Geetha M. Reddy, MD, FACC

Entering Referring Provider Information in Nextgen

The provider information is entered in Nextgen by selecting the File Maintenance option on the Nextgen Main screen as shown below:

NEXTGEN HEALTHCARE INFORMATION SYSTEMS	- ×
🐻 Background Business Processor	Report Server
💿 Dashboard	Rosetta Holding Tank
🌍 ehr	SetDB
🤗 ЕРМ	🥵 System Administrator
File Maintenance	🖉 Template Editor
🐋 ICS	🔜 Template Import/Export
📕 License Manager	
Create Shortcuts/Menu Items	Application Launcher

Note: The user should have access privileges to make changes to File Maintenance.

Follow the procedure below to enter the provider Information:

1. Once the user is logged into File Maintenance, select the Provider option as shown below:

🙈 NextGen File Mainten	ance	
File Code Tables Libraries	s Master Files Master Lists Repo	orts Window Help
Enterprise Geetha M Reddy S.C. 💌 Practice	GEETHA M REDDY MD F	
🐊 Code Tables	E	PM Master Files - System
V 297	AutoFlow Sequences	Cabel Templates
	鼶 Budget Statement Messages	🙀 Locality Tax Rate
Iibraries 🌷	🛼 Case Contacts	🚱 Locations
	📝 CMN Information	🔚 Patient Responsibility
🍓 Master Files	🔍 Collection Agencies	🗱 Payers
	Counters	* Practices
System	CPT4 Codes	Providers
EHR	🦾 Diagnosis Categories	Revenue Codes
EPM	DME Regions	Sliding Fee Schedules
ICS	🧟 Employers	💑 Specialties
NextMD	🛒 Enterprises	🙀 Statement Messages
Practice	👫 External System Setup	Task Types
EHR	Form Templates	🔀 Taxonomy Codes
EPM	Standard Formats	Transaction Codes
ICS	🐞 ICDCM Codes	📕 User Notes Descriptions

2. Select the Provider option and uncheck the Include EHR Items option and Include EPM Items check boxes as shown below:



3. In the Provider List Search for the Provider Name. If its and new provider, the Provider Name search will fail. Start enter the new provider information as shown below:

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rovider	18		-		<u>(</u>
oviders	: List Search				
D	Rendering	EPM	EHR	Providers	4
K	Jew.)			., LCHD	
	Dpen			Abad MD, Suresh Abderholden MD, Guy	
				Abdumolden MD, duy Abdur Rahman MD, Jamil	
	Hide			Abraham MD, Marietta	
P	rint	•		Abutalib MD, Syed	
-	· · · · ·			Acharya MD, Manish Acosta MD, Rosalva	
	Copy			Acosta MD, Hosaiva Adamson MD, James	
				Adi MD, Rafa	
				Adjei MD, Philip	
				Adrian MD, Rene	
				Affinito MD, John Agarwal DO, Amal	
				Agarwal MD, Mahesh	
				Aguilar MD, Hector	
				Ahluwalia MD, Deepali	
				Ahmad MD, Omar Ahmed MD, Nezneen	

 Once the New option is selected above, ensure that the Provider Name, Address, NPI, etc. are available. This information can be obtained from the following link: <u>https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do</u>. On this website select the

Individuation Provider link as shown below:

