

# iEXCHANGE<sup>®</sup> ADMINISTRATIVE USER QUICK REFERENCE GUIDE

## Administrative Functions (Click *Preferences* and select *iEXCHANGE<sup>®</sup> Administrator*)

<p><b>Group Administration —</b> Enter or edit information within iEXCHANGE<sup>®</sup> for your provider group</p>	<ul style="list-style-type: none"> <li>• Allows you to add contact information for your iEXCHANGE<sup>®</sup> group, including contact name, address, telephone, fax and email</li> </ul>
<p><b>Account Administration —</b> Contains a list of the accounts (users) associated with your provider group</p>	<ul style="list-style-type: none"> <li>• Select the radio button next to the username and click <i>Edit User</i> to modify an existing user's data <ul style="list-style-type: none"> <li>✓ Users can be listed as “Active” (transactions are enabled) or “Inactive” (user will no longer be able to login or submit transactions)</li> <li>✓ Create additional administrative users by selecting <i>System Administrator</i> under “Assign Admin. Privileges”</li> </ul> </li> <li>• Click <i>Add New User</i> to add a new account user to this list</li> </ul>
<p><b>Submitting Providers —</b> Contains a list of the submitting providers currently associated with your administrative group</p>	<ul style="list-style-type: none"> <li>• Contact the iEXCHANGE help desk at AmeriHealth Administrators for assistance with adding provider IDs - 1-888-444-4617</li> </ul>
<p><b>Frequent Providers —</b> Contains a list of the frequently used providers associated with your administrative group (includes all provider roles – attending, facility and servicing providers)</p>	<ul style="list-style-type: none"> <li>• Contact the iEXCHANGE help desk at AmeriHealth Administrators for assistance with adding provider IDs - 1-888-444-4617</li> </ul>
<p><b>Frequent Procedures —</b> Contains a list of the Frequently Used Procedure Codes associated with your Administrative Group</p>	<ul style="list-style-type: none"> <li>• Click <i>Add to List</i> to access the add procedure page <ul style="list-style-type: none"> <li>✓ Enter code and description, click <i>Save</i></li> </ul> </li> <li>• Click <i>Edit</i> to modify an existing procedure code</li> <li>• Click <i>Delete</i> to remove an existing procedure code from the list</li> </ul>
<p><b>Frequent Diagnoses —</b> Contains a list of the Frequently Used Diagnoses Codes associated with your Administrative Group</p>	<ul style="list-style-type: none"> <li>• Click <i>Add to List</i> to access the add diagnosis page <ul style="list-style-type: none"> <li>✓ Enter code and description, click <i>Save</i></li> </ul> </li> <li>• Click <i>Edit</i> to modify an existing diagnosis code</li> <li>• Click <i>Delete</i> to remove an existing diagnosis code from the list</li> </ul>