

Quick Start Guide: How to Map Your Payers

< 1 MIN PER PAYER

ALL USER ROLES

1. Review OneSpot Payer Directory

We recommend first comparing the payers listed in the **Mapped Payer** column with your own payers in OneSpot. This will help you identify any potential links you'd like to establish, which will allow the OneSpot Claim Scrubber to apply *payer-specific scrubbing rules* from the **Mapped Payer** to your payer claims. [Click HERE](#) to review the OneSpot Payer Directory.

2. Access OneSpot to Begin Mapping

From 'Admin,' select the 'Payers' sub-module.

The screenshot shows the OneSpot Admin interface. In the top navigation bar, the 'Payers' tab is highlighted with a red box. In the left sidebar, the 'Admin' button (gear icon) is highlighted with a red box. A blue arrow points from the 'Admin' button to the 'Payers' tab. Below the navigation, the 'Your Payers' section is visible, showing a search bar and a table of active payers.

Name ↑	Payer ID	Type
Medicaid		
Medicaid (SB Training)	55555	Medical
Medical Mutual		Medical
Medicare	04112	Medical

Select the **mapping** symbol of the payer you'd like to map.

3. Select a Mapped Payer and Sub-Level Payers

Start by selecting a **Mapped Payer** to apply all *payer-specific scrubbing rules* to **Your Payer's** claims.

The screenshot shows the 'Map this Payer' interface. On the left, 'Your Payer' is 'Medicare'. On the right, there are two dropdown menus. The top one is labeled 'Mapped Payer' and is set to 'Medicare'. The bottom one is labeled 'Sub-level Payer(s)' and is set to 'Medicare (National Government Service)'. A blue arrow points from the 'Mapped Payer' dropdown to the 'Sub-level Payer(s)' dropdown.

If needed, choose any applicable **Sub-Level Payers** to apply scrubbing rules that are *payer-specific* and based on factors like your practice's location, the plan type, or both.

Select **Save** when finished.