

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 S	Schedule	Charts	eRx	Messages	Labs	Documents	Reports
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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 5710	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.

Chart	M	lichael Chamness	age 23 yrs DOB: (07/01/1990		Print Add	
Basic Insurance Settings	ſ	Payment preference	Self Pay	Edit	Guarantor	Edit	

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.

Patient Insuran	ce				>					
Payer		Employer	S	Subscriber						
Payer	Blue Cross Blue Shield of AL ×									
Plan	Other - Blue Cross Blue Shield of AL 🗙									
Priority	Primary	Secondary	Tertiary	Unknown/None						
Insurance ID	123456									
Group ID										
Effective from	■ 08/14/201	13								
Copay type	Fixed	Percent	Amount (\$)	50						
Relation to insured	Self	Spouse	Child	Other						
Cancel			Ø	Active Save						



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