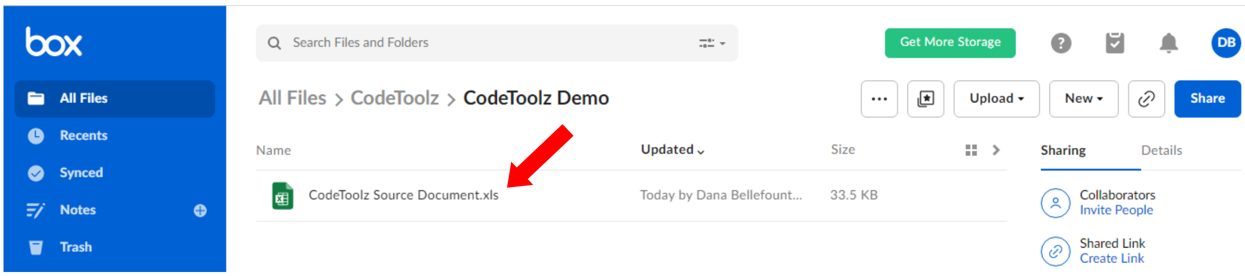
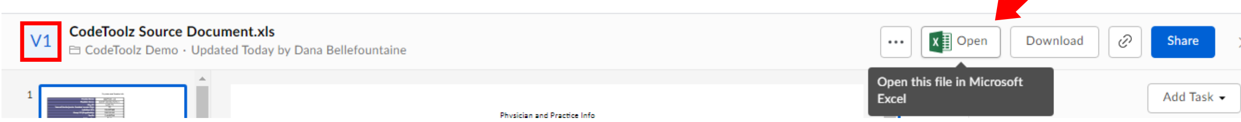
Updating Your Source Document (SD)

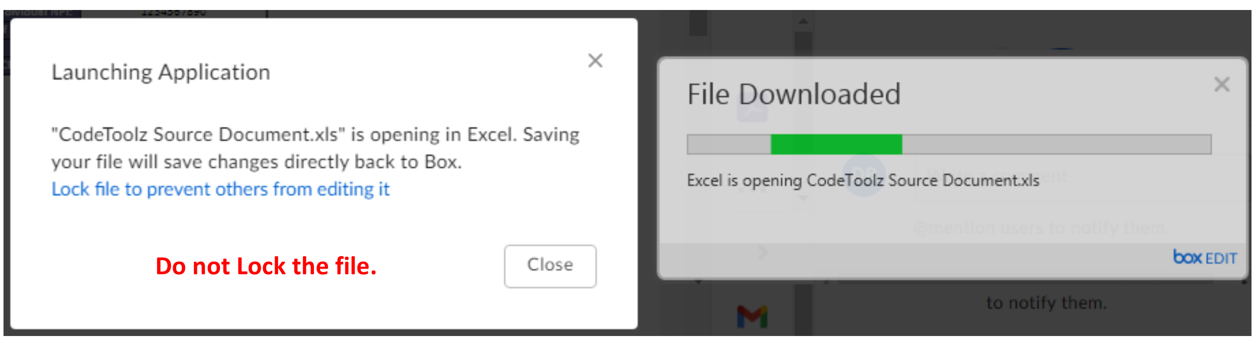
We have listed all we could from the contract(s) you sent us. **Please make sure the Rep. Contact Info (Payers tab) is current**, update if necessary, as this is likely different from what was in your contract. This is the person who will receive notices to request your most current payer contracts, allowable's and renegotiation notices. **Please do not change any of the formatting or the order of the Payers.**

Select your SD

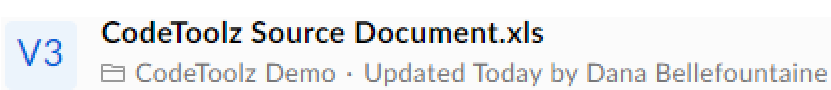


Open your SD |note the Version # (V1)





Update your SD as necessary, just focus on the Rep. Contact Info on the Payers tab – we will take care of the rest. After you update, this updated version will be automatically saved in your collaboration folder. You can tell this by the Version # next to the document name:



Please notify us of any updates you have performed. This is easily done in this area (screen-right):