Create and Update Insurers

Description:

Only users with administration rights can view, edit and add new insurers. The insurers list enables you to keep track of insurers you work with for record keeping purposes. Once an insurer is created in AirView their name is added to the Insurers list for selection in the patient's file.

To add or edit an Insurer:

1. From the **Administration** menu, select **Insurers**.

2. To create a new Insurer, click **New Insurer**.

3. To edit an existing Insurer, select the required insurer account and click **Edit**.

4. Add or update the following information:

   • Name

   • Notes

5. Click **Save**.

Note: *You can add insurance details to the patient's file via the Patient details screen, if you have clinical user access.*