Adding a New Insurance Carrier

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Overview

How to add a new insurance carrier

Detailed Instructions

1. Click the **Insurance** tab on the patient's page
2. Click drop down arrow to select the correct insurance company
3. If insurance company is not listed in the drop down list, click the plus symbol **+** next to **Pick Carrier**
4. Fill in New Insurance Company information in the proper boxes, including the Payer ID for eclaims, fee schedule and financial tickler delay
5. Click **Save & Close**

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