Create and Update Payors

Description:

Only users with administration rights can view, edit, add and delete payors. The payors list enables you to keep track of payors you work with for record keeping purposes. Once a payor is created in AirView their name is added to the Payors list for adding to a patient's file.

To add or edit a Payor:

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

2. To edit a Payor, select the template and click **Edit**.

3. To add a Payor, click **Add payor template**.

4. Select the appropriate payor from the list.

5. Enter the initial and ongoing compliance rules.

6. If required, select the **Default for new patients option**.

7. Click **Add**.