

Updating Clinic 000 for CBS Clients



Medical Services Branch



Claims Replacement Project

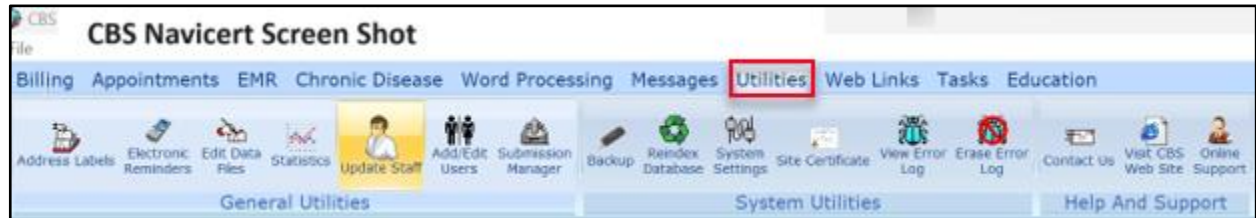
CBS Updates for Clinic 000

Changing the Clinic Number

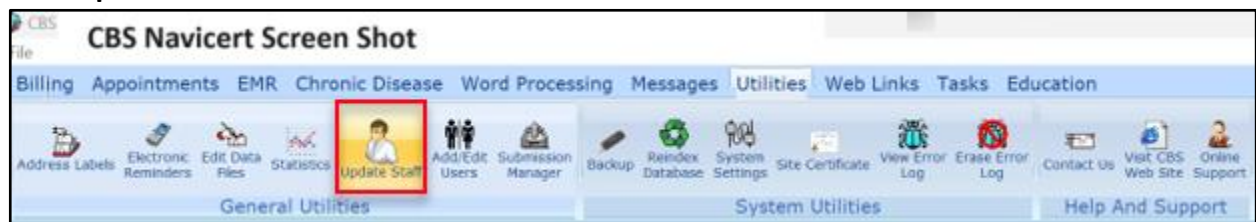
With the new Claims Processing System upgrade at Medical Services, **Clinic 000** has been eliminated. If you use **Clinic 000** a new clinic number has been assigned to you.

It is recommended to update your new clinic number in CBS after go-live but prior to your first submission and then save the changes. Once updated you will not have to change or update it again.

1. Click on **Utilities**.



2. Click **Update Staff**.



CBS Updates for Clinic 000

3. Click on the **Doctor to update.**

CBS Navicert Screen Shot

Click ADD to add a new doctor to this list.

| Doc # | Initials | Name | MCIB | Clinic | Corp |
|-------|----------|----------------------|------|--------|------|
| 1 | EP | DR. GENERAL PRACTICE | | 000 | |
| 2 | O | DR. OPHTHALMOLOGIST | | 000 | |
| | | | | | |
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| | | | | | |
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| | | | | | |

Clinic Name: TEST CLAIM CLINIC
Name: DR. GENERAL PRACTICE
Address:
City/Prov:
Postal Code:
E-Mail:
Corp Name:
Corp Letter (ie A):
Other Reg.#:
Doctor #:
Billing #:
Clinic #: 000
Mode: 1
Prescription PW:
Prescription Name:
Specialist: N
Default Ser:
Doctor Initials: EP
Location: 1
Ultrasound:
Default Serv: 005B
GST #:
PST #:
MTAS #:
DVA #:
SGL #:
Lab Route #:
 Bill WCB On-Line
Custom WCB Type:
 Mark this Doctor as Inactive
 Position Cursor in Ref. Doc. Field

Add Staff Edit Cancel Update Delete Print Exit

4. Click **Edit.**

CBS Navicert Screen Shot

Click ADD to add a new doctor to this list.

| Doc # | Initials | Name | MCIB | Clinic | Corp |
|-------|----------|----------------------|------|--------|------|
| 1 | EP | DR. GENERAL PRACTICE | | 000 | |
| 2 | O | DR. OPHTHALMOLOGIST | | 000 | |
| | | | | | |
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| | | | | | |
| | | | | | |

Clinic Name: TEST CLAIM CLINIC
Name: DR. GENERAL PRACTICE
Address:
City/Prov:
Postal Code:
E-Mail:
Corp Name:
Corp Letter (ie A):
Other Reg.#:
Doctor #:
Billing #:
Clinic #: 000
Mode: 1
Prescription PW:
Prescription Name:
Specialist: N
Default Ser:
Doctor Initials: EP
Location: 1
Ultrasound:
Default Serv: 005B
GST #:
PST #:
MTAS #:
DVA #:
SGL #:
Lab Route #:
 Bill WCB On-Line
Custom WCB Type:
 Mark this Doctor as Inactive
 Position Cursor in Ref. Doc. Field

Add Staff Edit Cancel Update Delete Print Exit

CBS Updates for Clinic 000

5. Enter the doctor's **new clinic number**.

CBS Navicert Screen Shot

Click ADD to add a new doctor to this list.

| Doc # | Initials | Name | MCIB | Clinic | Corp |
|-------|----------|----------------------|------|--------|------|
| 1 | EP | DR. GENERAL PRACTICE | | 000 | |
| 2 | Q | DR. OPHTHALMOLOGIST | | 000 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Clinic Name: TEST CLAIM CLINIC
Name: DR. GENERAL PRACTICE
Address:
City/Prov:
Postal Code:
E-Mail:
Corp Name:
Corp Letter (ie A):
Other Reg.#:
Doctor #:
Billing #:
Clinic # **136**
Mode:
Prescription PW:
Prescription Name:

Specialist: N
Default Ser:
Doctor Initials: EP
Location: 1
Ultrasound:
Default Serv: 005B
GST #:
PST #:
MTAS #:
DVA #:
SGL #:
Lab Route #:
 Bill WCB On-Line
Custom WCB Type:
 Mark this Doctor as Inactive
 Position Cursor in Ref. Doc. Field

Add Staff Edit Cancel Update Delete Print Exit

6. Click **Update**.

CBS Navicert Screen Shot

Click ADD to add a new doctor to this list.

| Doc # | Initials | Name | MCIB | Clinic | Corp |
|-------|----------|----------------------|------|--------|------|
| 1 | EP | DR. GENERAL PRACTICE | | 000 | |
| 2 | Q | DR. OPHTHALMOLOGIST | | 000 | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |

Clinic Name: TEST CLAIM CLINIC
Name: DR. GENERAL PRACTICE
Address:
City/Prov:
Postal Code:
E-Mail:
Corp Name:
Corp Letter (ie A):
Other Reg.#:
Doctor #:
Billing #:
Clinic # **136**
Mode:
Prescription PW:
Prescription Name:

Specialist: N
Default Ser:
Doctor Initials: EP
Location: 1
Ultrasound:
Default Serv: 005B
GST #:
PST #:
MTAS #:
DVA #:
SGL #:
Lab Route #:
 Bill WCB On-Line
Custom WCB Type:
 Mark this Doctor as Inactive
 Position Cursor in Ref. Doc. Field

Add Staff Edit Cancel Update Delete Print Exit