PIRegistry Search Home - Windows Internet Explorer	
🚱 🗣 🖻 https://nppes.cms. hhs.gov /NPPESRegistry/NPIRegistryHome.do	💽 🔄 🄀 Live Search
File Edit View Favorites Tools Help	
😭 Favorites 🛛 😫 Suggested Sites 👻 🖻 Web Slice Gallery 👻	
ØNPI Registry Search Home	🛅 🔻 🗔 👻 🗆 🖶 🕶 Page 🔻 Safety 🔻 Tools 👻 👰 📽 🛍
	News & Announcements
	Try the new NPI Registry at: https://npiregistry.crns.hhs.gow/
	ed by the NPI Registry is provided in accordance with the NPPES Data Dissemination Notice. Information in the NPI Registry is search for a provider by the NPI or Legal Business Name. There is no charge to use the NPI Registry. on that contain information that is required to be disclosed under FOIA. For example,
1. Providers who are individuals may have reported SSNs or IRS ITINs in FOIA-disclosable fie	ds (such as in the "Other Provider Identifiers" or "License Number" fields).
2. An incorporated individual, when applying for an NPI for the corporation, may have reported	his/her SSN as the EIN of the corporation.
"optional" (i.e., not required to be furnished) and /or replace the inappropriate or sensitive informatii ITINs or EINs from FOLA-disclosable fields, CMS took action tont disclose any SSNs or IRS ITIN under FOLA, because providers reported SSNs in the EIN field. After April 21, 2008, CMS will mail	It is correct and to remove any inappropriate or sensitive information that they may have reported in any of those fields that are on that they may have reported in required fields with the appropriate information. If health care providers did not remove SSNs, IRS is that were entered in those fields. CMS also took action to temporarily suppress reported ENS, even though they are disclosable is SSNs, IRS TINS, and EINs when these numbers are entered in the Other Provider Identifier Number and License Number fields as includes the continued suppression of the EINs and the suppression of the Subpart Parent Organization TINs of all Organizations in future.
NPI Registry: To ensure security and protection against automated scripts from impacting the NP	Registry's performance, we have implemented CAPTCHA on each new search against the NPI Registry.
Search the NPI Registry	
Search for an Individual Provider	
Search for an Organizational Provider	
	▶ ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►
Done	
🛎 Start 🥖 👘 NextGen 🔂 TricareLife 🗁 Policies 🛓 N	extGe 🥻 MSN.co 🥻 NPI Reg 🌾 NPI Re 🔛 Billing E 👹 untitled 🤨 « 🗗

5. After selecting the Individual Provider option, enter the Provider First Name, Provider Last

Jame as shown below:
🖇 NPI Registry Search - Windows Internet Explorer 💦 🛛 🗖 🗙
🗿 🔍 💌 🖉 https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistry/Search.do?subAction=reset&searchType=ind 🔄 🔒 😏 🗶 🕫 Live Search 🖉
File Edit View Favorites Tools Help
🛊 Favorites 👒 🐱 Suggested Sites 🔻 🖻 Web Slice Gallery 👻
🍘 NPI Registry Search 🚺 🔻 🔂 🗸 🖾 📾 🔻 Page 🏲 Safety 🔻 Tools 🏾 🔞 🔶 🛍
Please enter data for at least one of the following fields. If searching on Practice Address State, you must enter data for at least one other field. To perform a wild card search, at least two characters must be entered before the ***. Provider First Name, Provider Last Name and Practice Address City fields. Information in the NPI Registry is updated daily.
NPI
Provider First Name Kenok
Provider Last Name Kerni
Practice Address City
Practice Address State
Practice Address Zip
The following security image contains an obscured sequence of characters that is detectable only by human users:
Refresh Security Image
* Enter the characters from the security image (letters are case sensitive):
Search Back
one
🛚 Start 🥵 👘 🔄 NextGen 🛛 🔁 TricareLife 🔁 Policies 🖗 NextGe 🛛 🎉 MSN.co 🖉 MPI Reg 🦉 NPI Reg 🔀 Illing E 🕅 untitled 🖗 🖉

6. Upon searching the provider name, if it's a valid provider, the provider relevant information will be shown on the website. In this case, we searched for Maini, Ashok provider and his

information is shown below. All the required information is circled in red.

🌽 NPI Re	gistry Search - Windows Interne	et Explorer		_ & ×
G • e	https://nppes.cms.hhs.gov/NPPESRegistry	//NPIRegistrySearch.do?subAction=reset&searchType=ind	💌 🔒 🍕 🗙 🔎 Live Search	P -
File Edit Y	View Favorites Tools Help			
🚖 Favorites	🙀 📴 Suggested Sites 👻 🔊 Web Slice Ga	llery 🕶		
🏉 NPI Regis	stry Search		🦄 🕶 🗟 👻 🖃 🖶 🕈 Page 🔻 Safety 🔻 To	ools 🔻 🔞 🕈 🛍
Please enter o	lata for at least one of the following fields. If searching	on Practice Address State, you must enter data for at least one other field	To perform a wild card search, at least two characters must be entered b	pefore the "*".
En evenul	NPI Registry Provider Details -	Windows Internet Explorer	est blanca and Duratica. Adduras City Ealds	
<u>Co</u> • C	🗨 🗣 🖉 https://nppes.cms.hhs.gov/NP	PESRegistry/NPIRegistryPaginateSearch.do	💽 🔒 🕢 🔀 🔎 Live Search	
File Edit F	ile Edit View Favorites Tools Help			
🚖 Favorite 🕯	r Favorites 🛛 😪 🕨 Suggested Sites 👻 🙇 W	eb Slice Gallery 🕶		
🏉 NPI Re 💰	NPI Registry Provider Details		🏠 ▾ 🗟 ▾ 🗉 🖶 ▾ Page ▼ S	afety 🔻 Tools 🖲
	Name:	ASHOK KUMAR MAIN		
The informa	Gender:	MALE		
	Sole Proprietor:	NO		
	NPI Information:			
IRS ITIN a information	NPI:	1184910325		
	Entity Type:	1-INDIVIDUAL		
Provider	Enumeration Date:	06/27/2011 10/04/2011		
	Last Update Date: Replacement NPI:	10/04/2011		
	Deactivation Date:			
	Reactivation Date:			
NPI Inform	Provider Business Mailing Address:			
	Address:	3 ERIE CT OAK PARK, IL 60302-2519		
	Phone Number:	7734549921		
	Fax Number:			
1 1				

