Aerial iExchange Provider Administration
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.shtml. If there are questions regarding the Medical Policies, please email: 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.shtml
### iEXCHANGE preferences
Use this page to access various maintenance functions.

<table>
<thead>
<tr>
<th>Starting point</th>
<th>Change password</th>
<th>iEXCHANGE administration</th>
<th>Edit user profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payer selected: WPS Health Insurance Select a different payer</td>
<td>Click the Change password link, above.</td>
<td>Click the iEXCHANGE administration link, above.</td>
<td></td>
</tr>
</tbody>
</table>
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.

**Group ID:** 4806

**Group name:** Sales ACM1 Test Group

**Tax ID:** 999999999

**NPI:** 1234567890

**Office specialty:** OTHER NON-SPECIFIC

---

**Enter the group’s contact information**

**Prefix:**

**First name:** Tom

**Middle name:**

**Last name:** Malseed

**Suffix:**

**Street address 1:** 550 E Swedesford Road

**Street address 2:** Ste 220

**City:** Wayne

**State:** Pennsylvania

**Zip code:** 19087

**Phone number:** 6107561813

**Fax number:**

**Email address:** tom.malseed@medecision.com

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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.

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**View Single Sign-on Napping**

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

<table>
<thead>
<tr>
<th>Partner Name</th>
<th>Partner Group ID</th>
</tr>
</thead>
</table>

**Submit** | **Cancel**
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
Click User account administration to add/edit user information.
## 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

<table>
<thead>
<tr>
<th>User name</th>
<th>User ID</th>
<th>User role</th>
<th>Current status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LeCompte, Barbara</td>
<td>train9</td>
<td>Staff</td>
<td>Active</td>
</tr>
<tr>
<td>Malseed, Tom</td>
<td>tmalseed</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>One, Train</td>
<td>train1</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Seven, Train</td>
<td>train7</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Siibbo, Pat</td>
<td>psitko</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Six, Train</td>
<td>train6</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Thomas-Scott, Tinilya</td>
<td>thomasscott</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Three, Train</td>
<td>train3</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Two, Train</td>
<td>train2</td>
<td>Administrator</td>
<td>Active</td>
</tr>
</tbody>
</table>

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.

Enter user ID and password information

- Requested user ID: newuser
- New password
- Confirm new password

Enter user profile information

- First name: New
- Middle name: optional
- Last name: User
- Status: Active
- User account privileges: Staff

Enter required information and click save

[Save] [Cancel]
Select the radio button to the left of the User name

<table>
<thead>
<tr>
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</tr>
<tr>
<td>Seven, Train</td>
<td>train7</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Stiko, Pat</td>
<td>patiko</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Six, Train</td>
<td>train6</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Thomas-Scott, Tinify</td>
<td>tthomas</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Three, Train</td>
<td>train3</td>
<td>Administrator</td>
<td>Active</td>
</tr>
<tr>
<td>Two, Train</td>
<td>train2</td>
<td>Administrator</td>
<td>Active</td>
</tr>
</tbody>
</table>

Click Edit to reset passwords, change user privileges, or inactivate users
Reset passwords by assigning a temporary password

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**: tmslead
- **New password**
  - Optional
- **Confirm new password**
  - Optional
- **User must change password**
  - Optional

### 2. Edit user profile information
- **First name**: Tom
- **Middle name**
  - Optional
- **Last name**: Malseed
- **Status**
  - Staff
- **User account privileges**
  - Administrator

---

**Change status or account privileges of current users**

**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 here.

**Submitting providers**
Click the *Submitting providers* link above to enter or edit information for providers for which an iEXCHANGE transaction can be submitted. 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**
# Submitting provider summary

This page contains the list of 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.

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

Click **Add provider** to create a new submitting provider.
Select a search type and a provider type

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.

Payer
WPS and Arise Health Insurance

Search type
Provider Name

Provider type

Submit search  Clear form  Cancel

Select your Payer and Search type
## 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**.

