

# Aerial iExchange Provider Administration



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Proprietary and Confidential

Starting point

Inpatient

Other

Referral

Payer selected:  
**WPS Health Insurance**  
[Select a different payer](#)

Click  
**PREFERENCES**  
 to access the  
 Administrative  
 User options

### Treatment updates

No new updates for submitting providers.  
 No new updates for facilities and servicing providers.  
 No new updates for primary care physician.

### Sponsor bulletin

#### Announcement

**Entry Pages:** You must perform a Member Search to locate the Member.

**Member Searches:** When performing member searches enter the member ID as provided on the medical plan identification card. If the member is not found please contact the number on the back of the medical plan identification card. If multiple members are returned please select the details button to verify information, such as date of birth, prior to selecting the member.

**Provider Searches:** If you are unable to find/locate the physician when searching through our provider file search window, you will not be able to utilize the iEXCHANGE® Web system to initiate your case. Please call 800-333-5003 if you experience this issue.

**Medical Policies:** Coverage determination criteria can be located at <http://www.wpsic.com/providers/medical-policies/index.shtm> If there are questions regarding the Medical Policies, please email: [medical.policies@wpsic.com](mailto:medical.policies@wpsic.com)

**Certifications:** iEXCHANGE Web is currently accepting Precertifications and Preauthorizations for all services, however, please refer to the recommendations located at <http://www.wpsic.com/providers/forms/index.shtm>



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<p><b>Starting point</b></p>	<p><a href="#">Change password</a></p>	<p><a href="#">iEXCHANGE administration</a></p>	<p><a href="#">Edit user profile</a></p>		
<p>Payer selected: <b>WPS Health Insurance</b> <a href="#">Select a different payer</a></p>					

**iEXCHANGE preferences**  
Use this page to access various maintenance functions.

<p>▶ <a href="#">Change password</a></p>	
<p>Click the <b>Change password</b> link, above.</p>	
<p>▶ <a href="#">iEXCHANGE administration</a></p>	
<p>Click the <b>iEXCHANGE administration</b> link, above.</p>	<p><b>Select iEXCHANGE administration</b></p>
<p>▶ <a href="#">Edit user profile</a></p>	
<p>Click the <b>Edit user profile</b> link, above.</p>	

# iExchange Administration

» Provider administrator users can use iExchange Administration for:

- » Edit provider group
- » User account administration
- » Submitting providers
- » Frequent providers
- » Frequent procedures
- » Frequent diagnoses

# Edit provider group

- Used to maintain provider group contact information
- Includes:
  - Group ID (read only)
  - Group name, Tax ID, NPI and Office specialty
  - Contact demographic information
  - Partner mapping (read only) – used for Single Sign On
- Medecision can use this information to contact provider groups

## Edit provider group information

Edit the Group name, Group type and group contact information for the iExchange provider group. This is important contact information which Medecision will be able to use to contact the Provider Group.

### 1 Edit the provider group information

Existing Group IDs are not editable. You may edit Group name, Tax ID, NPI, and Office specialty.

Group ID	4806
Group name	<input type="text" value="Sales ACM1 Test Group"/>
Tax ID	<input type="text" value="999999999"/>
NPI optional	<input type="text" value="1234567890"/>
Office specialty	<input type="text" value="OTHER NON-SPECIFIC"/>

### 2 Enter the group's contact information

Prefix optional	<input type="text"/>
First name	<input type="text" value="Tom"/>
Middle name optional	<input type="text"/>
Last name	<input type="text" value="Malseed"/>
Suffix optional	<input type="text"/>
Street address 1	<input type="text" value="550 E Swedesford Road"/>
Street address 2 optional	<input type="text" value="Ste 220"/>
City	<input type="text" value="Wayne"/>
State	<input type="text" value="Pennsylvania"/>
Zip code	<input type="text" value="19087"/>
Phone number	<input type="text" value="6107551813"/>
Phone extension optional	<input type="text"/>
Fax number optional	<input type="text"/>
Email address	<input type="text" value="tom.malseed@medecision.com"/>

You can view and update your iExchange provider group information on this page – click Submit at the bottom to save any changes

**PLEASE NOTE:** updates made on this page are for iExchange only and will not change any group information in the Availity system

### 3 View Single Sign-on Mapping

Display of iExchange partner websites you can access iExchange through Single Sign-on.

