

**INSURANCE
MASTER
FILE
(IMF)**

NOTE PAD

INSURANCE MASTER FILE
(IMF)

**PLEASE REFRAIN FROM
USING THE COMPUTERS
UNTIL INSTRUCTED**

INSURANCE MASTER FILE

**NO INTERNET USAGE
ALLOWED IN TRAINING
CLASSROOMS**

Class Guidelines

- Two 15 minute breaks
- 30 minutes for lunch
- Post course proficiency examination-
 - A score of 80% or better is required to pass the course

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Course Objectives

IMF Database-

- Assign the appropriate Self-Pay IMF codes

What is the IMF?

- IMF stands for Insurance Master File
- The IMF is a database that matches a three or four digit code to a payor

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What is the IMF?

- This database allows UCSF to enter insurance, contract, and expected reimbursement information into IDX

IMF Policy

- Each visit created in the IDX system, **MUST** have an IMF plan code attached to it
- IMF plan codes are attached to allow an insurance, primary medical group, grant, fund or individual to be billed for a service

IMPORTANT NOTES #1 & #2



IMPORTANT NOTE #1

A billing error will occur when:

- An IMF plan code is not attached to an IDX visit
- OR**
- The FSC follow-up questions are not completed

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IMPORTANT NOTE #1

When this type of error occurs:

- No charges will drop to our billing applications
- No claims will be sent to the payor(s)
- No reimbursement will be received until the error is corrected

IMPORTANT NOTE #2

- **User accuracy can be tracked through user profiles. Collection of complete and accurate payor data may be a criterion on which user performance is measured.**

How UCSF uses the IMF

- The IMF is used to identify payers in the IDX system
- It is also used for additional functions in the IDX system

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How UCSF uses the IMF

- The additional uses for the IMF include:
 - Attaching contract specific information to insurance carriers.
 - This information is used by Marketing and Decision Support Services

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How UCSF uses the IMF

- The additional uses for the IMF include:
 - Attaching 2 addresses on 1 IDX code.
This is used to define separate technical and professional billing addresses

Front End Users
•Ambulatory Practices
•Admission and Registration
•Ancillary Departments
(laboratory, pathology, etc)

IDX

Visit created and
IMF plan code
attached

TES Charge Entry occurs

Technical Fee (Tech Fee)

Professional Fee (Pro Fee)

Interface

Back End Users
•Patient Financial Services
•Medical Group Business Services
(MGBS)
•Per-Sé

SMS/PA
Technical Facility Billing

IDX/BAR
Professional Billing
