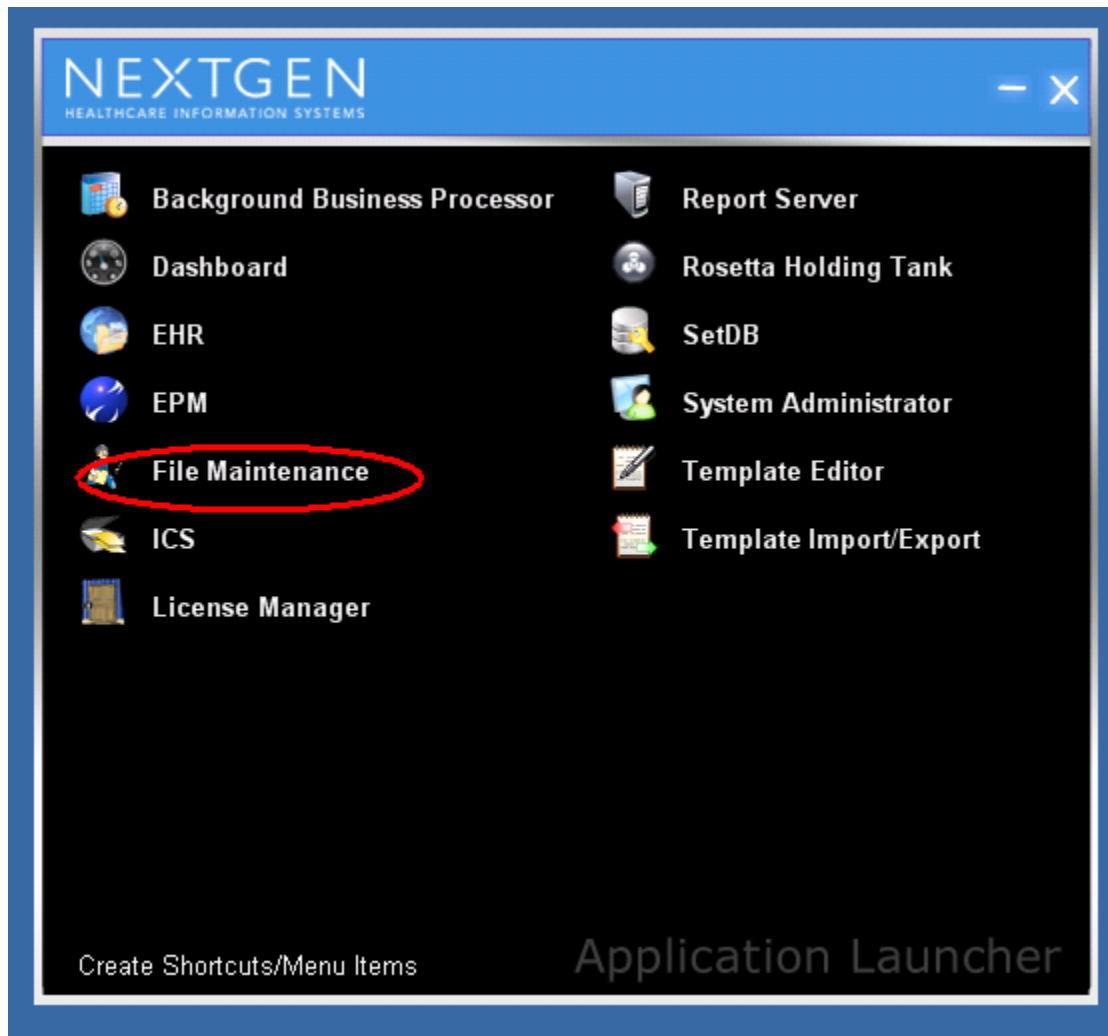


Geetha M. Reddy, MD, FACC

## Entering Referring Provider Information in Nextgen

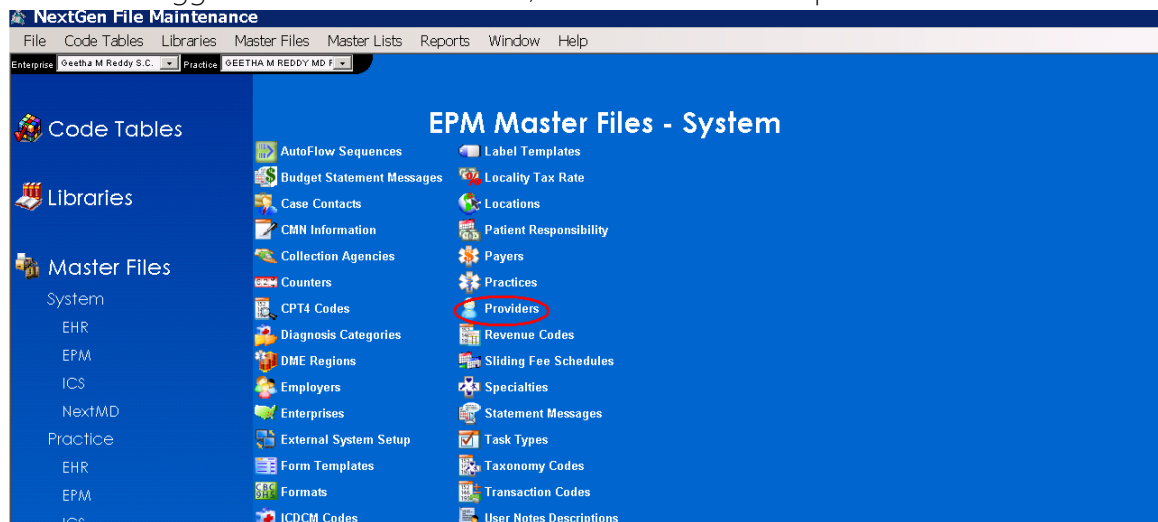
The provider information is entered in Nextgen