Partner Name	Partner Group ID
--------------	------------------

# User Account Administration

- » Used to maintain list of all iExchange provider users within a provider group
- » Each user record contains:
  - » User ID
  - » Password
  - » First name
  - » Middle name (optional)
  - » Last name
  - » Status: If inactive, user will not be able to log into iExchange
  - » User account privileges
    - » Only Administrator user can access iExchange Administration
    - » Staff user can only access Change password

## iEXCHANGE administration

Choose from the links below to perform administration tasks.

### Administer provider group: WPS TRAIN Group - 3474

#### ▶ [Edit provider group](#)

Click the **Edit provider group** link above to enter or edit information for your iEXCHANGE Provider Group.

#### ▶ [User account administration](#)

Click the **User account administration** link above to enter or edit information for your iEXCHANGE Provider Group. New users of iEXCHANGE can be added to your iEXCHANGE Provider Group.

#### ▶ [Submitting providers](#)

Click the **Submitting providers** link above to enter or edit information about the providers for which an iEXCHANGE transaction can be submitted. Submitting providers should correspond to healthcare providers within your iEXCHANGE Provider Group. At least one Submitting provider must be set up in order to perform a transaction in iEXCHANGE.

#### ▶ [Frequent providers](#)

Click the **Frequent providers** link above to set up a shortlist to be used in iEXCHANGE to hold the providers your Provider Group most often uses.

#### ▶ [Frequent procedures](#)

Click the **Frequent procedures** link above to set up a shortlist to be used in iEXCHANGE to hold the procedure codes your Provider Group most often uses.

#### ▶ [Frequent diagnoses](#)

Click **User account administration** to add/ edit user information



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## User account administration

This page contains a list of user accounts associated with your provider group. Select the user you wish to edit and click **Edit** to modify the user's account information. Click **Add user** to add a new user account to the list.

Results 11-19 of 19

[« previous](#)

	User name	User ID	User role	Current status
<input type="radio"/>	LeCompte, Barbara	train9	Staff	Active
<input type="radio"/>	Malseed, Tom	tmalseed	Administrator	Active
<input type="radio"/>	One, Train	train1	Administrator	Active
<input type="radio"/>	Seven, Train	train7	Administrator	Active
<input type="radio"/>	Sitko, Pat	psitko	Administrator	Active
<input type="radio"/>	Six, Train	train6	Administrator	Active
<input type="radio"/>	Thomas-Scott, Tinilya	tthomasscott	Administrator	Active
<input type="radio"/>	Three, Train	train3	Administrator	Active
<input type="radio"/>	Two, Train	train2	Administrator	Active

Edit

Add user

Click Add user to create user ID's for new staff members

## Add user account

Enter all the user account information including the User ID, password and user profile information. Once you have added the user account information, click **Submit**.

### 1 Enter user ID and password information

Requested user ID	<input type="text" value="newuser"/>
New password	<input type="password" value="••••"/>
Confirm new password	<input type="password" value="••••"/>

### 2 Enter user profile information

First name	<input type="text" value="New"/>
Middle name <small>optional</small>	<input type="text"/>
Last name	<input type="text" value="User"/>
Status	<input type="text" value="Active"/> ▼
User account privileges	<input type="text" value="Staff"/> ▼

Enter required information and click save

Save Cancel

Select the radio button to the left of the User name

### Account administration

contains a list of user accounts associated with your provider group. Select the user you wish to edit and click **Edit** to modify the user's account information. Click **Add** to add a new user account to the list.

Items 11-19 of 19

[« previous](#)

	User name	User ID	User role	Current status
	LeCompte, Barbara	train9	Staff	Active
<input checked="" type="radio"/>	Malseed, Tom	tmalseed	Administrator	Active
<input type="radio"/>	One, Train	train1	Administrator	Active
<input type="radio"/>	Seven, Train	train7	Administrator	Active
<input type="radio"/>	Sitko, Pat	psitko	Administrator	Active
<input type="radio"/>	Six, Train	train6	Administrator	Active
<input type="radio"/>	Thomas-Scott, Tinilya	tthomasscott	Administrator	Active
<input type="radio"/>	Three, Train	train3	Administrator	Active
<input type="radio"/>	Two, Train	train2	Administrator	Active

Click Edit to reset passwords, change user privileges, or inactivate users

Edit

## Edit user account information

Edit the user account information including the password and user profile information. Once you have edited the user account information, click **Submit**.

