



5010 Insurance Claims Standard Changes & Testing

August 2011

PowerSoftMD sends its claims to clearing houses, using a CMS 1500 Print image format. Therefore, there will only be minor changes required.

So far our understanding is that on the Claim form Boxes 32 & 33 will need to include a 9 digit zip code, and you won't be able to use a PO Box for your return address in Box 33.

You can change these claim form fields by using the Utilities Menu, then select the **Company Name** option. If you have any questions about this please call us and a technician will gladly help you.

You may watch a video on covering the 5010 Changes at:

www.powersoftmd.com/FlashPMS/5010Compliance.htm

Detailed steps for making the 5010 Changes are on the next page.



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5010 Compliance Steps

PLEASE NOTE: Once you've completed the steps below, you must contact your claims clearinghouse to send a batch of test claims before you begin processing them for real.

- 1) From the Utility Menu select the Company Name option.
- 2) On this screen make sure your practice name uses a real street address not a Post Office Box. If you need to receive payments back to a Post Office Box, step 5 will cover how to set it up.
- 3) Make sure your practice address contains the full 9 digit zip code.
- 4) If you use any of the alternative address options you will need to change each alternate address to have the full 9 digit zip code as well. You can tell if you are using any alternative addresses by looking at the alternative address column for each doctor. If the word in the column is NO, then you aren't using an alternative address. However, If the word is YES, you will need to use the alternative address button and when prompted enter the doctor number for each address you need to change one at a time.

If you don't need payments to be returned to a Post Office Box skip to step 6.

- 5) If you do need payments returned to a post office you will still need to change your practice address as documented above, then use the **Pay To Address** button. Fill in your complete address including the PO Box in the second line.

If you are using this Pay To Optional Address screen you will need to let your clearing house know and tell them to map the "**Pay To**" field. You can tell the clearing house the information will be on lines 63 through 65, starting in column 8. In addition the words **Pay To** will be on line 63 in column 1.

Please be aware that Changing the practice address will also affect how your patient statements print. If you use the Pay To Optional Address this should automatically be picked up on your monthly patient statements. But, we highly recommend testing the statements before you begin processing them for real.

- 6) Contact your clearing house and coordinate sending test claims and getting confirmation that you have set everything up correctly.