HEALTH:IT

Practice Fusion Assignment 9

Adding Insurance Information

Before we get started:

● Log into your Practice Fusion account
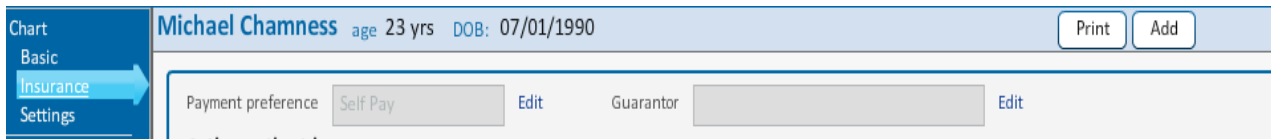
1. Click "Charts" link in the blue bar.

| Home | Schedule | Charts | eRx | Messages | Labs | Documents | Reports |

2. Find the patient you want to add insurance for and click the patient's name (either first or last name will work). This will open the patient's dashboard page.

Last name	First name	Gender	DOB	Patient record #	Phone	Address	Last Accessed	Status
Chamness	Michael	Male	07/01/1990	MC883707	6051234567 Home	123 1st Avenue, Sioux Falls, SD 571(	08/14/13 11:11 A	Active
TestAdult	Maria	Female	12/10/1964		5105551234 Home	123 Main St, Anytown, CA 91000		Active
TestChild	Jessica	Female	02/26/2007		8885550001 Home	987 Broadway, Middletown, CA 920		Active
TestTeen	Emanuel	Male	07/09/1991		555-555-5555 Home	1234 Elm St, New York, NY 10001		Active
TestToddler	Karen	Female	03/01/2005		5105551111 Home	456 A St., Smalltown, CA 90000		Active

3. Click the "Insurance" button located in the left blue sidebar. To add insurance information click the "Add" button located to the right of the patient information.

4. Fill in the following insurance fields.

Payer Section:
For Payer: Search and add a Blue Cross Blue Shields provider
For Plan: Enter the same as you entered for the payer field
Priority: Set to "Primary"
Insurance ID: Enter 123456
Effective from: Enter today's date
Copay type: Select fixed with a $50 copay amount
Relation to insured: Select "Self"

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Employer Section:

Enter an employer

Subscriber Section:

This may be left unchanged

When you are done filling in the fields. Click the blue "Save" button.

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5. Add insurance information for the rest of your patients.