### 1 Edit password information

User ID

New password optional

Confirm new password

User must change password optional

Reset passwords by assigning a temporary password

### 2 Edit user profile information

First name

Middle name optional

Last name

Status

User account privileges

Save Cancel

Click Save after your edits have been completed

## Edit user account information

Edit the user account information including the password and user profile information. Once you have edited the user account information, click **Submit**.

### 1 Edit password information

User ID	tmalseed
New password <small>optional</small>	<input type="password" value="••••"/>
Confirm new password	<input type="password" value="••••"/>
User must change password <small>optional</small>	<input checked="" type="checkbox"/>

### 2 Edit user profile information

First name	<input type="text" value="Tom"/>
Middle name <small>optional</small>	<input type="text"/>
Last name	<input type="text" value="Malseed"/>
Status	<input type="text" value="Active - M"/>
User account privileges	<input type="text" value="Staff"/> <input type="text" value="Administrator"/>

Change status or account privileges of current users

Save Cancel

Click Save after your edits have been completed

# Submitting Providers

- Used to maintain a list of all providers within the provider group
- Each Inpatient and Outpatient request must include a submitting provider
- Providers must be added to submitting provider list in iExchange administration in order for the provider to be available as a submitting provider for a request

## iEXCHANGE administration

Choose from the links below to perform administration tasks.

### Administer provider group: WPS TRAIN Group - 3474

#### ▶ [Edit provider group](#)

Click the **Edit provider group** link above to enter or edit information about your iEXCHANGE Provider Group.

#### ▶ [User account administration](#)

Click the **User account administration** link above to enter or edit information about account users for your iEXCHANGE Provider Group. New users can be added to your Provider Group here.

#### ▶ [Submitting providers](#)

Click the **Submitting providers** link above to enter or edit information about the providers for which an iEXCHANGE transaction can be submitted. These providers should correspond to healthcare providers within your iEXCHANGE Provider Group. At least one Submitting provider must be set up in order to perform a transaction in iEXCHANGE.

#### ▶ [Frequent providers](#)

Click the **Frequent providers** link above to set up a shortlist to be used in iEXCHANGE to hold the providers your Provider Group most often uses.

#### ▶ [Frequent procedures](#)

Click the **Frequent procedures** link above to set up a shortlist to be used in iEXCHANGE to hold the procedure codes your Provider Group most often uses.

#### ▶ [Frequent diagnoses](#)

Click  
Submitting  
providers



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## Submitting provider summary

This page contains the list of the Submitting Providers associated with your provider group. Click **Edit** to designate a submitting provider as the default submitting provider. Click **Delete** to remove a submitting provider from the list. Click **Add provider** to add a new submitting provider to the list. Click **Refresh** to refresh the selected provider's name and NPI information from the selected payer's system.

A provider status of 'Inactive' indicates that iExchange was unable to locate the MCO ID for the provider in the payer's system. Inactive providers do not display in the provider list for treatment request entry or for treatment search for the payer. Refresh providers that have an Inactive status. Use Delete to remove providers that still have an Inactive status after the Refresh.

	Provider	MCO ID	NPI	Additional information	Payer	Approved by payer	Status
<input checked="" type="radio"/>	ASPIRUS OP THERAPY WESTON YMCA	39113824100Q	1558363986		WPS and Arise Health Insurance	Approved	Inactive
<input type="radio"/>	DEAN CLINIC DODGEVILLE SPECIALTY SERVICES	39112861600Q	1053358846		WPS and Arise Health Insurance	Approved	Active
<input type="radio"/>	SAUK PRAIRIE MEMORIAL HOSPITAL	390872080F01	1861466153		WPS and Arise Health Insurance	Approved	Active
<input type="radio"/>	TESTA, JOSEPH A.	000033717P01	1063493385		WPS and Arise Health Insurance	Approved	Active
<input type="radio"/>	TWIN RIVERS HEALTH & REHAB	010684890F02	0000000000		WPS and Arise Health Insurance	Pending Approval	Active
<input type="radio"/>	UW HEALTH PARTNERS	391030310F01	1992776041		WPS and Arise Health Insurance	Approved	Active
<input type="radio"/>	WILDWOOD FAMILY CLINIC SC	391505264002	1851300784		WPS and Arise Health Insurance	Approved	Active

Click Add provider to create a new submitting provider



## Provider search

Use this page to search for providers. First select a payer, search type and provider type. Then enter your search criteria. Then click **Submit search**.

