

Updating Clinic Numbers in Med Access

A user with **'Site Administration'** privileges, you can update the Clinical Numbers available in your Med Access EMR.

From the main dashboard, click the **'Profile'** button.

Open the **'Site Settings'** Page.

From the Billing section drop down, select **'Clinic Numbers'**



The screenshot shows the 'Site Settings' page in the Med Access EMR. The 'Billing' dropdown menu is open, highlighting the 'Clinic Numbers' option. The page includes several configuration fields: Site Name, Session Timeout (90 mins), Warning Style (Bold, Red), CDS Warning Style (Bold), and CDS Pop-up Warning Style (Bold, Red). There are 'Save' and 'Reset' buttons at the bottom. The left sidebar shows the 'Administration' menu with 'Site Settings' highlighted under 'SITE ADMINISTRATION'.

Add the new Clinic ID - The **'Description'** is what will show in the Bill picklist - The **'Code'** should be only the Clinic ID - Then click the **'Add'** button to enter into the EMR

The screenshot shows the 'Billing Sites Management' table in the Site Settings page. The table has columns for Description, Code, and Name. A row is shown with Description '247 - Lakeside Clinic' and Code '247'. An 'Add' button is visible next to the row. The table also shows an 'Original' column with the value '123' and a 'Name' column with the value '1a3'. The 'Code' column has the value '123'. The table also has an 'Add' button next to the row.

Description	Code	Name	Code
247 - Lakeside Clinic	247	1a3	123

Note - You can change the way these IDs appear in Bills with the **'Sort Order'**

Billing Sites Management					
Table	Description	Code	Use Privilege	Edit Privi	
Billing Sites			Public	Public	
Original	Name	Code	Active	Sort	
 123	247 - Lakeside Clinic	247	<input checked="" type="checkbox"/>	1	
 123	1a3	123	<input checked="" type="checkbox"/>	5	

Export options: Excel | PDF | RTF

Don't remove old Clinic IDs until you've updated your bill templates.

From the main dashboard, click the **'Templates'** button.

Open the **'Bills'** Page.

Click the Blue Chevron and Add the **'Clinic Number'** to the filter

Template Management

Demog Visits Tasks **Bills** Meds Profile Labs Inv

Bill Templates

Attending Provider: All

Name	Filter
Default Bill	3rd Party
INR	Batch Num
	Billing Code
	Claim Type
	Clinic Number
	Corporation Indicator
	Diagnosis
	Explan

Select your old **'Clinic Number'** in the new Filter to only show Bill Templates with the old Clinic ID present

Bill Templates

Attending Provider: All **Clinic Number: 1a3**

Name	Code	Diag.	Provider
Lakeside Default Bill			

Edit

Update any templates that show up in the list to the new Clinic ID

Bill Template

Template Name: Edit Privilege: Use Privilege:
Workflow Template:

Billing Provider* Skill Referring Provider Location of Service Clinic Number
Tariff 1 (EMR) Code Calls (qty) Insurer

Once all templates are updated, remove the old Clinic ID from use

Return to the 'Site Settings' and uncheck the 'Active' flag on any unused/out of date Clinic IDs - This will remove it from being selected in Bills

Site Settings

General Privacy/Security Templates Site Macros Scheduler Billing Electronic Lab/DI Features History

Billing Sites Management

Table	Description	Code	Use Privilege	Edit Privilege	
Billing Sites	<input type="text"/>	<input type="text"/>	<input type="text" value="Public"/>	<input type="text" value="Public"/>	<input type="text" value="50"/>
Original	Name	Code	Active	Sort	
123	1a3	123	<input checked="" type="checkbox"/>	0	

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