Milford Regional Physician Group
The Benchmark for Quality Care

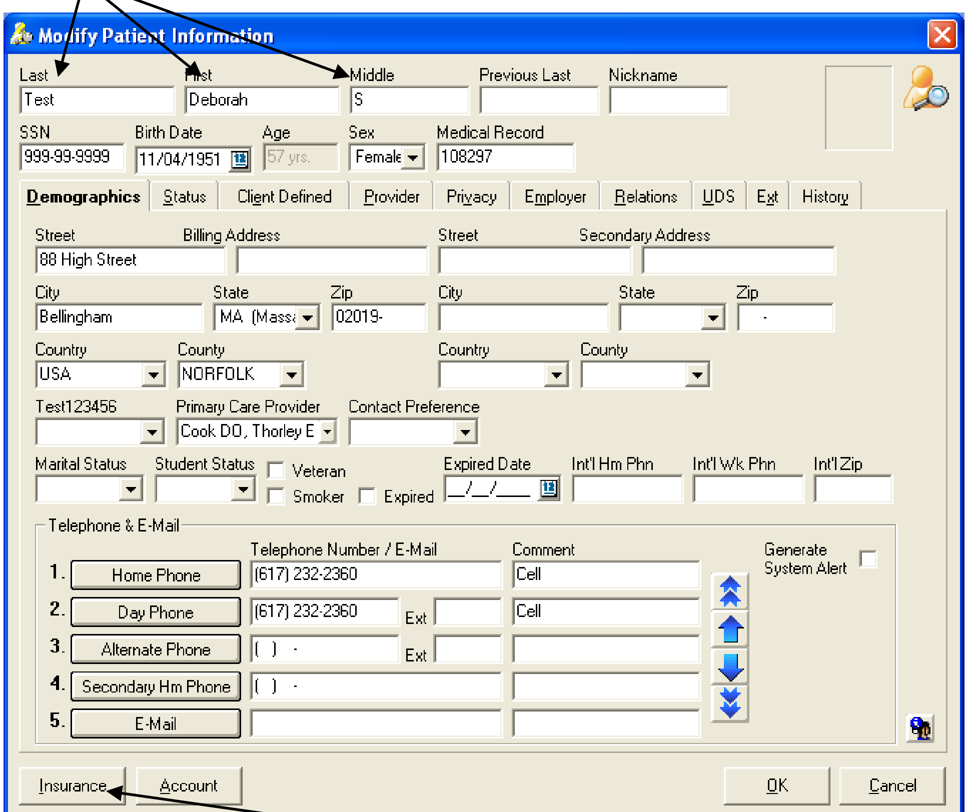
Workflow for: ☒ **Internal Medicine** ☒ **Pediatrics** ☒ **Family Medicine** ☒ **Specialty**
☒ **Clerical** ☐ **Clinical** ☐ **Provider**

Date Updated: 10/09 **Pages: 5** **Approved by: On File**

<u>NextGen: Insurance Card Scanning</u>

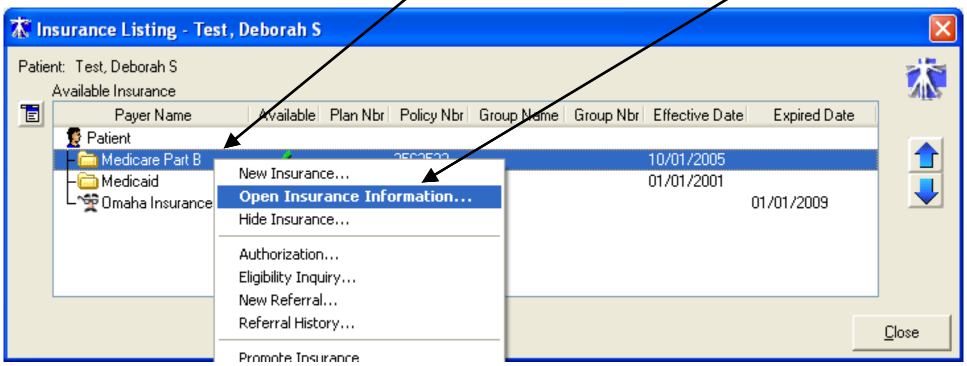
We **<u>must</u>** verify the insurance card image on file is current with **<u>every</u>** patient Check-In.

The name on the insurance card **<u>must</u>** exactly match the patient name in NextGen.

