

Customer Support Alert February 26, 2008

Payor ID for Texas Department MHMR has Changed

This alert pertains to Alteer Office® users who use Alteer Office for billing and who submit claims to Texas Medicaid MHMR (Mental Health Mental Retardation). Effective February 21, 2008, the payor ID for Texas Department MHMR changed to **86916**. The old ID, TMHMR, will be accepted through March 15, 2008. You must change the payor ID number for Texas Department MHMR in Alteer Office immediately.

To edit payor ID for the Texas Department MHMR

- 1** On the folder bar, click **Billing**, and then click **Billing Admin**.
The Billing Admin work area appears.
- 2** On the Information bar at the top of the work area, click the **ARROW**, and then click **Insurance Carrier**.
The Insurance Carrier page appears.
- 3** In the **Find** box, type the name of the carrier and click **Search**.
- 4** In the search result list, right-click the carrier, and then click **Edit**.
The Modify Carrier dialog box appears.
- 5** On the **Claim Format** tabbed page in the appropriate **Payer ID** box, type **86916**.
- 6** Click **OK**.

For assistance, please contact Alteer Customer Support. Tel: 949.790.0400, Mon-Fri., 6:00am-5:00pm, Pacific Time, e-mail: support@alteer.com.