### Step 1: Select a search type and a provider type

- **Payer**: WPS and Arise Health Insurance
- **Search type**: Provider Name
- **Provider type**: Practitioner

### Step 2: Enter search criteria

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

- **Practitioner last name**: [test]
- **Practitioner first name**: optional

### Buttons

- **Submit search**
- **Clear form**
- **Cancel**
<table>
<thead>
<tr>
<th>Name</th>
<th>MCO ID</th>
<th>NPI</th>
<th>Address</th>
<th>Specialty</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESTERMAN, CHRIS</td>
<td>000136186P01</td>
<td>1295702991</td>
<td>260 FORT SANDERS WEST BLVD KNOXVILLE TN</td>
<td></td>
<td>(865)558-4400</td>
</tr>
<tr>
<td>TESTER, SANDRA</td>
<td>000081010P01</td>
<td>000000000000</td>
<td>400 E 3RD ST DULUTH MN 558051951</td>
<td></td>
<td>(218)786-3600</td>
</tr>
<tr>
<td>TESTA, LESLEE J.</td>
<td>000180621P01</td>
<td>1871592147</td>
<td>20325 N 51ST AVE STE 170 BLDG 9 GLENDALE AZ 853084624</td>
<td></td>
<td>(623)249-4928</td>
</tr>
<tr>
<td>TESTA, JOSEPH A.</td>
<td>000033717P01</td>
<td>1063493385</td>
<td>12995 S CLEVELAND AVE STE 206 FORT MYERS FL 339079070</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TESTER, COLLEEN M.</td>
<td>000184798P01</td>
<td>19827468182</td>
<td>135 S WAKEA AVE STE 208 KAHULUI HI 967321385</td>
<td></td>
<td>(808)871-1151</td>
</tr>
<tr>
<td></td>
<td>000080799P01</td>
<td>1215913280</td>
<td>921 GREELEY ST S STILLWATER MN 550825925</td>
<td></td>
<td>(651)439-1234</td>
</tr>
</tbody>
</table>
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.

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

Provider name: TESTA, JOSEPH A.

Default provider for the list?  ○ Yes  ○ No

Additional information

 optional

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.

<table>
<thead>
<tr>
<th>Provider</th>
<th>MCO ID</th>
<th>NPI</th>
<th>Additional information</th>
<th>Payer</th>
<th>Approved by payer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASPIRUS</td>
<td>39113824100Q</td>
<td>0000000000</td>
<td></td>
<td>WPS Health Insurance</td>
<td>Approved</td>
<td>Active</td>
</tr>
<tr>
<td>HEALTH</td>
<td>39112861600q</td>
<td>0000000000</td>
<td></td>
<td>WPS Health Insurance</td>
<td>Approved</td>
<td>Active</td>
</tr>
<tr>
<td>SYSTEMS</td>
<td></td>
<td></td>
<td></td>
<td>WPS Health Insurance</td>
<td>Approved</td>
<td>Active</td>
</tr>
<tr>
<td>INC</td>
<td></td>
<td></td>
<td></td>
<td>WPS Health Insurance</td>
<td>Pending Approval</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WPS</td>
<td>Approved</td>
<td>Active</td>
</tr>
</tbody>
</table>

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
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.
**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.

<table>
<thead>
<tr>
<th>Provider</th>
<th>MCO ID</th>
<th>NPI</th>
<th>Additional information</th>
<th>Provider list</th>
<th>Payer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASPIRUS OP THERAPY WESTON YMCA</td>
<td>39113824100Q</td>
<td>00000000000</td>
<td></td>
<td>Servicing</td>
<td>WPS Health Insurance</td>
<td>Active</td>
</tr>
<tr>
<td>DEAN EAST CLINIC</td>
<td>391128616001</td>
<td>00000000000</td>
<td></td>
<td>Servicing</td>
<td>WPS Health Insurance</td>
<td>Active</td>
</tr>
<tr>
<td>DEAN HEALTH SYSTEMS INC</td>
<td>39112861600q</td>
<td>00000000000</td>
<td></td>
<td>Servicing</td>
<td>WPS Health Insurance</td>
<td>Active</td>
</tr>
<tr>
<td>JONES, TERRI</td>
<td>000000808P01</td>
<td>1982676623</td>
<td></td>
<td>Attending</td>
<td>WPS Health Insurance</td>
<td>Active</td>
</tr>
<tr>
<td>UW HEALTH PARTNERS</td>
<td>391030310F01</td>
<td>00000000000</td>
<td></td>
<td></td>
<td>WPS Health Insurance</td>
<td>Active</td>
</tr>
</tbody>
</table>

