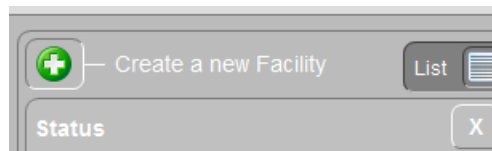


# Facilities Setup

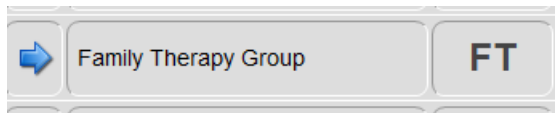


## Facilities Set Up

- Click on the **Facilities** menu from the Welcome screen or Main Menu. You can have as many facilities as you need for each group that you have set up. A facility is basically Box 32 on the CMS form and is the location where the services are actually rendered.
- To create a new facility, click on the “Create a new Facility” button.



- To view an existing Facility, click on the blue arrow next to the facility name.



- Enter the “Name”, “Address”, “City”, “State”, “Zip Code”, “Phone” numbers and “Email” fields as desired.

Facility				Family Therapy Group	
Name	Codes	Contracts			
Prefix	Name	EBA4	Suffix	Staff Linked	
	Family Therapy Group			Istrator, Admin	
Address				2432 Allen Blvd	
2432 Allen Blvd					
City		State	Zip Code		
Albuquerque		NM	87101		
Phone	Phone 2				
505-911-6121	888-777-4444				
Fax	Email				
505-911-6121					
Tax Rate	Initials	Foreign ID			
0.00%	FT	Used to Identify matches from Inbound Data			
NPI #		CLIA #			
3213216352					

# Facilities Setup

- A facility **must** have an NPI number.
- What signifies a facility is whether or not there is a tax rate. In some states, each county has a different tax rate.
- Pathology labs would have a CLIA number as well.
- Codes can also apply to facilities. Click on the **Codes** tab to enter a specific qualifier code for the facility, which is used and carried through the program later if it is needed.

Facility: Family Therapy Group

Qualifiers

Click into the next empty line and select a qualifier code to add

Enter the appropriate ID number here

Description

Qualifier Code	ID Number	Description
0B	State License Number	A45901702

- Once contracts have been set up, you can also view on the **Contracts** tab the contracts that are linked to a specific facility.

Facility: Family Therapy Group

Contracts

Contract Name	Start Date	Expiration Date	Patient Plan Name