

**UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
INFORMATION SYSTEMS & TECHNOLOGY – SCHOOL OF MEDICINE**

Instructions for completing the Billing Provider Request Sheet

- Select Activity:** *Indicate if Billing Provider is being Added, Edited or Removed*
- Heat Ticket#:** *Indicate Heat ticket number*
- Full Name:** *Indicate the Billing Provider's full name including middle initial. Select the applicable title from the drop-down box.*
- Numeric Code:** *If this is an edit to an existing Billing Provider, indicate the provider's numeric code. Codes for new providers will be assigned by IS&T.*
- Mnemonic:** *If this is an edit to an existing Billing Provider, indicate the provider's mnemonic. Mnemonics for new providers will be assigned by IS&T.*
- Division:** *Select the applicable Division name from the drop-down box.*
- Billing Area:** *Indicate either the IDX mnemonic(s) or numeric code(s) of the Billing Areas for this provider. The mnemonic or code must be a valid entry in Billing Dictionary 202.*
- Billing Location:** *Indicate either the IDX mnemonic or numeric code of the Billing Location for this provider. The mnemonic or code must be a valid entry in Billing Dictionary 100.*
- Is this a PCP?:** *Mark this box if provider is a Primary Care Physician.*
- Allow as Referred to Provider in HMO:** *This is for IS&T use only*
- No PA license:** *Enter Y if provider has a valid PA license*
- Valid Groups:** *Indicate the group numbers to which this provider should be assigned*
- WebMD Specialty Code:** *Indicate the applicable WebMD specialty code for this provider – link to the list of codes is available on the form.*
- Comments:** *Include any comments not covered within other sections of this form*

The Billing Provider Request Sheet should be forwarded to the Managed Care Department, the Central Billing Office and IS&T. Please be advised that the form requires both CBO and Managed Care approval before it can be added the IDX system dictionary.