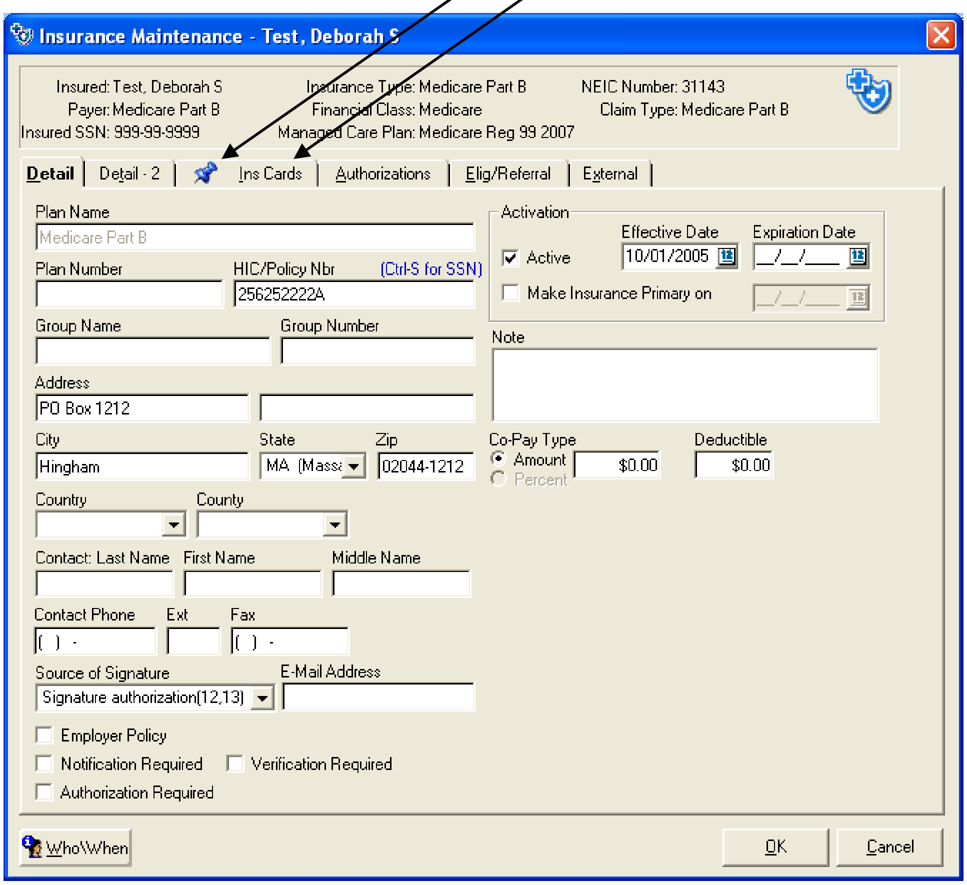


From the Update Patient Information screen, click on the Insurance button.

From the Insurance Listing screen,
right click on the Insurance Plan and select
"Open Insurance Information…."



