Prince Parker set up instructions

Use the following instructions to add Prince Parker to your practice in athenanet.

1. **Contact Prince Parker to get set up with an account.**

   800-276-2423

Please ensure the agency is notified of your athena context ID.

2. **Set up a custom transaction code in athenanet:**
   a. Display the Custom Transaction Codes page via: admin > Practice Manager Admin > Custom Transaction Codes (under Miscellaneous). See figure 1.
   b. Code: enter a custom transaction code of your choice.
   c. Name: enter a name of your choice.
   d. Note (optional): enter the date and name of person that created the custom transaction code in athenanet.
   e. Click save.

Figure 1

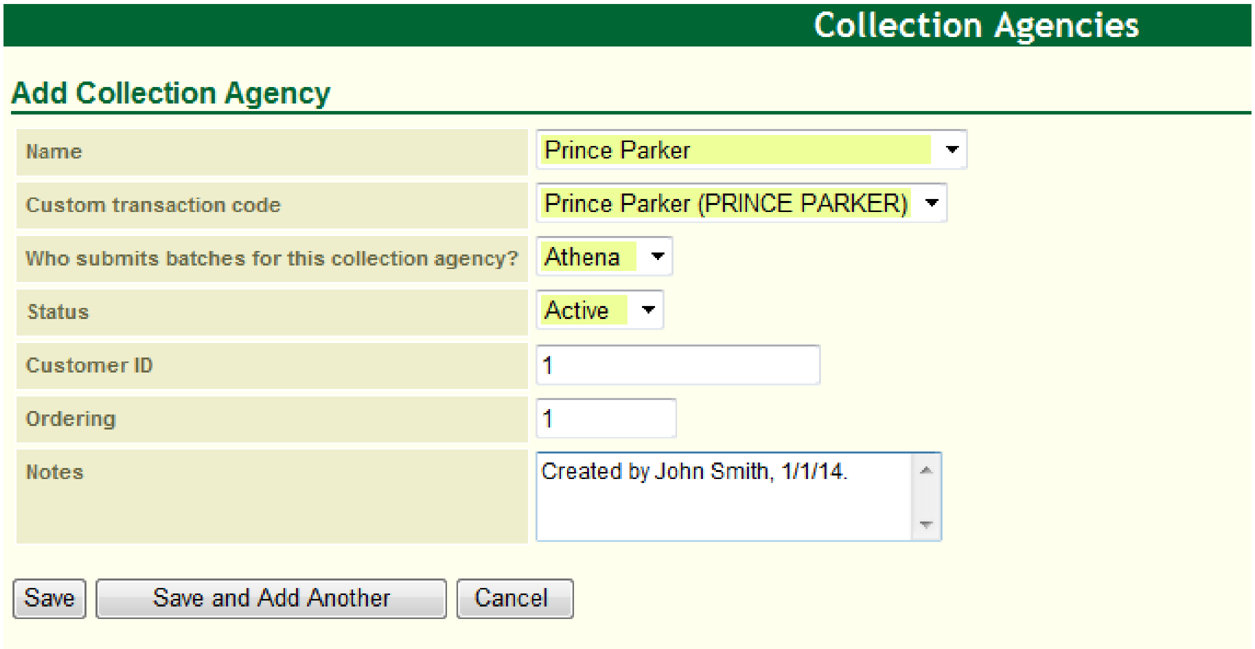
Custom Transaction Codes

	Code	Name	Note
update | delete	PRINCE PARKER	Prince Parker	Created by John Smith, 1/1/14.

**The Code and Name are used for reporting purposes via report builder and can be set to either to Prince Parker or anything or your choice.*

3. **Set up Prince Parker System:**
   a. Display the Collection Agencies page via: admin > Billing Admin > Collection Agencies.
   b. Click on: “add new”
   c. Name: select Prince Parker from the dropdown list.
   d. Custom transaction code: select the code created in step 2.
   e. Who submits batches for this collection agency? – The default is athena and does not need to be changed.
   f. Status: select “active”
   g. Customer ID: please add any ID provided by the agency if applicable else this can be left blank.
   h. Ordering (optional): This defines the ordering in which the entry will display in the collection worklist.
   i. Note (optional): enter the date and name of person that added the agency in athenanet.
   j. Click save. See figure 2.

Figure 2



Prince Parker will immediately became available in the "send to collections" dropdown menu of your collection worklist under billing.

4. **Set up a collection policy.** Detailed instructions can be found in O-help, keyword: collection policies.

** Please note that the: name, custom transaction code, submission responsibility, and status should not be changed once set; doing so could result in transmission issues. For further questions on any of these steps, please contact the CSC or your account manager.*