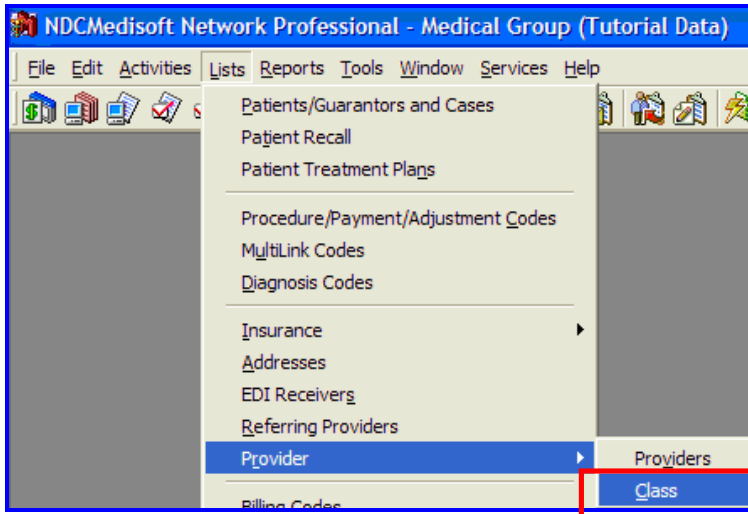


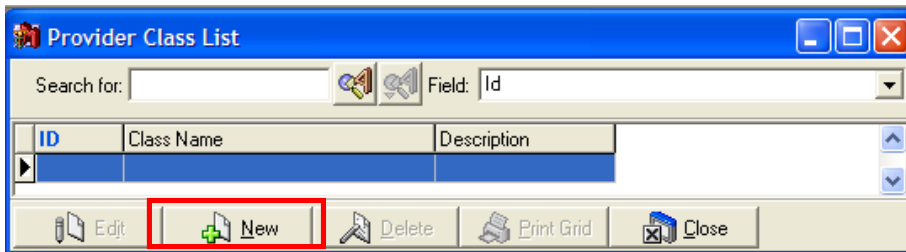
How to Setup a Group NPI in Medisoft

Take the following steps to setup a **Group NPI** for the practice:

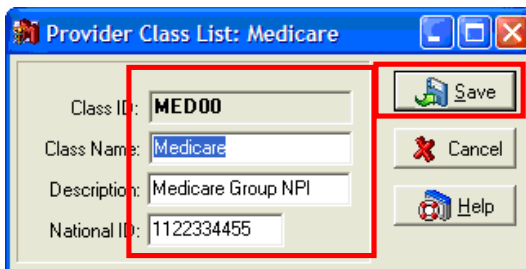
1. Click on **List, Provider**, and select **Class**.



2. Click **New** in the **Provider Class List** window.



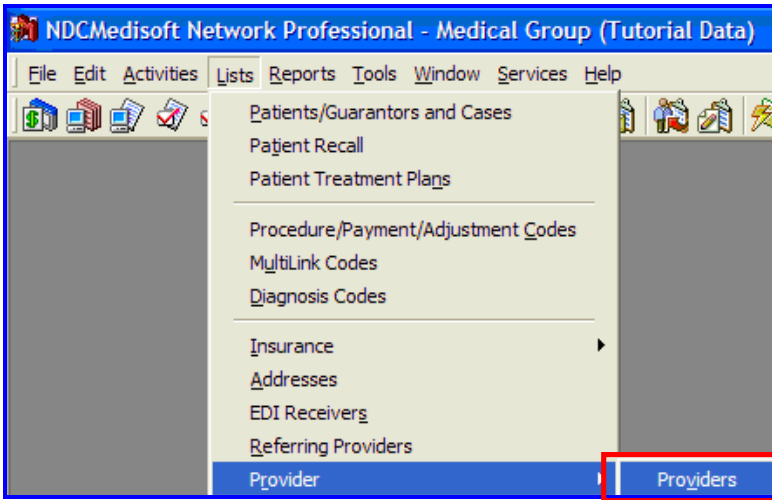
3. Enter **Class ID**, **Class Name**, **Description**, and your **National ID**. Click **Save**.



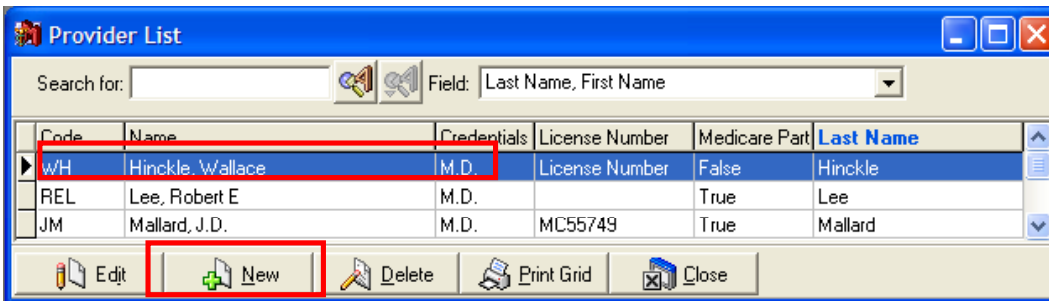
4. The new **ID** should appear in the **Provider Class List** window. Click **Close**.



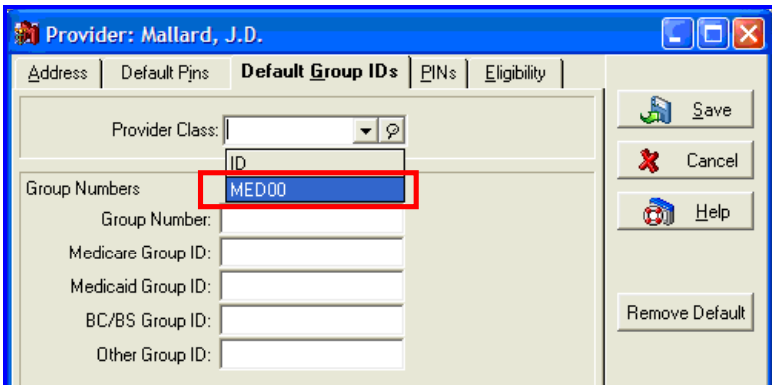
5. Click **List, Provider**, and select **Providers**.



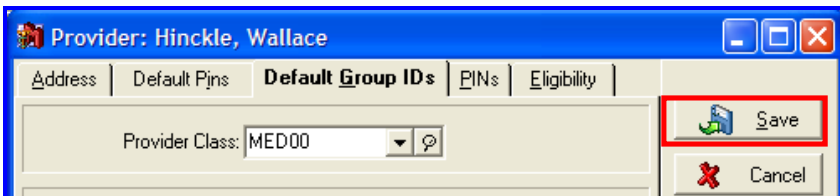
6. Click **New** to create a new Provider, or double-click an existing Provider to **Edit**.



7. Select the **Default Group IDs** tab, click the drop-down box and select the **Provider Class**, created in step three. In this example, it is **MED000**.



8. Click **Save**.



The Provider is now setup to transmit the Group NPI number for the practice.