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:

🍂 Ne	extGen File I	Maintenance			
File	Code Tables	Libraries Master Files	Master Lists Repo	rts Window	v Help
Enterprise	Geetha M Reddy S.C.	Practice GEETHA M REDDY	MD F		
	Code Tab	les	EF	PM Mas	ıster Files - System
		🔛 AutoF	low Sequences	🚛 Label Tem	mplates
		🚳 Budg	et Statement Messages	🧠 Locality Ta	Tax Rate
2	Libraries	🛼 Case	Contacts	🚯 Locations	s
		🔁 смы	Information	📇 Patient Res	Responsibility
The Administration of the state	🔍 Coller	ction Agencies	쁆 Payers		
- 10°		35 Count	ters	👫 Practices	;
	System	🔂 СРТ4	Codes	Providers	
		🐴 Diagn	osis Categories	Revenue C	Codes
	EPM	🚺 DME I	Regions	🚮 Sliding Fee	ee Schedules
	ICS	🧟 Emple	oyers	Specialties	es
	NextMD	🤍 Enter	prises	Statement	nt Messages
	Practice	🚰 Exten	nal System Setup	Task Types	es
		📑 Form	Templates	🔯 Taxonomy	ny Codes
	EPM	Sterm	ats	Transaction	ion Codes
	103	TCDCI	d Codes	📕 User Notes	es 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:

8	Providers Li	ist			
Mas	ter Files				
Pro	oviders		-		
Prov	viders List Search			_	
	Rendering	EPM	EHR	Providers	▲
	New.			., LCHD	
	Open			Abderholden MD, Guy	
	Hide			Abdur Rahman MD, Jamil	
	Delet			Abraham MD, Marietta Abutalib MD, Sued	
	Print	•		Acharya MD, Manish	
	Copy			Acosta MD, Rosalva	
				Adamson MD, James Adi MD, Bafa	
				Adjei MD, Philip	
				Adrian MD, Rene	
				Arrinito MD, John Agarwal DD, Amal	
				Agarwal MD, Mahesh	
				Aguilar MD, Hector	
				Ahmad MD, Orean	
				Ahmed MD, Nezneen	_
	🔲 Include Hidden Ite	ems 🗖 Inclu	ide EHR Items	Include EPM Items	Close
	🔽 Do not refresh list	after updating) data		

 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/
The NPI Registry enables you to search for a provider's NPPES information. All information produc updated daily. You may run simple queries to retrieve this read-only data. For example, users may Some health care providers reported their SSNs, IRS ITINs or EINs in sections of the NPI applicati	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.
CMS has urged health care providers to review their NPPES FOIA-disclosable data to ensure that "optional" (i.e., not required to be furnished) and /or replace the inappropriate or sensitive informati. TINs or EINs from FOIA-disclosable fields, CMS took action to not disclose any SSNs or IRS TIN under FOIA, because providers reported SSNs in the EIN field. After April 21, 2008, CMS will mail follows: SSNs to "\$	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 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	
	extge 🖉 MSN.co 🌾 NP1 Keg 🌮 NP1 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 🛛 🔒 ਓ 🛪 🕫 Live Search 🖉
File Edit View Favorites Tools Help
🔓 Favorites 🛭 🚔 🐱 Suggested Sites 🗢 🖻 Web Slice Gallery 🗢
🍘 🗸 🖸 🖛 🖉 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 ***. For example, to search for data beginning with "Ch", enter "Ch"". Wild card searches are only available on the Provider First Name, Provider Last Name and Practice Address City fields. Information in the NPI Registry is updated daily.
NPI
Provider First Name Kshok
Provider Last Name Kaini
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:
9e085 Refresh Security Image
* Enter the characters from the security image (letters are case sensitive):
Search Back
1 / / / / / / / / / / / / / / / / / / /
Start 🖉 👘 NextGen D Tricarel ife 🔁 Policies 🖗 NextGe 🦓 MSN.co 🖉 NPT Reg. 🖉 RNT Reg. 🖓 Billing F 📜 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 Regi	stry Search - Windows Inter	iet Explorer		_ 8 ×
🔆 🕑 🗢 🖻 h	ttps://nppes.cms.hhs.gov/NPPESRegisi	ry/NPIRegistrySearch.do?subAction=reset&searchType=ind	💽 🔒 🗲 🗙 🔎 Live Search	P -
File Edit Vie	w 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 searchi	ng 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	antered before the "*".
🖉 NPI F 🦉 🕅	IPI Registry Provider Details	- Windows Internet Explorer	est Manuel and Duration. Address City Solds	
00-0	🕙 🔻 🙋 https://nppes.cms.hhs.gov/N	PPESRegistry/NPIRegistryPaginateSearch.do	💌 🔒 姆 🗙 🔎 Live Search	
File Edit File	Edit View Favorites Tools Help			
🚖 Favorite 😭 F	avorites 🛛 🚖 🕨 Suggested Sites 🔻 🔊	Neb Slice Gallery 🕶		
🏉 NPI Re 🏉 N	PI Registry Provider Details		🟠 🕶 🗟 👻 🚍 🖶 🕶 Pag	je ▼ Safety ▼ Tools •
	Name:	ASHOK KUMAR MAIN		
The informa	Gender:	MALE		
	Sole Proprietor:	NO		
NOTE: So NPI	Information:			
IRS ITIN a information	NPI:	1184910325		
	Entity Type:	1-INDIVIDUAL		
Provider	Enumeration Date:	06/27/2011 10/04/2011		
	Replacement NPI:	10/04/2011		
	Deactivation Date:			
	Reactivation Date:			
NPI Inform Pro	vider Business Mailing Address:			
	Address:	3 ERIE CT OAK PARK II 60302-2519		
	Phone Number:	7734549921		
	Fax Number:			

