# How to change the Accept Assignment for an Insurance?

Follow the steps below to set the **Accept Assignment** for a specific payer.

1. Hover over the **Billing** tab and select the **Insurance Setup** screen

2. If the payer you need is not listed, you can add it by selecting **+Add New EDI Enrollment**



3. Select the pencil icon corresponding to the payer. In the Add/Edit Payer, check the box for **Accept Assignment** and press **Save.**

Once you have made the necessary changes, you can go ahead and bill the claim to Insurance. The accept assignment designation will appear on the HVFA-1500 claim form in box 27.

**Please note that some payers will only send reimbursement to the patient if the provider is out of network; no matter what is noted regarding accepting/not accepting assignment on the HCFA form.**