

# New Practice Setup Check List

Office Name

---

- CO – Company ~ main practice information.
- DR – Providers ~ individual information for providers, physician assistants, and nurse practitioners.
  - PY – Payee ~ information for doctor, clinic or organization that the payment will be made to. This information will print out on box 33 on a CMS-1500 claim form.
  - SP – Specialties ~ physicians specialty.
  - TC – Taxonomy Codes ~ 10 digit HIPAA specialty code.
  - PG – Provider Groups ~ large clinic setting, you may wish to group your providers together by specialty, e.g. family practice, pediatricians, etc.
  - CCT – Claim Coding Types ~ tells the system what information to put on a claim, on an insurance by insurance basis.
  - RD – Referring Provider
- FY – Facilities ~ information for each facility were services are rendered.
  - FT – Facility Types ~ determine place of service codes for facilities.
    - POS – Place of Service Codes ~ manage place of service codes.
- USR – Users ~ each user must log into the system with their individual User Name and Password.
- PC – Procedure Codes ~ procedure code maintenance.
  - PCD – Procedure Code Departments ~ assign procedure codes to departments, excellent for running reports.
  - RR – Recall Reason Codes ~ manage patient recall reasons.
- DC – Diagnosis Codes ~ diagnosis code maintenance
- IC – Insurance Companies ~ Insurance Company electronic and paper information.
  - IG – Insurance Groups ~ Group insurance companies, e.g. all Aetna insurance companies. This will help with payment entry and reports.
  - PCT – Payment Classification Codes ~ Description of type of payments being entered.
  - CT – Claim Type ~ determines the processing format of the claim.
  - FST – Fee Schedule Types ~ manages fee schedule for each claim coding type.
- Claim Processing Center Enrollment Forms
- PCT – Payment Classification Codes ~ e.g. Ins Pmt, Ins Adj, Patient Pmt, etc.
- PMC – Payment Methods ~ e.g. Cash, Check, Credit Card, etc.
- ATC – Adjustment Type Codes ~ e.g. Billed in error, Ins Adj, Patient Adj, etc.
- CCC – Charge Classification Codes ~ e.g. Office Charges, Lab Charges, etc.