1) Click the **Codes** button from the main menu.

2) Select Program Related Codes.

3) Select **Programs Data Part 1**.

4) Select the program number and information will be displayed, including the Agency Name, Address, and Tax ID#.

5) Change this information as needed.

6) Click the Save button.

Incorrect Address on Claim:

The other place you'll find agency information, for **printing on claims** is **Billing** > **HIPAA Transactions** > **Edit HIPAA Payers**. If the incorrect address appears on the claim, do the following:

1. Go to **Billing > HIPAA Transactions > Edit HIPAA Payers**

- 2. Select the payer with the incorrect address.
- 3. Type in the correct address and click Save.

4. If you need all your payers to match that address, click on the **Copy this address to all payers in this program#** button.

5. A pop up box will appear indicating # of entries updated.

6. Hit **OK** to close out the box. Exit screen.

Knowledgebase http://kb.barnestorm.biz/KnowledgebaseArticle50082.aspx