

## IMF Look-ups – Self Pay Codes

All Self-Pay patients must have an IMF plan code attached to their visit.

**Use one of the four IMF Self-Pay Plan Codes listed below for every Self-Pay patient:**

IMF PLAN CODE	SELF PAY DEFINITION	DETAILS
ZP2	NO RESOURCES	No resources for medical care. Patient will be seen in Screening & Acute Care Clinic, Pediatric Urgent Care, or Emergency Department
ZP3	LIMITED RESOURCES	Patient has sufficient resources to pay for basic primary/routine care only. Provider and/or Financial Counselor reviews are necessary prior to specialty visits, inpatient admissions, and high dollar outpatient procedures
ZP4	FULL RESOURCES	Patient has sufficient resources to pay for all medical care including multiple specialty visits, inpatient bills, and all outpatient procedures
ZP5	UNSCREENED	Unable to determine level of financial resources

### **Attaching a New IMF Code into IDX.**

#### **When adding a new IMF Plan code, follow the steps below in ADT:**

- 1) At the Patient Action Screen, type a ?
- 2) Type Action Code ZP (Plan Assignment) and select the appropriate visit.
- 3) At the Insurance Screen, Select A (Add a new plan)
- 4) Type or paste the IMF/IDX Plan code into IDX and press the enter key.
- 5) Complete and/or edit the FSC Follow-up Questions  
Note: IDX suspends the claim generating process if you do not complete the Critical Registration level Follow-up questions.
- 6) When you've completed the FSC Follow-up questions, type STOP and Press F10 to file and save your changes.

### **Attaching a Prior IMF Code into IDX.**

- 1) Follow steps 1 and 2 above
- 2) At the insurance selector screen, find the patient's current insurance.
- 3) Highlight (by pressing enter) all appropriate insurance plans.
- 4) Press F10 to file and attach the appropriate insurance plans to this visit.
- 5) Complete and/or edit the FSC Follow-up Questions (Select F, Edit Follow-up)  
**Note: IDX suspends the claim generating process if you do not complete the Critical Registration level Follow-up questions.**
- 6) When you've completed the FSC Follow-up questions, type STOP and Press F10 to file and save your changes