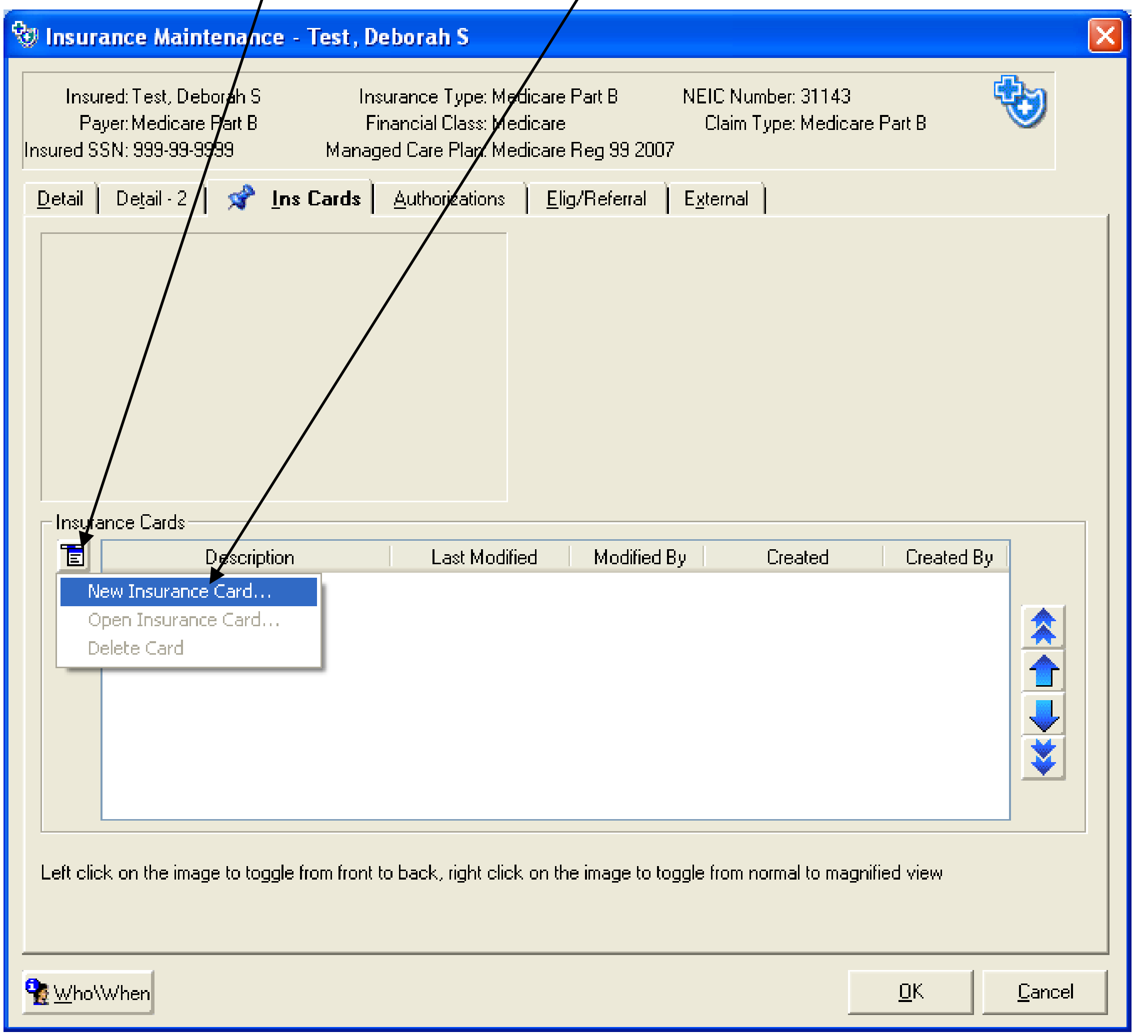
From the Insurance Maintenance Screen, the thumb tack icon signifies we do have a scanned image of this insurance card on file. Click on the "Ins Cards" Tab to verify the image mirrors the insurance card the patient presents with.



If,

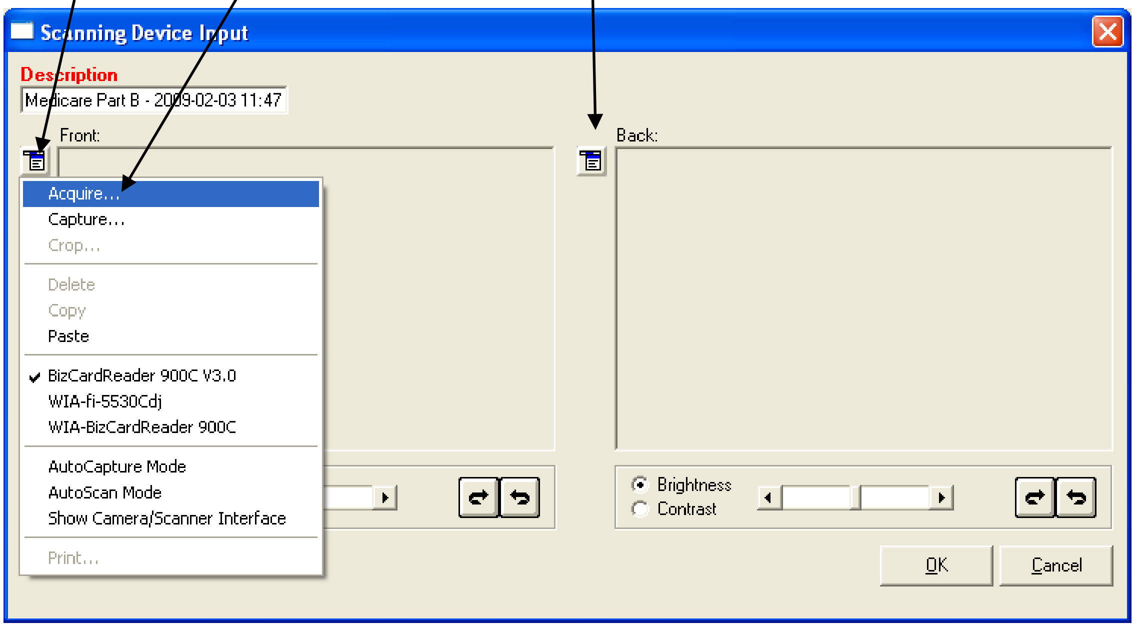
1. this is a new plan and thus a new card
   or
2. the card has changed with an existing plan
   or
3. there wasn't a scanned image on file for an existing plan……

