Department: Business Information Systems

Policy No: BIS 6
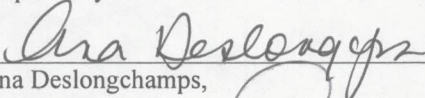
6. Dictionary 120 = Commercial Insurance Companies

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
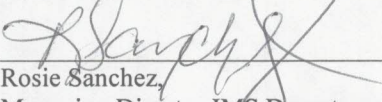**MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE**

Revised Date: 01/07/2020   Effective Date: 01/31/2020
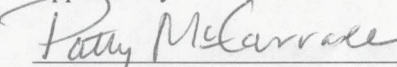
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Department: **BIS-Business Information Services**

TITLE: **GE Centricity Business (CB) Dictionary 120 = Commercial Insurance Companies**

Policy#: **BIS 6**

Policy: The purpose of this policy is to document the guidelines to maintain dictionaries in the GECB practice management system.

Procedure:

1) The Information Management Systems Department and MPIP are jointly responsible for the maintenance the Commercial Insurance Dictionary (D120) in the GECB practice management system. The access to dictionary editing is limited to the campus analyst security profile. This dictionary can be edited directly by the campus analyst.

2) Requests for dictionary updates are posted in the MPIP SharePoint site under the Dictionary Request section, Insurance Dictionary Request.

3) Add/Update requests may be submitted by clinical or MPIP staff, and the campus analyst will evaluate each request for accuracy prior to making any changes to dictionary content. The issue is assigned to Sr. Director for billing and collections for review of Payer ID numbers.

4) Before adding the COMMERCIAL INSURANCE, D120 must be retrieved and reviewed to prevent duplicate entries.

5) When adding a new COMMERCIAL INSURANCE these fields need to be populated. The fields in **BOLD** need to be supplied by the person requesting the commercial insurance.

- **Name**:   Insurance company name and P.O box or street address
- Mnemonic: Assign next available #
                                     (S:\MPIP System\EP ANALYST\Commercial Insurance)
- **Address:**   Insurance address including city, state, and 9 digit zip code
- **Telephone #:**   Phone # and fax # if available
- **Payer ID:**   Payer ID # or PRINT if no electronic claims submitted
- Alternate Name: Insurance company name only
- **Valid FSC:**   FSC
- eCommerce Payer ID: Look up Payer ID on Centricity EDI Payerlist
- Insurance Determinator Fields   Insurance address, phone number
- Insurance Determinator Key Word   Common terms used when searching for insurance