Insurance not in Database

Registration Clerks

If you are unable to locate the correct secondary insurance in the Health Plan Search, you can add it manually by using Miscellaneous Insurance. The Health Plan search can be found on the Additional Insurance Tab in the encounter conversation being registered. This will apply to secondary insurance only.

1. In the **Additional Insurances** tab, enter the relationship to patient then click on "**Search for Health Plan**".

2. In the **By Plan Name** tab type "Miscellaneous" and click on the search icon.

3. Make sure Miscellaneous Commercial Health Plan is highlighted then click OK.

4. In the **Other Plan Name** field type the name of the insurance company and fill out all other relevant fields. If the insurance is provided through an Employer enter that information as well.