

# Carrier Linking

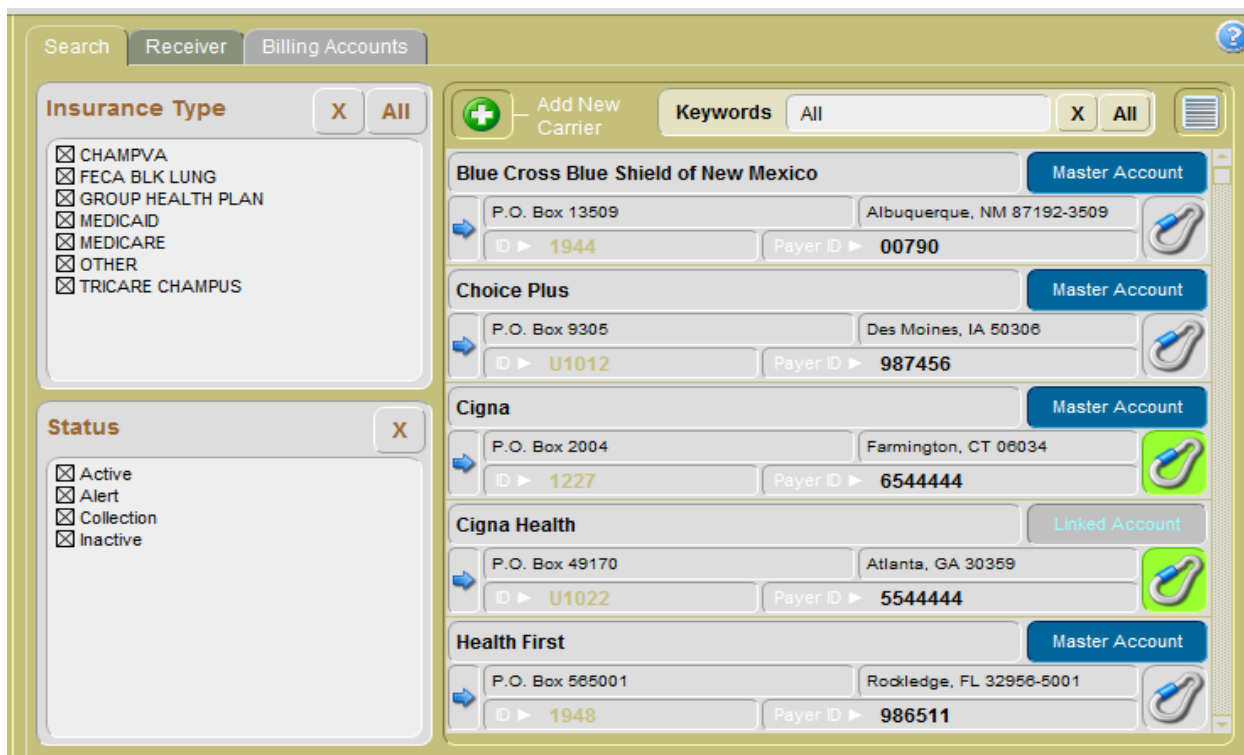


## Carrier Linking

- When sending claims to a carrier, they may require different addresses to submit the claims, but send payments back batching them together in one check. In this case, Carrier Linking is necessary to keep the carriers separate when sending and group them when applying manual or auto payments.

## Seeing Linked Carriers

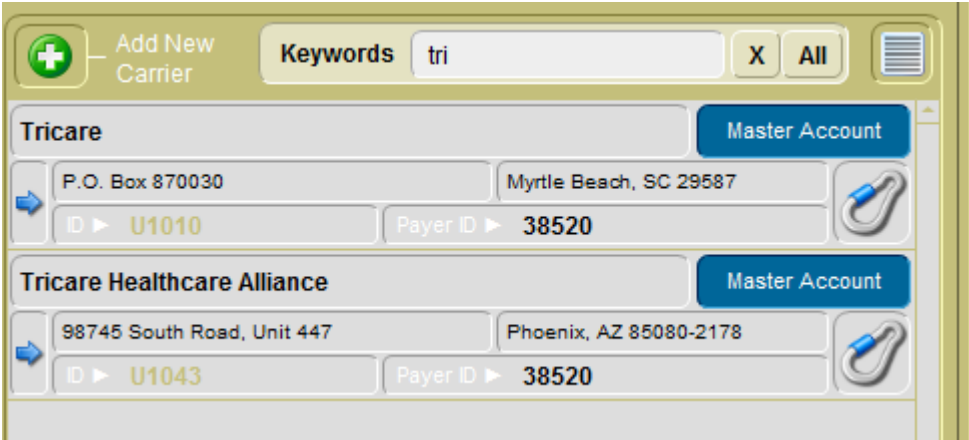
- Creating and Linking Carriers is done from the **Carriers** menu.
- When a new Carrier is created, it is automatically considered a Master Account.
- On the **Carriers** menu you can see if a Carrier is a Master Account by itself, or if it is a Master Account with other Carriers linked to it (green highlight), or if it is a Linked Account.



