

## How to Change Agency Address and Information

- 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>