# Updating Clinic 000 for Accuro Hosted and Local Clients

**Medical Services Branch**

Claims Replacement Project

Saskatchewan

## What is New?

The new Claims Processing System has several enhancements to benefit you when submitting claims and monitoring the status of claims. Your profile settings will need to be updated in Accuro **_AFTER_** Go-Live but **_PRIOR_** to your first submission. These updates are only required the very first time you log into Accuro after Go-Live.  All profile changes are saved.

### New Clinic Number

**Clinic 000** has been eliminated.  If you use **Clinic 000** a new clinic number has been assigned to you and will be sent to you via email. Follow these steps to update your Clinic Number in Accuro.

1. Login to **Accuro**.
2. Click **F2 (Provider Management).**
3. Select **Provider**.
4. Click **Cog wheel** button (Configure).
5. Click **Next** to reach **Billing Options**.
6. Enter the 3-digit Numeric/Alphanumeric number in **Clinic Number** field.
7. Enter the 3-digit Numeric/Alphanumeric number in **Group Number** field.
8. Click **Next** -> Click **Next** -> Click **Finish**.

> There is no change to your Group Number, however, once in this screen be sure to confirm it is correct.