by selecting the File Maintenance option on the Nextgen Main screen as shown below:



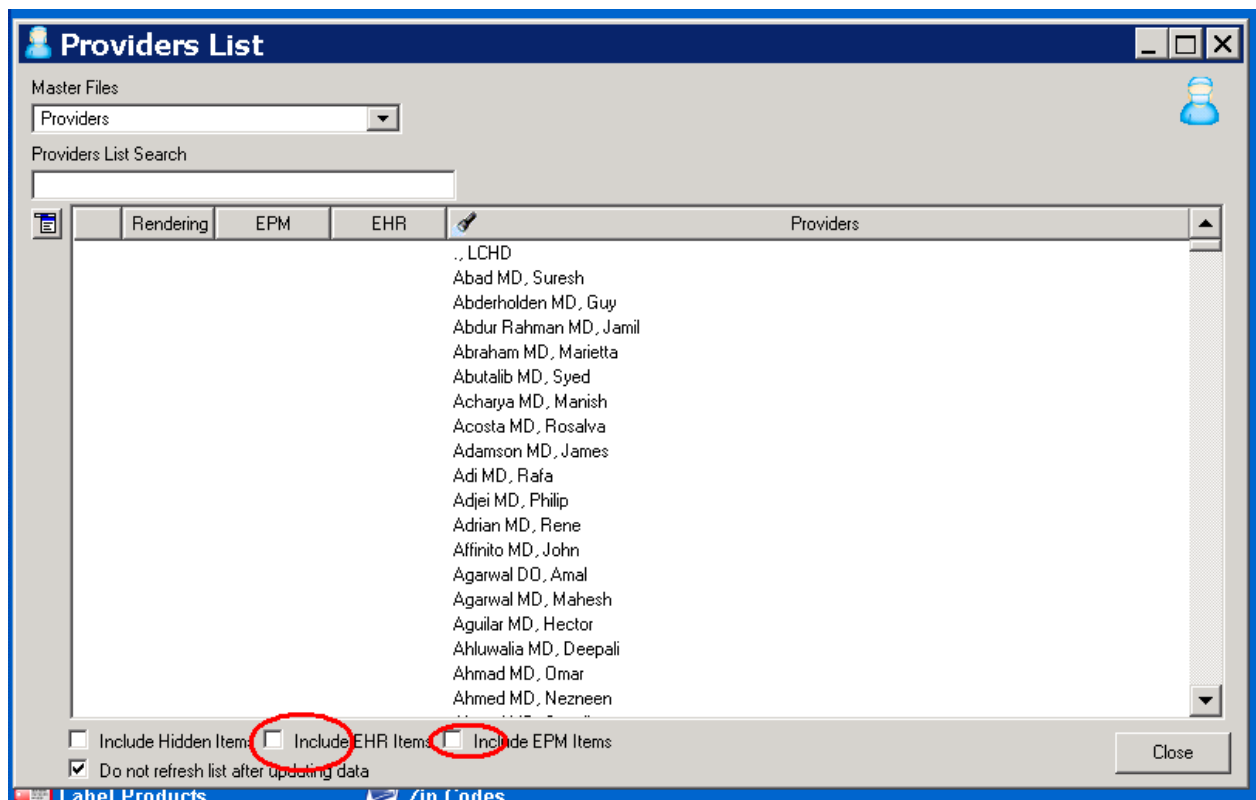
Note: The user should have access privileges to make changes to File Maintenance.

