



EMR Components Designed For Long Term Care

Payor Maintenance

This area is designed to manage facility specific payor information. Medeasy pre-defines each facility's set up with Medicare and Medicaid. Additional payor types other than Medicare or Medicaid are also entered and managed here. This area is accessible from the Receivables area of the Medeasy3 System and by clicking on the Payor Maintenance menu item.

Payor Maintenance

Maintain payors by facility

Facility:

Logged on as: **charlieh**

	ID	Type	Payor Name	City	State	Inactive
Select	38	MEDICAID	GA - Medicaid (HP Enterprise Services)	Tucker	GA	<input type="checkbox"/>
Select	24	MEDICARE	WPS Insurance Company (Medicare)	Omaha	NE	<input type="checkbox"/>

To add a new payor you simply click on the NEW button on the middle bar of the screen, fill out the Payor Record screen and click SAVE.

Payor Record

Add or edit an individual payor record

Payor Type:

Payor Name - Short:

Status:

Payor Description:

Claim Mailing Address

Payor Name - Address:

Claim Address 1:

Claim Address 2:

City:

State:

Postal Code:

On the WEB
www.medeasyinc.com


Solution Questions
info@medeasyinc.com

Support Questions
support@medeasyinc.com



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When you click on the INFO button another screen opens giving you brief instructional hints on this area. Also, this area provides links to training material, including videos in the future.

Payor Information 

Additional Info on the topic of this form

DEFINITION

A payor is a Private Insurance Company, Medicare or Medicaid FI or MAC, or any other entity offering payment as reimbursement through a claim-filing process.

Here are some helpful hints when entering this information:

- **Medicare and Medicaid** - These are pre-defined by Medeasy.
- **Other / Private Insurance** - This is where you enter baseline information for all other payors. The Payor Description area provides the ability for you to enter as much information relating to the Payor as you wish for future reference. Information listed here can include website addresses, peculiarities of a particular private insurance company, filing specifics, etc.
- **Training Link** - [Financial Training](#)

If you do not have access to this area please telephone our office and we will be happy to assist you in accessing this area.