

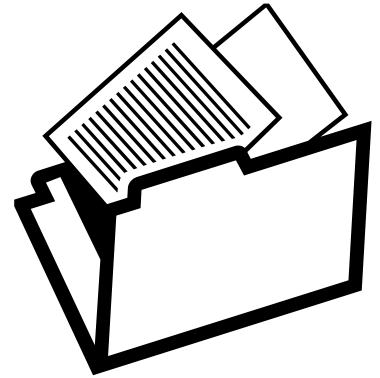


Private Insurance Contract Implementation

When your local health department's private insurance contract has been approved, you'll receive a copy of the contract either by mail or email.

1. Receive PIN Numbers.

The insurer will send you individual PIN numbers for the clinic, lab, and *each* provider. If your clinic uses an Electronic Medical Record (EMR) system, be sure to update it with the new PIN number and the payer ID number.



TIP: All new information and a copy of the contract itself can be filed in your insurance folder. See a sample copy on the [Job Aid "How to put Together Your Insurance Folder."](#)

2. Inform clinicians and billing staff.

It's important that all clinic, registration, and billing staff know about the new contract so everyone is clear about collecting fees from patients and the contracting insurer.

3. Stay on top of changes.

Over time, there will be changes to the insurer's rules, reimbursement, or benefits. You can do this by checking the insurer's website on a regular basis. Your patients will appreciate it when the information you give them about billing is accurate and up to date.

TIP: Make a schedule or mark your calendar for an annual or semi-annual check insurance benefits check.