

The new first-time user password is “hp-pes”

5010 Principles:

1. **Put information into the claim as early as you can, i.e., the left-most tab (header level) possible – and don’t repeat on a service tab what was already stated on a header.**
2. **Don’t use *Pay-To provider*.**

5010 PES Tips:

1. **Zip Codes:** Provider zip codes and service location zip codes need to be 9 digits. Billers need to go through the lists and clean them up. When working on a new claim, you clear out the billing provider by using a blank entry and then re-select the billing provider entry so the corrections are pushed into the claim.
2. **Tax ID:** Remove the dash in a tax ID by going through the lists and clean them up – no dashes. When working on a new claim, clear out the billing provider by using a blank entry and then re-select the billing provider so the corrections are pushed into the claim.
3. **Rendering Provider:** Put the rendering provider on a Header tab; only put it on a Service tab when it is different.
4. **Pay to Provider:** Do not use the Pay To provider, clear/blank it out.
5. **Date of Service:** Date of Service goes on a Header tab now. Only put it on Service tab IF IT IS DIFFERENT.
6. **Place of Service:** Put the Place of Service on Header tab now. Only put it on Service tab IF IT IS DIFFERENT.