1 Select a search type and a provider type

Payer

WPS and Arise Health Insurance

Search type

Provider Name

Provider type

Submit search

Clear form

Cancel

Select your Payer and Search type



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## Provider search

Use this page to search for providers. First select a payer, search type and provider type. Then enter your search criteria. Then click **Submit search**.

**1** Select a search type and a provider type →

**Payer**

**Search type**

**Provider type**

Select your Provider type

**2** Enter search criteria →

Enter the search criteria and click **Submit search** to find providers.

**Practitioner last name**

**Practitioner first name**

optional

Type the provider name and click Submit search

	Name	MCO ID	NPI	Address	Specialty	Phone
Select	TESTERMAN, CHRIS	000136186P01	1295702991	260 FORT SANDERS WEST BLVD KNOXVILLE TN 379223355		(865)558-4400
Select	TESTER, SANDRA	000081010P01	0000000000	400 E 3RD ST DULUTH MN 558051951		(218)786-3600
Select	TESTA, LESLEE J.	000180621P01	1871592147	20325 N 51ST AVE STE 170 BLDG 9 GLENDALE AZ 853084624		(623)249-4928
Select	TESTA, JOSEPH A.	000033717P01	1063493385	12995 S CLEVELAND AVE STE 206 FORT MYERS FL 339073870		
Select	TESTER, COLLEEN M.	000184798P01	1982748182	135 S WAKEA AVE STE 208 KAHULUI HI 967321385		(808)871-1181
		000080799P01	1215913280	921 GREELEY ST S STILLWATER MN 550825935		(651)439-1234

Click Select next to the search results that match your criteria

## Submitting provider details

Use this page to specify whether the submitting provider should be the default submitting provider. (1) Select the Yes button if you want the provider to be the default submitting provider in the list. (2) Enter any additional information that should be displayed with the provider in the list.

Provider name: TESTA, JOSEPH A.

Default provider for the list?  Yes  No

Additional information  
optional

Select if you would like to add this provider as your default and click Save

Save Cancel

## Submitting provider summary

This page contains the list of the Submitting Providers associated with your provider group. Click **Edit** to designate a submitting provider as the default submitting provider. Click **Delete** to remove a submitting provider from the list. Click **Add provider** to add a new submitting provider to the list. Click **Refresh** to refresh the selected provider's name and NPI information from the selected payer's system.

A provider status of 'Inactive' indicates that iEXCHANGE was unable to locate the MCO ID for the provider in the payer's system. Inactive providers do not display in the provider list for treatment request entry or for treatment search for the payer. Refresh providers that have an Inactive status. Use Delete to remove providers that still have an Inactive status after the Refresh.

### Informational

**Provider TESTA, JOSEPH A. for payer WPS Health Insurance has been added.**

	Provider	MCO ID	NPI	Additional information	Payer	Approved by payer	Status
<input checked="" type="radio"/>	ASPIRUS OP THERAPY WESTON YMCA	39113824100Q	0000000000		WPS Health Insurance	Approved	Active
<input type="radio"/>	DEAN HEALTH SYSTEMS INC	39112861600q	0000000000		WPS Health Insurance	Approved	Active
					WPS Health Insurance	Approved	Active
					WPS Health Insurance	Approved	Active
					Health Insurance	Pending Approval	Active
					WPS	Approved	Active

Status of pending approval will show until new provider has been accepted by the payer

# Frequent Providers

- » List of servicing, attending and/or facility providers most often used by provider office
- » Displays in short list on Inpatient and Outpatient Request entry pages
- » When submitting requests, users are still able to search for a provider not in the frequently used list
- » Each provider can be servicing, attending and/or facility
- » Submitting providers can also be servicing, attending and/or facility providers

## iEXCHANGE administration

Choose from the links below to perform administration tasks.

