

Updating Clinic 000 for Accuro Hosted and Local Clients



Medical Services Branch



Claims Replacement Project

Accuro Updates for Clinic 000

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.

Provider Wizard

Steps

1. Provider Details
- 2. Billing Options**
3. Billing Options cont.
4. Edit Headers

Billing Options

Configuration

Doctor Number	Z802	Doctor # for Billing	Z802
Clinic Number	B00	Group Number	R15
GST Number			
Corporate Indicator	- Practitioner Billing	Mode	6 - Optometrists
Provider Type	Optometrist	Charge GST	<input checked="" type="checkbox"/>
Procedure Code Filter	--All--		
EMR Fee Percent	50	<input checked="" type="checkbox"/> Check EMR Fee Percent When Submitting	

Defaults

Diagnostic Code	0	<input checked="" type="checkbox"/> Patient's Referring Physi...
Procedure Code	0	<input type="checkbox"/> Patient's Last Diagnostic Code
New Bill Start Time		<input type="checkbox"/> Set New Claims to No Charge
New Bill Location	1 Office - Business Hours	

Alternate Payment Exemptions

Specialty Codes

Entitlements

- Ultrasound
- Radiology

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