

To remove legacy numbers from the provider and insurance company records in your Medisoft software go to the following files and fix the fields on each screen.

Go to - **Insurance company file – Address Tab – Practice Id number field** and blank the field.

Do this for all insurance companies you do not want to send the legacy number for.

**Insurance Carrier: Medicare**  
**Address** | Options | EDI/Eligibility | Codes | Allowed | PINs |  
 Code: **MED01**  Inactive  
 Name: Medicare  
 Street: 1111 Hohokam Cir.  
 City: Ahwatukee State: AZ  
 Zip Code: 85678  
 Phone: (800)999-9999 Extension:  
 Fax:  
 Contact: Ted T. Logan  
 Practice ID: xxxxxxxxxxxx  
 Remove Practice ID if you have one entered.

Go to – **Provider file – Default Pins Tab – Pin number fields Medicare through HMO** and blank these fields for each providers in the practice.

Also - Make sure you enter the Providers individual NPI number field to this screen.

**Provider: Mallard, J.D.**  
**Address** | **Default Pins** | Default Group IDs | PINs |  
 SSN/Federal Tax ID: FedTaxID  Federal Tax ID Indicator  SSN  
 Save Cancel Help Set Default  
 PIN  
 Medicare: 11111  
 Medicaid: 22222  
 Medicare: 33333  
 Blue Cross/Shield: 44444  
 Commercial: 55555  
 PPD: 66666  
 HMO: 77777  
 These are Legacy numbers - Remove the Pin numbers listed in the Default Pins tab  
 UPIN: JDMALUPIN  
 Extra 1: CLIA Number:  
 Extra 2: TAT Number:  
 EDI ID: National Identifier: NPI Goes Here  
 Enter the Providers individual NPI number in the National Identifier field.

Go to **Provider file - Default Group Ids tab – Group Numbers – Group number through Other Group Id** and blank these fields.

Then make sure you have entered the Class with the Group NPI number if you are a group practice.

**Provider: Mallard, J.D.**  
**Address** | **Default Pins** | **Default Group IDs** | PINs | Eligibility |  
 Provider Class: GpNPI  
**Provider Class List: Group NPI**  
 Class ID: GpNPI  
 Class Name: Group NPI  
 Description: Group NPI  
 National ID: 9898989898  
 Group Numbers  
 Group Number:  
 Medicare Group ID:  
 Medicaid Group ID:  
 BC/BS Group ID:  
 Other Group ID:  
 These are the legacy Group Provider pin numbers remove them.  
 To put in a Group NPI number you need to create a class call GpNPI - with the group npi number for the group in it.  
 You can hit F8 to add a new class record or F9 to edit a record you have already created. See sample above

Go to **Insurance Company File – PINs Tab – PIN/Qualifier/GroupID/Qualifier** and remove this information.

**Provider: Mallard, J.D.**  
**Address** | **Default Pins** | **Default Group IDs** | **PINs** | Eligibility |  

Code	Insurance	PIN	Qualifier	Group ID	Qualifier
AET00	Aetna		G2		G2
BLU00	Blue Cross Blue Shield		1B		1B
BLU01	Blue Cross Blue Shield	BCBS PIN	1B	BCBS Group	1B
CIG00	Cigna		BQ		BQ
FHP00	FHP Health Plan		G2	1111	G2
HOR00	Horizon BCBS of NJ	NJ BCBS PIN	1B		1B
IAMCD	Iowa Medicaid	IA Medicaid PIN	1D		1D
MED00	Medicaid		1D		1D
MED01	Medicare	Medicare PIN	1C	Medicare Group	1C

 Save Cancel Help Set Default  
 To remove legacy number remove the PIN Qualifier and Group ID Qualifier from the PINs tab on the Provider or Insurance co.