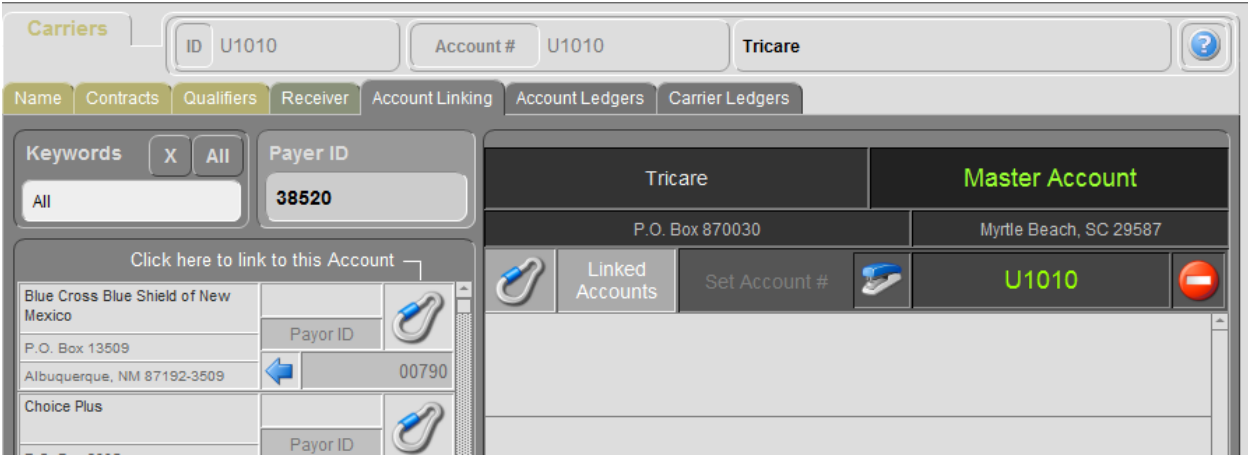
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## Linking Carriers

- Do a search for a carrier by name having more than one address.
- Select one of them to be the master account, click the blue arrow to go into the carrier account.



- Go to the **Account Linking** tab. This carrier account will now appear on the right as a Master Account.



- In the Keywords search field enter the carrier name. When the list appears, click the link picture icon to link it to the master account, it will then have a green highlight around the icon and also move to the **“Linked Accounts”** on the right.

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The screenshot shows a software interface with several tabs: Name, Contracts, Qualifiers, Receiver, Account Linking (selected), Account Ledgers, and Carrier Ledgers. On the left, there are search fields for 'Keywords' (containing 'tri') and 'Payer ID' (containing '38520'). Below these is a section titled 'Click here to link to this Account' containing a table with two rows of carrier information. The first row is for 'Tricare' with a blue link icon. The second row is for 'Tricare Healthcare Alliance' with a pink link icon. The right side of the interface shows a 'Master Account' section with 'U1010' and a red minus icon. Below that is a 'Linked Accounts' section with a blue link icon and a table listing 'Tricare Healthcare Alliance' with its address and Payer ID '38520'.

- To unlink click on the red minus icon to the right of the name.
- If for some reason a Master Account gets unlinked, simply click the stapler icon to reset its account number which will make it a Master Account again.
- If you see carriers under the keyword search list with the link icon highlighted pink that means it is linked to another master account.

This is a close-up of the 'Click here to link to this Account' section. It shows two rows of carrier information. The first row is for 'Tricare' with a blue link icon. The second row is for 'Tricare Healthcare Alliance' with a pink link icon. Both rows show the address '98745 South Road, Unit 447' and 'Phoenix, AZ 85080-2178' and the Payer ID '38520'.