### Administer provider group: WPS TRAIN Group - 3474

#### ▶ [Edit provider group](#)

Click the **Edit provider group** link above to enter or edit information about your iEXCHANGE Provider Group.

#### ▶ [User account administration](#)

Click the **User account administration** link above to enter or edit information about account users for your iEXCHANGE Provider Group. New users of iEXCHANGE can be set up here.

#### ▶ [Submitting providers](#)

Click the **Submitting providers** link above to enter or edit information about the providers for which an iEXCHANGE transaction can be submitted. Submitting providers should correspond to healthcare providers within your iEXCHANGE Provider Group. At least one Submitting provider must be set up in order to perform a transaction in iEXCHANGE.

#### ▶ [Frequent providers](#)

Click the **Frequent providers** link above to set up a shortlist to be used in iEXCHANGE to hold the providers your Provider Group most often uses.

Click Frequent providers

#### ▶ [Frequent procedures](#)

Click the **Frequent procedures** link above to set up a shortlist to be used in iEXCHANGE to hold the procedure codes your Provider Group most often uses.

#### ▶ [Frequent diagnoses](#)

Click the **Frequent diagnoses** link above to set up a shortlist to be used in iEXCHANGE to hold the diagnosis codes your Provider Group most often uses.

## Frequent provider summary

This page contains the list of the Frequent Providers associated with your provider group. Click **Edit** to designate which frequent provider lists a provider should appear in. Click **Delete** to remove a frequent provider from the list. Click **Add provider** to add a new frequent provider to the list. Click **Refresh** to refresh the selected provider's name and NPI information from the selected payer's system.

A provider status of 'Inactive' indicates that iEXCHANGE was unable to locate the MCO ID for the provider in the payer's system. Inactive providers do not display in the provider list for treatment request entry or for treatment search for the payer. Refresh providers that have an Inactive status. Use Delete to remove providers that still have an Inactive status after the Refresh.

	Provider	MCO ID	NPI	Additional information	Provider list	Payer	Status
<input checked="" type="radio"/>	ASPIRUS OP THERAPY WESTON YMCA	39113824100Q	0000000000		Servicing	WPS Health Insurance	Active
<input type="radio"/>	DEAN EAST CLINIC	39112861600I	0000000000		Servicing	WPS Health Insurance	Active
<input type="radio"/>	DEAN HEALTH SYSTEMS INC	39112861600q	0000000000		Servicing	WPS Health Insurance	Active
<input type="radio"/>	JONES, TERRI	000000808P01	1982676623		Attending	WPS Health Insurance	Active
<input type="radio"/>	UW HEALTH PARTNERS	391030310F01	0000000000			WPS Health Insurance	Active

Click Add provider to create a new frequently used provider



## Provider search

Use this page to search for providers. First select a payer, search type and provider type. Then enter your search criteria. Then click **Submit search**.

**1** Select a search type and a provider type →

**Payer**

WPS and Arise Health Insurance ▾

**Search type**

Provider Name ▾

**Provider type**

Practitioner ▾

**2** Enter search criteria →

Enter the search criteria and click **Submit search** to find providers.

**Practitioner last name**

test

**Practitioner first name**

optional

Submit search

Clear form

Cancel

Select your search criteria and click **Submit search**



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	Name	MCO ID	NPI	Address	Specialty	Phone
Select	TESTERMAN, CHRIS	000136186P01	1295702991	260 FORT SANDERS WEST BLVD KNOXVILLE TN 379223355		(865)558-4400
Select	TESTA, JOSEPH A.	000033717P01	1063493385	12995 S CLEVELAND AVE STE 206 FORT MYERS FL 339073870		
Select	TESTERMAN, PATRICK A.	000080799P01	1215913280	921 GREELEY ST S STILLWATER MN 550825935		(651)439-1234
	W, LESLEE J.	000180621P01	1871592147	20325 N 51ST AVE STE 170 BLDG 9 GLENDALE AZ 853084624		(623)249-4928
	ER, SANDRA	000081010P01	0000000000	400 E 3RD ST DULUTH MN 558051951		(218)786-3600
Select	TESTER, COLLEEN M.	000184798P01	1982748182	135 S WAKEA AVE STE 208 KAHULUI HI 967321385		(808)871-1181

Click Select next to the search results that match your criteria

## Frequent provider details

Use this page to specify which lists the provider should appear in. (1) Select each list the provider should appear in. Select the Yes button if you want the provider to be the default provider in the list. (2) Enter any additional information that should be displayed with the provider in the list.

