

## How To Copy A Payer To A New Program

**Question:** I want to create a payer in a different program. The payer is currently listed under our Program 1. Is there a way I can copy over information, to Program 2, without having to enter duplicated data?

**Answer:** Yes, there is. This Copy feature will allow you to copy over one payer's information into another. The following information will be copied: Payer Basic Setup, Contact Information, Payment Posting Setup, and Electronic Claim Information. (**NOTE:** For payment posting setup, you will still need to create those codes under **Accounts Receivable>Pay/Adj Codes.**) Here are the instructions on how to copy a payer:

From the main screen in Barnestorm Office, go to:

1. **Codes**
2. **Program Related Codes**
3. **Payer Codes**
4. Type in the program number (of the payer you want to copy).
5. Select the "Add a New Payer" tab to pull up a list of available codes.
6. Pick a payer code and write it down. This will be needed in Step 10.
7. Select the "Add a New Payer" tab again to return to screen.
8. Type in the payer code (of the payer) that you want to copy.
9. Select **Copy To A New Payer** tab towards bottom of screen.

(A new section will appear in the middle, right of the screen.)

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The screenshot shows a software interface with a grey background. On the left, there are several rows of radio button options. The first row is 'Billing Format' with a dropdown menu showing 'Q'. The second row is 'Pay Class' with a dropdown menu showing 'R'. The third row is 'Stat Class' with a dropdown menu showing 'X'. The fourth row is 'Hospice' with two radio buttons: 'Y' (unselected) and 'N' (selected). The fifth row is 'Per Diem' with two radio buttons: 'Y' (unselected) and 'N' (selected). The sixth row is 'PPS' with two radio buttons: 'Y' (unselected) and 'N' (selected). The seventh row is 'Use Medicare HCPCS' with two radio buttons: 'Y' (selected) and 'N' (unselected). The eighth row is 'Hospice 60-day Certs Only' with two radio buttons: 'Y' (unselected) and 'N' (selected). To the right of these options, there is a text label '32=PPS, 33=HH, 34=FluShots, 81=Hospice'. Below this, there are three input fields: 'New Program' (empty), 'New Payer' (empty), and 'Description' (empty). At the bottom right, there are two buttons: 'Copy' and 'Cancel'.

Billing Format	Q
Pay Class	R
Stat Class	X
Hospice	<input type="radio"/> Y <input checked="" type="radio"/> N
Per Diem	<input type="radio"/> Y <input checked="" type="radio"/> N
PPS	<input type="radio"/> Y <input checked="" type="radio"/> N
Use Medicare HCPCS	<input checked="" type="radio"/> Y <input type="radio"/> N
Hospice 60-day Certs Only	<input type="radio"/> Y <input checked="" type="radio"/> N

32=PPS, 33=HH, 34=FluShots, 81=Hospice

New Program

New Payer

Description

10. Fill in the New Program #, and the New Payer # (from Step 6).
11. Fill in the description, for example Blue Cross Blue Shield.
12. Select **Copy**. At the right of the screen, under Search For, you will see confirmation the payer was added successfully.

The screenshot shows a search results window. On the left, there is a label 'Search for' next to a text input field. Below the input field, there is a message box with the text 'Payer # 01/021-BCBS COPY Added Su'.

Search for

Payer # 01/021-BCBS COPY Added Su

**NOTE: Type of Bill 33X is no longer used in HH, as of October 1, 2013.**

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50786.aspx>