Click on the Norton button and select "New Insurance Card…"



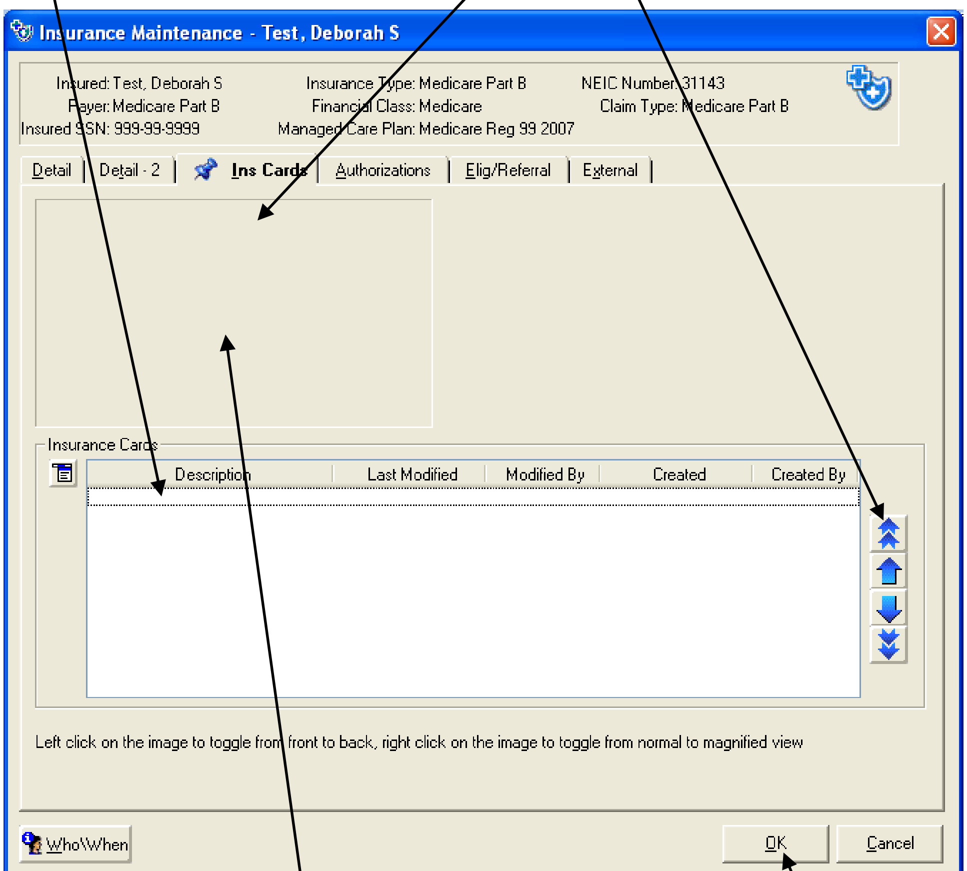
Using your BizCard Reader, put the insurance card face down in the unit, Click on the Norton button and select “Acquire” to scan a copy of the front of the insurance card.

Turn the Insurance card so the back is face down and repeat the procedure in the Back space.



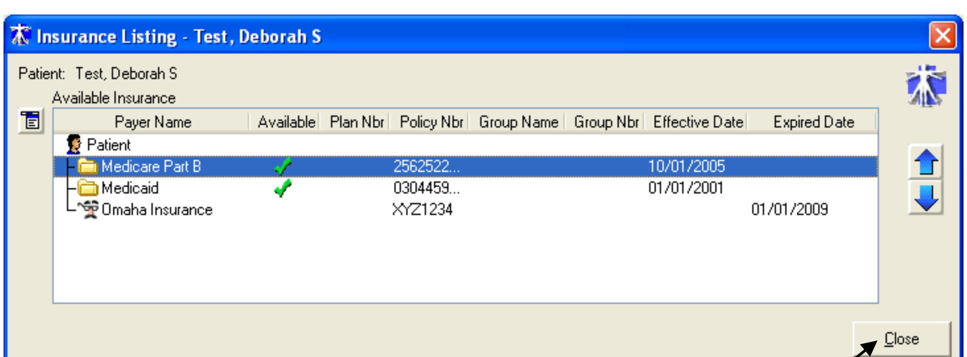
Click on the Description with today's date to see the image scanned today.

If there is another copy on file, click the blue double arrow to advance to the top so the most recent image will display next time this tab is viewed.



- Right click on the image to enlarge

- Left click on the image to see the back of the card. Click "OK".



Click "Close".