Number.....: (800)880-1188  
Contact Person.....:  
Federal Tax ID#.....:  
AO Control Number..:  
Insurer Status.....: BILLABLE//  
Type of Insurer....: PRIVATE      P  
All Inclusive Mode.:  
Backbill Limit (months):  
Dental Bill Status.:  
Rx Billing Status..: BIL  BILLED POINT OF SALE  
  
Select CLINIC UNBILLABLE: █
```



How to make an Insurance Entry in Insurer File – More Info

```
Select CLINIC UNBILLABLE:  
  
EMC SUBMITTER ID:  
EMC PASSWORD:  
EMC TEST INDICATOR:  
USE PLAN NAME?:  
72 HOUR RULE:  
NPI USAGE:  
TRIBAL SELF-INSURED?:  
ICD-10 EFFECTIVE DATE: OCT 1,2015//  
DECIMAL IN 1500 BOX 21 (DX):  
  
GROUP NUMBER:  
  
PROVIDER PIN#  
  
Select PROVIDER: █
```



How to make Insurance Entry in Insurer File

```
Visit          Mode of      Mult  Fee      ----- Flat Rate -----  
Type - Description      Export      Form Sched      Start      Stop      Rate  
-----  
Select VISIT TYPE...: |
```



How to add a new ABSP Insurer – Advanced Setup of Insurer

```
*****
* PHARMACY POINT OF SALE V1.0 P52 *
* WINNEBAGO TRIBAL HLTH PROGRAM *
* Advanced setup of insurer *
*****

Select ABSP INSURER NAME: RX-123456Narrative contained no useable words.
Search was unsuccessful.

Since the KEYWORD LOOKUP failed lets try a NON-KEYWORD LOOKUP...

    RX-123456Narrative contained no useable words.
Search was unsuccessful.

Since the KEYWORD LOOKUP failed lets try a NON-KEYWORD LOOKUP...

    RX-123456-DEMO    NEBRASKA    68871
    ...OK? Yes//    (Yes)

Are you adding 'RX-123456-DEMO' as a new ABSP INSURER (the 236TH)? No// Y
```



How to add a new ABSP Insurer – Rx Info

```
NAME: RX-123456-DEMO//  
NCPDP VERSION: D.Ø D.Ø  
BIN NUMBER: 123456  
PCN NUMBER: DEMO  
RX - Dispensing Fee:      |  
GRACE PERIOD:  
RX - Help Telephone #: 1-234-567-891Ø  
MEDICARE PARTD?: N//  
Maximum RX's Per Claim: 4//  
Add Disp. Fee to Ingr. Cost: NO//  
*Contract Required: NO//  
Total exclusive of Patient Amt: N//  
Select NCPDP FIELD SPECIAL CODE: 455//
```



What Questions Do You Have?