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

Å NextGen File Main	tenance	_ 8 ×
File Code Tables Libra	aries Master Files Master Lists Reports Window Help	
Enterprise Geetha M Reddy S.C. 💌 P		O 📤
🐞 Code Tables	Add Provider Information - Maini MD, Ashok	
🚚 Libraries	Mode Name Micode Name Micode Name Micode Name Micode Name Micode Name No.4thok SpotDe Name Sin	
🍓 Master Files	City Stell-Zo	
System		
EHR	USA V COOK V Pager	
FPM	Profile Ext Fax Mobile Phone	
ICS		
NevtMD		
Practice		
FHR		
FPM		
ICS	·앺 Hide F	
	Next OK Cancel	
📜 Master Lists		
	NEX	TGEN
	HEALTHCARE INF	ORMATION SYSTEMS
Ready	NGProd meddy (7) Versic	in 5.8.0.106 09/09/15 11:39 AM

■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:

Å NextGen File Mainte	enance	_ & ×
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	🔂 📥
🙆 Codo Tables	Add Provider Information - Maini MD, Ashok	
Code Tables	🌯 🖉 Demograp System Notes Elig/Ref. Credentialing Provider Types Practice Categories External EHR ePrescribing Order Module 🤱	
	Provider Payers	
tibraries 🌷	r dyei maine r dyei mui	
~	Taxonomy Code	
-		
🌇 Master Files	Specially Lode 1 Specially Code 2 SubGrouping Une SubGrouping Two	
System	Employer Primary Location Hospital Affiliations Letter Code	
EHR	Language Language (Sec) Language (Third) External ID	
EPM	Expand Service	
ICS	Other License Other License Desc Navieral Trovider D Default Tax ID	
NextMD	Provider Licensing	
Practice	Destboard	
FHR	Dashboard Dashboard	
FPM	Document Monitor	
ICS	N Hide	
100	Nest OK Cancel	
📜 Master Lists		
		TGEN
		ORMATION SYSTEMS
Ready	NGProd mreddy (?) Versio	n 5.8.0.106 09/09/15 11:44 AM
🌯 Start 🥖 🔅 Nex	xtGen 🛛 🗁 TricareLife 🗁 Policies 🙀 NextGe 🌾 MSN.co 🌾 NPI Reg 🌾 NPI Reg 🔮 Billing E 🦉	untitled 🥑 « 🛐

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.

🞄 NextGen File Maintenan	ice	_ 8 ×
File Code Tables Libraries N	Master Files Master Lists Reports Window Help	
Enterprise Geetha M Reddy S.C. 💌 Practice GE	EETHA M REDOY MD F	()
🔏 Code Tables 🚺	Modify Providers List	
🚚 Libraries	Demographics System Notes Engrine Clearentians riogner typ., Electrice Laregories Egrethal Enn eneschang Urber Mooule Provide Pages Provide Pages Regen Name Pages Name Defasik UPIN1 01H000	
Naster Files	Taxonomy Looe	
	Specially Code 1 Specially Code 2 SubGrouping One SubGrouping Two	
System	Employer Primary Location Hospital Affiliations Letter Code	
EHR	▼ ▼ ▼ F Enable PQRI Claim Edite	
EPM	Language Language (Sec) Language (Third) External ID	
ICS	Ditre License Desc National Provider ID Default Tax ID	
NextMD	l 1184910325	
Practice	Torver Lucessing The second se	
EHR	Destboard Destboard	
EPM	Desiment Monitor	
ICS		
📜 Master Lists		
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Ready	NGProd mreddy (7) Version 5.8.0.106 (03/09/15	11:51 AM
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The End.