




## HOW TO QUICKLY SET ALL INSURANCE CODES TO NPI ONLY – eTHOMAS 7 & 8

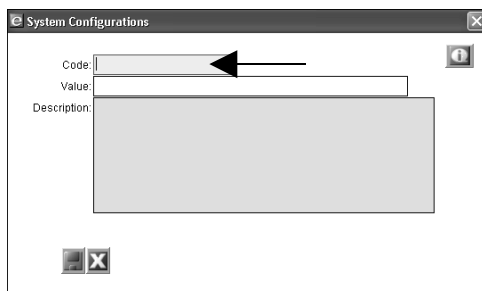
Genius Solutions has released updates for clients that are ready to have ALL claims go NPI Only. This setting is designed to make it quick and easy for you to switch to NPI Only.

Please do not enable this setting unless you are sure ALL (or most) of your payors are ready to process claims using only the NPI with no legacy provider numbers.

The NPI Indicator in the Insurance Code File screen determines if your electronic claim file or CMS-1500 paper claim form will prepare with NPI Only, NPI and legacy, or legacy only. Currently, the system has four options: **Both** (both NPI and legacy provider numbers will report on claims), **NPI Only** (NPI only will be reported where legacy numbers once were), **Legacy** (legacy provider numbers only report), and **blank** (this currently indicates both).

We have generally advised clients to leave this indicator blank. This causes THOMAS to report NPI and Legacy. If you enable this new setting with a value of **N**, all of your blank NPI Indicator insurance companies will then report NPI Only, and no legacy number. The new setting will affect ONLY Insurance Codes that have a blank NPI Indicator, it will not change that particular Insurance Code if you have manually changed the blank to “B” or “L”. This way you could turn on all payors to NPI Only, and change one particular code to “B” if that payor is not ready for NPI Only from you.

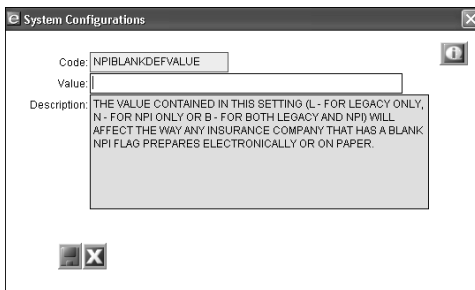
1. You must be updated to at least a version date of 04/10/2008 to activate the system setting. If you have not autoupdated in the past month, you must run an autoupdate.
2. From the eTHOMAS Main Menu select the Utility Tab | Settings | System Settings.
3. Left single-click on the  button in order to add a new system setting.
  - a. A new system-setting item will open. **(Version 7 clients go to item c, below)**
  - b. Left double-click in the “Code” field



c. Type the word NPIBLANKDEFVALUE (no spaces) in the search field.



d. Left double-click on the code that was a result of your search: NPIBLANKDEFVALUE to add it as a system setting.



e. Enter a value of N for NPI Only:

1. N: for all blank NPI indicators to equal NPI Only.
2. B: for all blank NPI indicators to equal NPI and legacy.
3. L: for all blank NPI indicators to equal legacy only.

f. Single left-click the  button in order to save your changes.

g. Exit completely out of eTHOMAS and log back in for the system changes to take effect.

h. This does not change the NPI Indicator in the Insurance Code File screen, it only overrides the ones that are blank. If you have L-Legacy Only, or B-Both filled in the NPI Indicator, they will not be NPI Only.

i. Print out a few claims to make sure your NPIs are filling in where you want them. Then send a couple electronically and follow up in a day or two with your EDI Reports to make sure you get a 997 accepted, and no NPI related 277 rejections before sending large numbers of claims.

j. If you have more than one data directory, you will have to follow these instructions for each data directory .