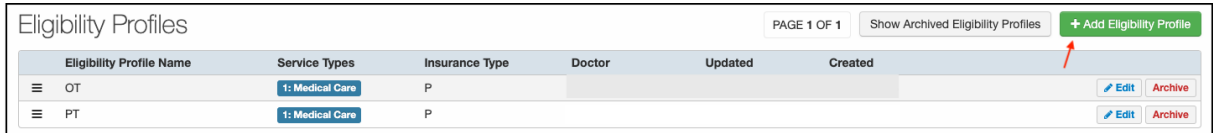


Creating an Eligibility Profile

Last modified on 12/11/2024 9:23 am EST

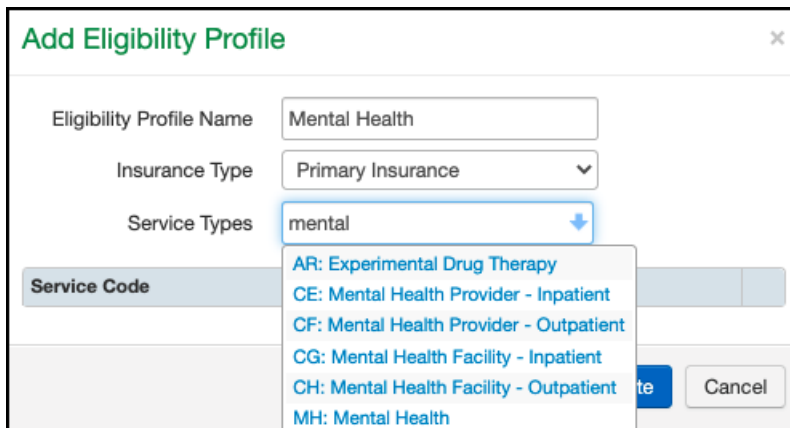
You can create an eligibility profile to use with individual or batch eligibility checks.

1. Navigate to **Account > Custom Fields**.
2. Select **Eligibility Profiles** from the left menu and **+Add Eligibility Profile** to create a new profile.



Eligibility Profiles						PAGE 1 OF 1	Show Archived Eligibility Profiles	+ Add Eligibility Profile
Eligibility Profile Name	Service Types	Insurance Type	Doctor	Updated	Created			
OT	1: Medical Care	P						Edit Archive
PT	1: Medical Care	P						Edit Archive

3. Name the profile. Select Primary or Secondary. Search for your service type(s) to add to the profile.



Add Eligibility Profile [X]

Eligibility Profile Name:

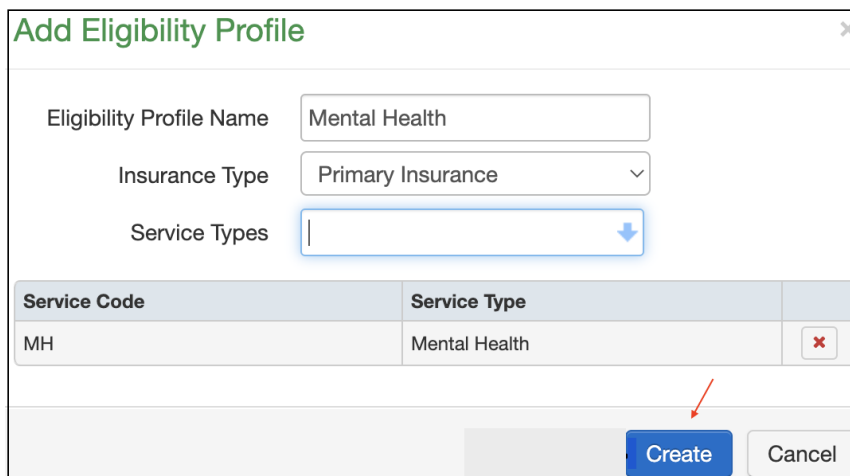
Insurance Type:

Service Types:

Service Code

- AR: Experimental Drug Therapy
- CE: Mental Health Provider - Inpatient
- CF: Mental Health Provider - Outpatient
- CG: Mental Health Facility - Inpatient
- CH: Mental Health Facility - Outpatient
- MH: Mental Health

4. Press **Create** to save the profile.



Add Eligibility Profile [X]

Eligibility Profile Name:

Insurance Type:

Service Types:

Service Code	Service Type	
MH	Mental Health	<input type="button" value="X"/>