Provider name: TESTA, JOSEPH A.

**1** Specify the lists the provider should appear in

	Display provider in:	Default provider for the list?
<input checked="" type="checkbox"/>	Attending	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/>	Facility	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input checked="" type="checkbox"/>	Servicing	<input type="radio"/> Yes <input checked="" type="radio"/> No

**2** Enter any additional information you want displayed in the provider list

Additional information  
(optional)

Save Cancel

Select the provider role and if you would like to add this provider as your default and click Save

### Frequent provider summary

This page contains the list of the Frequent Providers associated with your provider group. Click **Edit** to designate which frequent provider lists a provider should appear in. Click **Delete** to remove a frequent provider from the list. Click **Add provider** to add a new frequent provider to the list. Click **Refresh** to refresh the selected provider's name and NPI information from the selected payer's system.

A provider status of 'Inactive' indicates that iEXCHANGE was unable to locate the MCO ID for the provider in the payer's system. Inactive providers do not display in the provider list for treatment request entry or for treatment search for the payer. Refresh providers that have an Inactive status. Use Delete to remove providers that still have an Inactive status after the Refresh.

#### Informational

**Provider TESTA, JOSEPH A. for payer WPS Health Insurance has been added.**

Message will display confirming that the provider has been added

	Provider	MCO ID	NPI	Additional information	Provider list	Payer	Status
<input checked="" type="radio"/>	ASPIRUS OP THERAPY WESTON YMCA	39113824100Q	0000000000		Servicing	WPS Health Insurance	Active
<input type="radio"/>	DEAN EAST CLINIC	39112861600I	0000000000		Servicing	WPS Health Insurance	Active
<input type="radio"/>	DEAN HEALTH SYSTEMS INC	39112861600q	0000000000		Servicing	WPS Health Insurance	Active
<input type="radio"/>	JONES, TERRI	000000808P01	1982676623		Attending	WPS Health Insurance	Active
<input type="radio"/>	TESTA, JOSEPH A.	000033717P01	1063493385		Attending Servicing	WPS Health Insurance	Active
<input type="radio"/>	UW HEALTH PARTNERS	391030310F01	0000000000		Facility	WPS Health	Active

# Frequent Procedure and Diagnosis Codes

- » List of procedures/diagnoses most often used by provider office
- » Gives provider office users the ability to tailor lists and present users with a drop down list of commonly used codes when entering Inpatient and Outpatient requests
- » Administrator users can edit descriptions or delete codes that are no longer used

## iEXCHANGE administration

Choose from the links below to perform administration tasks.

### Administer provider group: WPS TRAIN Group - 3474

#### ▶ [Edit provider group](#)

Click the **Edit provider group** link above to enter or edit information about your iEXCHANGE Provider Group.

#### ▶ [User account administration](#)

Click the **User account administration** link above to enter or edit information about account users for your iEXCHANGE Provider Group. New users of iEXCHANGE can be set up here.

#### ▶ [Submitting providers](#)

Click the **Submitting providers** link above to enter or edit information about the providers for which an iEXCHANGE transaction can be submitted. Submitting providers should correspond to healthcare providers within your iEXCHANGE Provider Group. At least one Submitting provider must be set up in order to perform a transaction in iEXCHANGE.

#### ▶ [Frequent providers](#)

Click the **Frequent providers** link above to set up a shortlist to be used in iEXCHANGE to hold the providers your Provider Group most often uses.

#### ▶ [Frequent procedures](#)

Click the **Frequent procedures** link above to set up a shortlist to be used in iEXCHANGE to hold the procedure codes your Provider Group most often uses.

#### ▶ [Frequent diagnoses](#)

Click the **Frequent diagnoses** link above to set up a shortlist to be used in iEXCHANGE to hold the diagnosis codes your Provider Group most often uses.