Follow the procedure below to enter the provider Information:

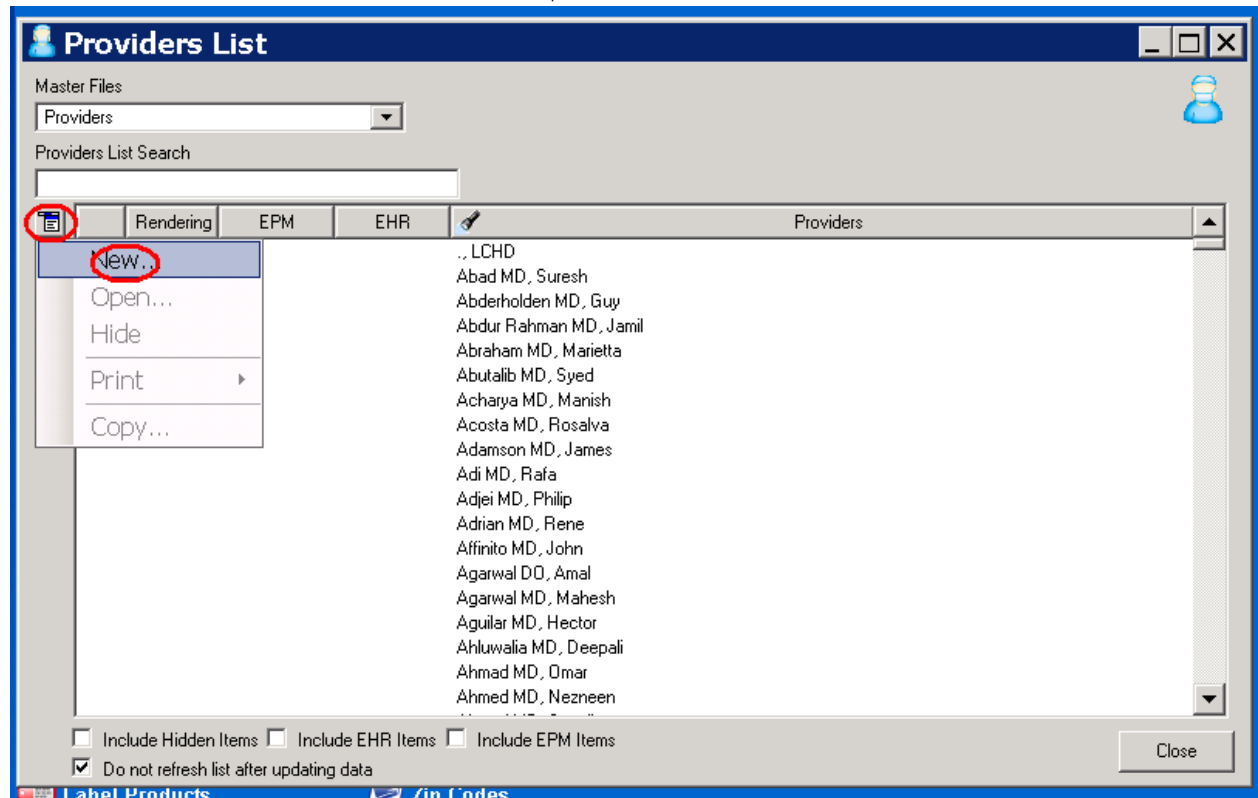
1. Once the user is logged into File Maintenance, select the Provider option as shown below:



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

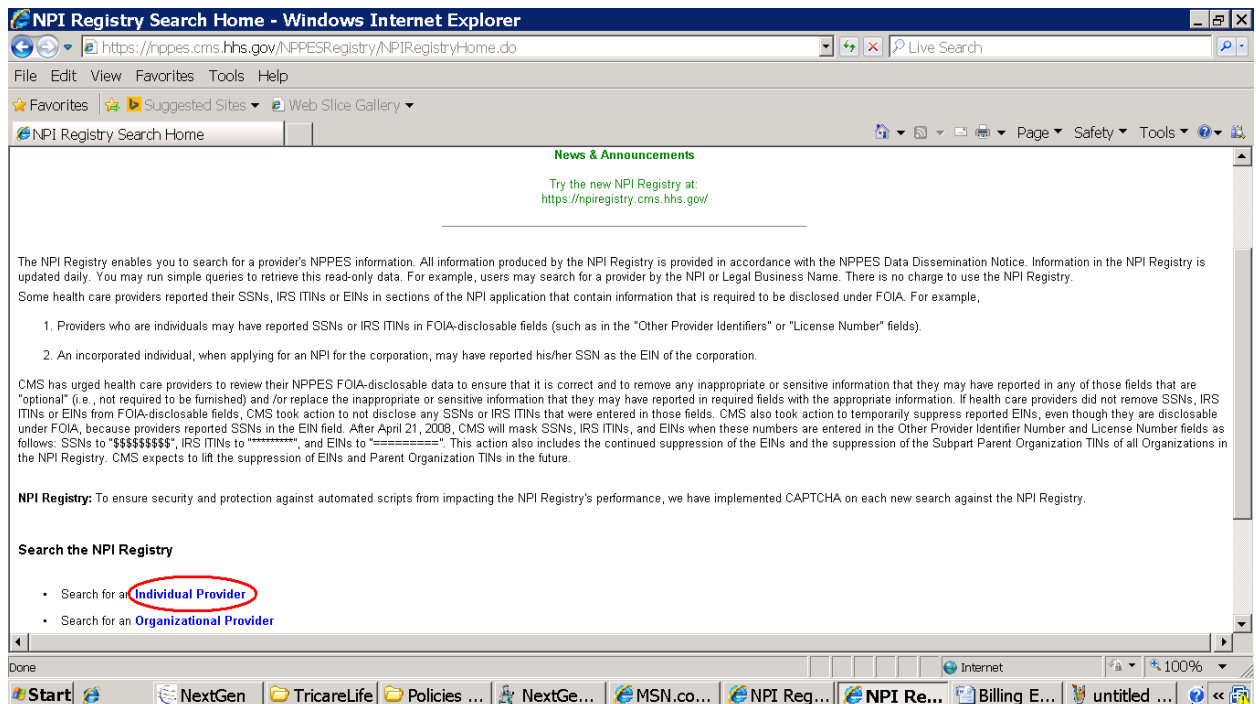


3. In the Provider List Search for the Provider Name. If its and new provider, the Provider Name search will fail. Start enter the new provider information as shown below:

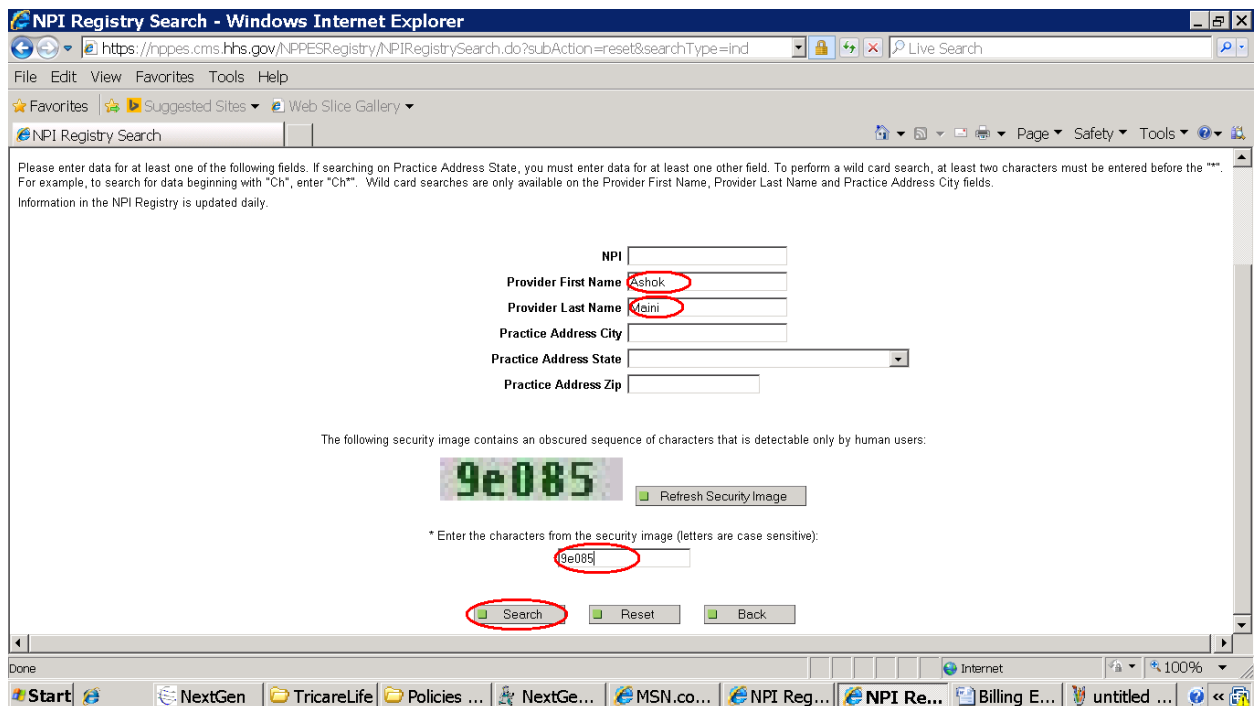


4. Once the New option is selected above, ensure that the Provider Name, Address, NPI, etc. are available. This information can be obtained from the following link:  
<https://npes.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do> . On this website select the

Individuation Provider link as shown below:



5. After selecting the Individual Provider option, enter the Provider First Name, Provider Last Name as shown below:



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 Registry Search - Windows Internet Explorer**  
 https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistrySearch.do?subAction=reset&searchType=ind

**NPI Registry Provider Details - Windows Internet Explorer**  
 https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistryPaginateSearch.do

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 \*\*\*.

**NPI Registry Provider Details**

**Name:** ASHOK KUMAR MAINI  
**Gender:** MALE  
**Sole Proprietor:** NO

**NPI Information:**  
**NPI:** 1164910325  
**Entity Type:** 1-INDIVIDUAL  
**Enumeration Date:** 06/27/2011  
**Last Update Date:** 10/04/2011  
**Replacement NPI:**  
**Deactivation Date:**  
**Reactivation Date:**

**Provider Business Mailing Address:**  
**Address:** 3 ERIE CT  
 OAK PARK, IL 60302-2519  
**Phone Number:** 7734549921  
**Fax Number:**

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

**NextGen File Maintenance**  
 File Code Tables Libraries Master Files Master Lists Reports Window Help

Enterprise: Geetha M Reddy S.C. Practice: GEETHA M REDDY MD F

**Add Provider Information - Maini MD, Ashok**

**Demographic** System Notes Elig/Rel Credentialing Provider Types Practice Categories External EHR ePrescribing Order Module

**First Name:** Maini **First Name:** Ashok **Middle Name:** Maini MD, Ashok **Display As:** Maini MD, Ashok

**Business** ☒ Business ☐ Home ☐ Other 1 ☐ Other 2

**Street:** 3 ERIE CT **State:** IL **City:** Oak Park **Zip:** 60302-2519

**Country:** USA **County:** COOK

**Phone:** (708) 763-6908 **Ext:** **Fax:**

**Spouse Name:** **SSN:** **Salutary Name:** MD **MD:**

**E-Mail Address:** **Fax Extras:** **Pager:** **Mobile Phone:**

Next OK Cancel

**NEXTGEN**  
 HEALTHCARE INFORMATION SYSTEMS

Ready NGProd | mredy (7) Version 5.8.0.106 | 09/09/15 11:39 AM

Start NextGen TricareLife Policies ... NextGe... MSN.co... NPI Reg... NPI Reg... Billing E... untitled ...

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 degree 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:

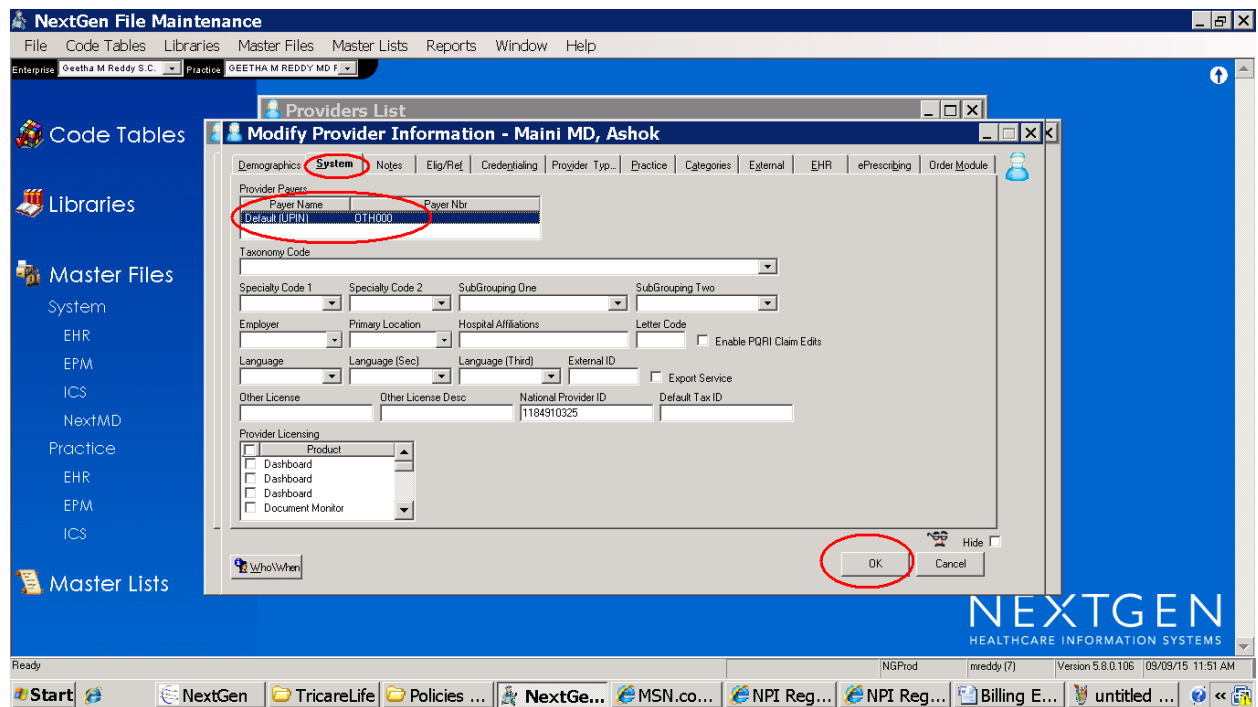
The screenshot shows the 'Add Provider Information - Maini MD, Ashok' window with the 'System' tab selected. The 'NPI Number' field is highlighted with a red circle and contains the value '1184910325'. The 'Provider Payers' section includes fields for Payer Name and Payer Nbr. The 'Taxonomy Code' is set to '99000000000000000000'. The 'Specialty Code 1' is '99000000000000000000'. The 'SubGrouping One' is '99000000000000000000'. The 'SubGrouping Two' is '99000000000000000000'. The 'Employer' is 'Maini MD, Ashok'. The 'Primary Location' is 'Maini MD, Ashok'. The 'Hospital Affiliations' is 'Maini MD, Ashok'. The 'Letter Code' is 'Maini MD, Ashok'. The 'Language' is 'English'. The 'Language (Sec)' is 'English'. The 'Language (Third)' is 'English'. The 'External ID' is 'Maini MD, Ashok'. The 'Other License' is 'Maini MD, Ashok'. The 'Other License Desc' is 'Maini MD, Ashok'. The 'Default Tax ID' is 'Maini MD, Ashok'. The 'Provider Licensing' section includes checkboxes for 'Dashboard', 'Dashboard', 'Dashboard', and 'Document Monitor'. The 'Next', 'OK', and 'Cancel' buttons are at the bottom right.

9. Verify that all the Provider Types are checked under the Provider Types tab as shown below:

The screenshot shows the 'Add Provider Information - Maini MD, Ashok' window with the 'Provider Types' tab selected. The 'Provider Types' section is highlighted with a red circle and contains a list of provider types with checkboxes. The 'Practice Level Provider Types' section is also highlighted with a red circle and contains a list of provider types with checkboxes. The 'Next', 'OK', and 'Cancel' buttons are at the bottom right.

Provider Types	Practice Level Provider Types
Adopting	Provider 1
First Consulting	Provider 2
Second Consulting	Provider 3
Primary Care Phys	Provider 4
Referring	Provider 5
	Provider 6
	Provider 7
	Provider 8
	Provider 9
	Provider 10
	Provider 11
	Provider 12

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.



The End.