7. Now that we have the all the provider information, go back to NextGen, File Maintenance and enter the provider information as shown below:

🎄 NextGen File Maintenance		_ 8 ×
File Code Tables Libraries Master Files Master Lists Reports Window Help		
Enterprise Geetha M Reddy S.C. 🔽 Practice GEETHA M REDDY MD F		O 🚔
Code Tables	EHR ePrescribing Order Module	
Libraries C Hone Other Other SSN		
Master Files		
Oak Park IL () 000022513 Emma Adduess System Country Country Country Date Park		
EHR COUNTY COUNTY Fax Extras Pager		
EPM Ext Fax Mobile Phone		
NextMD		
Practice		
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EPM		
ICS	Mide T	
N	Next OK Cancel	
📜 Master Lists		
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	HEALTHCARE INFORMAT	
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■Start @ NextGen DiricareLife Policies ... RextGe... @MSN.co... @NPI Reg... @NPI Reg... Billing E... Wuntited ... @ Car Note: Ensure that Degree is set to (eg: MD, DO, no commas or periods in Degree), Also ensure that the degree is added on Display as. Make sure the degreed is listed after last name and before the comma (again, no commas or periods in Degree). 8. Enter the NPI information under the System tab as shown below:

🞄 NextGen File Mainte	enance	_ _ 2 ×
File Code Tables Librari	ies Master Files Master Lists Reports Window Help	
Enterprise Geetha M Reddy S.C. 💌 Prac	NGE GEETHA M REDDY MD F	🔂 📥
🐊 Code Tables	🚽 🛃 Add Provider Information - Maini MD, Ashok	
	🌯 🖉 <u>D</u> emograp System Nojes Elig/Ref. Crede <u>n</u> tialing Provider Types Practice Categories External <u>E</u> HR ePrescribing Order Module 🔀	
	Provider Payers Payer Name Payer Nbr	
tibraries	rayer wante rayer wu	
~	Taxonomy Code	
-		
🍓 Master Files	Specialty Code 1 Specialty Code 2 SubGrouping One SubGrouping Two	
System	Employer Primary Location Hospital Affiliations Letter Code	
EHR	Language Language (Third) External ID	
EPM	Export Service	
ICS	Other License Other License Desc National Provider (D Default Tax ID 1184910325	
NextMD	Provider Licensing	
Practice	Dashboard	
EHR	Dashboard Dashboard	
EPM	Document Monitor	
ICS	Mide 🗖	
1000	Next OK Cancel	
📜 Master Lists		
		TGFN
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Ready	NGProd meddy (7) Versi	on 5.8.0.106 09/09/15 11:44 AM
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9. Verify that all the Provider Types are checked under the Provider Types tab as shown



10. Once OK is selected, this provider information is saved. Now search the newly added provider and update the UPIN field under the System tab.

着 NextGen File Maintenance	_ & ×
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Providers List Code Tables Modify Provider Information - Maini MD, Ashok	
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Libraries Provider Pages	
Taxonomy Code	
Master Files	
Specially Code 1 Specially Code 2 SubGrouping Une SubGrouping Two	
System Employer Prinary Location Homizal Affiliations Letter Code	
EHR Enable PQRI Claim Edite	
EPM Language Language (Sec) Language (Third) External ID	
ICS Other License Detec National Provider ID Default Tax ID	
NextMD 1184910225	
Practice Product Learning	
EHR Dathboard	
Dashboard Dashboard	
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The End.