Click Add provider to create a new frequently used provider
Select your search criteria and click Submit search.
<table>
<thead>
<tr>
<th>Name</th>
<th>MCO ID</th>
<th>NPI</th>
<th>Address</th>
<th>Specialty</th>
<th>Phone</th>
</tr>
</thead>
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<td>1295702991</td>
<td>260 FORT SANDERS WEST BLVD</td>
<td></td>
<td>(865)4400-4400</td>
</tr>
<tr>
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<td>1063493385</td>
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<td>1215913280</td>
<td>921 GREELEY ST S</td>
<td></td>
<td>(651)439-1234</td>
</tr>
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<td>000180621P01</td>
<td>1871592147</td>
<td>20325 N 51ST AVE STE 170 BLDG 9</td>
<td></td>
<td>(623)249-4528</td>
</tr>
<tr>
<td>TRESBY, SANDRA</td>
<td>000081010P01</td>
<td>0000000000</td>
<td>400 E 3RD ST DULUTH MN</td>
<td></td>
<td>(218)786-3600</td>
</tr>
<tr>
<td>TESTER, COLLEEN M.</td>
<td>00184798P01</td>
<td>1982748182</td>
<td>135 S WAKEA AVE STE 208</td>
<td></td>
<td>(808)871-1181</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Display provider in</th>
<th>Default provider for the list?</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Attending</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>☐ Facility</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>✔ Servicing</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

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

Additional information (optional)

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.

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**Informational**

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

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<td>39113824100Q</td>
<td>000000000000</td>
<td>Servicing</td>
<td>WPS Health Insurance</td>
<td>Active</td>
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<td>Servicing</td>
<td>WPS Health Insurance</td>
<td>Active</td>
<td></td>
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<tr>
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<td></td>
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<td>Facility</td>
<td>WPS Health Insurance</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th><strong>Edit provider group</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the <strong>Edit provider group</strong> link above to enter or edit information about your iEXCHANGE Provider Group.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>User account administration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the <strong>User account administration</strong> link above to enter or edit information about account users for your iEXCHANGE Provider Group. New users of iEXCHANGE can be set up here.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Submitting providers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the <strong>Submitting providers</strong> 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.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>Frequent providers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the <strong>Frequent providers</strong> link above to set up a shortlist to be used in iEXCHANGE to hold the providers your Provider Group most often uses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Frequent procedures</strong></th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Frequent diagnoses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the <strong>Frequent diagnoses</strong> link above to set up a shortlist to be used in iEXCHANGE to hold the diagnosis codes your Provider Group most often uses.</td>
</tr>
</tbody>
</table>
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.

Click on Add procedure to add new procedure codes
## 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.

<table>
<thead>
<tr>
<th>Coding classification</th>
<th>Procedure code</th>
<th>Procedure description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCPCS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICD-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICD-10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Coding classification

[Save] [Cancel]
Add frequent procedure
Enter a coding classification, procedure code and description and click save.
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**.

<table>
<thead>
<tr>
<th>Procedure description</th>
<th>Procedure code</th>
<th>Coding classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT Brain</td>
<td>70450</td>
<td>CPT</td>
</tr>
</tbody>
</table>

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

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

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4. **Frequent providers**
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5. **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.

6. **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 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.

Click on Add procedure to add new procedure codes
Select Coding classification

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

Save  Cancel
Enter the Diagnosis code and Diagnosis description and Click Save to save your changes to the list of frequent diagnoses.
New codes will be added to the list