Click Frequent  
procedures

## Frequent procedure summary

This page contains the list of frequent procedures set up for your group. Click **Add procedure** to add a procedure to your group's frequent procedures list. To edit a procedure description or coding classification, select the procedure and click **Edit**. To delete a procedure, select the procedure and click **Delete**.

**Informational**

**No records found.**

Edit

Delete

Add procedure

Cancel

Click on Add  
procedure to add  
new procedure  
codes



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## Add frequent procedure

Enter a coding classification, procedure code and description and then click **Save** to save your changes to the list of frequent procedures.

Coding classification

CPT  
HCPCS  
ICD-9  
ICD-10

Select  
Coding  
classificati  
on

Procedure code

Procedure description

Save

Cancel



### Add frequent procedure

Enter a coding classification, procedure code and description and your changes to the list of frequent procedures.

Coding classification

CPT

Procedure code

70450

Procedure description

CT Brain

Enter the  
Procedure  
code and  
Procedure  
description  
and Click  
Save

Save

Cancel



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### Frequent procedure summary

This page contains the list of frequent procedures set up for your group. Click **Add procedure** to add a procedure to your group's frequent procedures list. To edit a procedure description or coding classification, select the procedure and click **Edit**. To delete a procedure, select the procedure and click **Delete**.

	Procedure description	Procedure code	Coding classification
<input checked="" type="radio"/>	CT Brain	70450	CPT

New codes will be added to the list

## iEXCHANGE administration

Choose from the links below to perform administration tasks.

### Administer provider group: WPS TRAIN Group - 3474

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Click the **Edit provider group** link above to enter or edit information about your iEXCHANGE Provider Group.

#### ▶ [User account administration](#)

Click the **User account administration** link above to enter or edit information about account users for your iEXCHANGE Provider Group. New users of iEXCHANGE can be set up here.

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Click the **Submitting providers** link above to enter or edit information about the providers for which an iEXCHANGE transaction can be submitted. Submitting providers should correspond to healthcare providers within your iEXCHANGE Provider Group. At least one Submitting provider must be set up in order to perform a transaction in iEXCHANGE.

#### ▶ [Frequent providers](#)

Click the **Frequent providers** link above to set up a shortlist to be used in iEXCHANGE to hold the providers your Provider Group most often uses.

#### ▶ [Frequent procedures](#)

Click the **Frequent procedures** link above to set up a shortlist to be used in iEXCHANGE to hold the procedure codes your Provider Group most often uses.

#### ▶ [Frequent diagnoses](#)

Click the **Frequent diagnoses** link above to set up a shortlist to be used in iEXCHANGE to hold the diagnosis codes your Provider Group most often uses.

Click Frequent  
diagnoses

## Frequent diagnosis summary

This page contains the list of frequent diagnoses set up for your group. Click **Add diagnosis** to add a diagnosis to your group's frequent diagnoses list. To edit a diagnosis description or coding classification, select the diagnosis and click **Edit**. To delete a diagnosis, select the diagnosis and click **Delete**.

**Informational**  
**No records found.**

Edit Delete **Add diagnosis** Cancel

Click on Add  
procedure to add  
new procedure  
codes

### Add frequent diagnosis

Enter a coding classification, diagnosis code and description and then click **Save** to save your changes to the list of frequent diagnoses.

Coding classification

ICD-9  
ICD-10

Diagnosis code

Diagnosis description

Select  
Coding  
classification

Save

Cancel



**medecision**  
Liberating.

### Add frequent diagnosis

Enter a coding classification, diagnosis code and description and then click **Save** to save your changes to the list of frequent diagnoses.

Coding classification	<input type="text" value="ICD-10"/>
Diagnosis code	<input type="text" value="I63.9"/>
Diagnosis description	<input type="text" value="Stroke"/>

Enter the  
Diagnosis  
code and  
Diagnosis  
description  
and Click  
Save

## Frequent diagnosis summary

This page contains the list of frequent diagnoses set up for your group. Click **Add diagnosis** to add a diagnosis to your group's frequent diagnoses list. To edit a diagnosis description or coding classification, select the diagnosis and click **Edit**. To delete a diagnosis, select the diagnosis and click **Delete**.

	Diagnosis description	Diagnosis code	Coding classification
<input checked="" type="radio"/>	Stroke	I63.9	ICD-10

New codes will be added to the list