

## 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, phone, fax, and e-mail</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 on <b>Edit User</b> to modify an existing user's data.             <ul style="list-style-type: none"> <li>• Users can be listed as <b>ACTIVE</b> (transactions are enabled) or <b>INACTIVE</b> (user will no longer be able to logon or submit transactions)</li> <li>• Create additional administrative users by selecting <b>SYSTEM ADMINISTRATOR</b> under Assign admin privileges</li> </ul> </li> <li>• Click <b>Add new user</b> to add a new account user to this list.</li> </ul>
<p><b>Submitting Providers</b> – This section contains a list of the Submitting Providers currently associated with your Administrative Group</p>	<ul style="list-style-type: none"> <li>• Please contact the iEXCHANGE<sup>®</sup> HelpDesk at Keystone Mercy for assistance with adding Provider ID#'s – 1-800-521-6007</li> </ul>
<p><b>Frequent Providers</b> – This section 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>• Please contact the iEXCHANGE<sup>®</sup> HelpDesk at Keystone Mercy for assistance with adding Provider ID#'s – 1-800-521-6007</li> </ul>
<p><b>Frequent Procedures</b> – This section contains a list of the Frequently Used Procedure Codes associated with your Administrative Group</p>	<ul style="list-style-type: none"> <li>• Click <b>Add to list</b> to access the add procedure page.             <ul style="list-style-type: none"> <li>• Enter code and description, click <b>Save</b></li> </ul> </li> <li>• Click <b>Edit</b> to modify an existing procedure code</li> <li>• Click <b>Delete</b> to remove an existing procedure code from the list</li> </ul>
<p><b>Frequent Diagnoses</b> – This section contains a list of the Frequently Used Procedure Codes associated with your Administrative Group</p>	<ul style="list-style-type: none"> <li>• Click <b>Add to list</b> to access the add diagnosis page.             <ul style="list-style-type: none"> <li>• Enter code and description, click <b>Save</b></li> </ul> </li> <li>• Click <b>Edit</b> to modify an existing diagnosis code</li> <li>• Click <b>Delete</b> to remove an existing diagnosis code from the list</li> </ul>