## How to setup GCH Eligibility in Prime Suite

In the "A/R Management Menu Once there select the tab "Ins	u", load the "Insurance curance Company Mainte	Plan" page enance".	A/R Management Chart Re Account Information Charges E-Charge Ticket Inbound Charges PrimeMOBILE Charge Import	ġ
			Payments/Adjustments Patient Transactions Insurance Transactions Electronic Remittance Claims	
3 areas to update for GCH Elig	ibility to work:		Claims Maintenance Claims Processing	
1. Payer ID (Eligibility) ~ r	efer to the GCH Eligibil	ity Payer List	Claims Status GCH EDI Portal System Setup	
2. Eligibility Filing Plan ~	choose GCH ELIGIBILITY	/	A/R Configuration A/R Lookup Tables Collections Admin	
3. Use NPI (Optional): ~ r	recommend the pay-to N group NPL, but some	NPI, usually th	Contracts/Fee Schedules E-C	
	the Dr's individual N	NPI# if a paver	Printer Configur Lion Proceaures ShmotEdits Admin	
	accepting the Group	o's NPI#	Statements/Finance Charges	
	rt Pegistration Reporting Schedu	le System Help ?	. 🕅 🕵 🖬 🌺 👍	Admin
A/R Management Cha	······································			
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Click Save (correct any pop-ups such as: Payor ID type: PI, or Insurance Percentage then click Save again)

Add New Save Delete

LEXCLUDE FROM AUTO CIA	im 🗆 keter	rai kequirea	ANSI TOS Kequirea
irance Percentage	Follow-Up Pe	riod (Days)	Timely Filing Deadline
100%			
Add	New	ave	Delete
7100			belete

## Click Yes.

ſ	Use Compa	any Defaults	
	?	Would you like to select items to update all Insurance Plans associated with this Company?	
		Yes No	

## Check the box in the first column for '*Eligibility Filing Plan*'... hopefully it says *GCH ELIGIBLITY* next to it. Then click OK.

📄 Webpage Dialog	- <u>×</u> -			
Please select the items you wish to update to all insurance plans for this company. Any item not selected will remain unchanged on each individual insurance plan.				
<ul> <li>Check ALL</li> <li>Filing Plan Gateway EDI 5010</li> <li>Paper Filing Plan CMS-1500 0212 ICD 9-10 (12 DX) (v3) - CMS-1500</li> <li>Non-Primary Paper Filing Plan NONE</li> <li>Contract NONE</li> <li>Insurance Category Group Health Plan</li> <li>Insurance Class Commercial</li> <li>Insurance Type CI - Commercial Insurance Co.</li> </ul>	<ul> <li>Courtesy Filing No</li> <li>Electronic Secondary No</li> <li>Exclude from Auto Claim No</li> <li>Referral Required No</li> <li>ANSI TOS Required No</li> <li>Use Performing/Referring rule No</li> <li>Include Unmapped Diagnosis Codes on Claim No</li> </ul>			
Quality Reporting Not Medicare or Medicaid  Eligibility Filing Plan GCH ELIGIBILITY Eligibility Website NONE Default ERA Profile Default Profile Always check eligibility No ICD-9/ICD-10 ICD-9 Selected ICD-10 Effective Date NONE	Insurance Percentage 100% Follow-Up Period (Days) 0 Timely Filing Deadline 0 Claim Provider ID NPI Group Taxonomy No Secondary Payor ID NONE NAIC# NONE			

If possible; run ALT+E, so you can test and verify Eligibility Verification is working for the Insurance payer you just updated.