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.)

The following steps will also allow you to copy information from an established payer to a new payer. 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 on the screen.)

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.

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