

# How to change the Accept Assignment for an Insurance?

09/16/2024 10:44 am EDT

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 clicking on **+Add New EDI Enrollment**

[+ New EDI Enrollment](#)

**Required info for Provider**

All of this info should be in the system. If it's missing we cannot submit billing for the Healthcare Provider.

Organization Name:	<input type="text"/>
Tax ID:	<input type="text"/>
Billing NPI:	<input type="text"/>
Rendering Provider NPI:	<input type="text"/>
DEA #: (optional)	
Legacy Blue Shield ID: (optional)	
Legacy Blue Cross ID: (optional)	
Legacy Medicaid ID: (optional)	
Emdeon Go-Live Date:	None *dirchono staff has to set this up once all other work is done.

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

Enrollments for

Payer id	Payer Name	Specialty	Proc Days	Bal Bill	Acc Assg	Group #	Indv #	Billing NPI	Eligibility NPI	Provider Name	Tax ID Number	
60054	Aetna (emdeon)		30	No	Yes	174400000X	89876790	Group NPI Number (1432345456)	Group NPI Number (1432345456)	Practice Name (Red sun)	Tax ID Number (453467832)	<a href="#" style="border: 1px solid blue; padding: 2px 5px; color: blue;">✎</a> <a href="#" style="border: 1px solid red; padding: 2px 5px; color: red;">✖</a>

### Add/Edit Payer ✕

<p>Payer name <input type="text" value="Aetna"/></p> <p>Payer id <input type="text" value="60054"/></p> <p>Specialty <input type="text" value="-Same as Account Settings -"/></p> <p>Billing npi <input type="text" value="Group NPI Number (1432345456)"/></p> <p>Eligibility npi <input type="text" value="Group NPI Number (1432345456)"/></p> <p>Provider name <input type="text" value="Practice Name (Red sun)"/></p> <p>Tax id number <input type="text" value="Tax ID Number (453467832)"/></p> <p>Group Provider # <input type="text" value="174400000X"/></p> <p>Group provider number qualifier <input type="text" value="Taxonomy"/></p> <p>Individual Provider # <input type="text" value="89876790"/></p> <p>Individual provider number qualifier <input type="text" value="Provider UPIN #"/></p>	<p>Balance billing <input type="text" value="No"/></p> <p>Filing limit days <input type="text"/></p> <p><b>Accept assignment</b> <input checked="" type="checkbox"/></p> <p>Send facility provider number <input type="checkbox"/></p> <p>Processing days <input type="text" value="30"/></p> <p>Referring doctor <input type="text"/></p> <p>Ordering doctor <input type="text"/></p> <p>Payer grouping <input type="text"/></p> <p>Print license numbers in hcfa <input type="checkbox"/> <small>Print license number on CPT lines and box #31 in HCFA form</small></p>
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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.**