

## How to Manage Master Carriers

### 1. Login to Focus

[https://ddd.azdes.gov/organization/ddd/focusdd/frm\\_login.aspx](https://ddd.azdes.gov/organization/ddd/focusdd/frm_login.aspx)

- Click-> Vendor PBS Reports



#### [VENDOR PBS REPORTS](#)

Run reports and download files for the PBS application.  
Status: Online with downtime scheduled on Jun 29 2019  
12:00AM

- Scroll down and Click-> I Acknowledge



I Acknowledge

- Click-> Master Carrier Report for PDF or
- Click-> CSV to download as a CSV file

### Reports



**Master Carrier Report** to download as **PDF** to download as **CSV**  
Report to View Master carrier information.



- Use the data from Focus to enter into vTrack

**\*\*Example MCD File\*\***

Arizona Department of Economic Security  
Division of Developmental Disabilities

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Master Carrier File

MASTER CARRIER NUMBER	INSURANCE COMPANY NAME	ADDRESS LINE 1	ADDRESS LINE 2	CITY	STATE	ZIP CODE	AREA CODE	PHONE NUMBER	OPEN DATE	CLOSE DATE	CREATE DATE
99034	3PADMINISTRATORS	P.O. BOX 247		ONALASKA	WI	54650	888	540-0094	1/1/2017		6/23/2019
99053	3PAdministrators	PO Box 247		Onalaska	WI	54650	888	540-0094	7/5/2018		6/23/2019
95578	AARP	P.O. BOX 740819		ATLANTA	GA	30374	800	523-5800	10/1/1982		6/23/2019
98992	AARP CARE PF DELTA DENTAL	PO BOX 2059		MECHANICSBURG	PA	17055	866	261-4275	11/28/2007		6/23/2019

## 2. Navigate to the Security Drop-Down Menu

- Select-> Manage Master Carriers

vTrack  
DDD Claim Tracking and Compliance

Home Claims - Clients - Provider - Coordinators - Payments - Reports - Financials - Security -

Welcome to the Vichra DDD Billing System

vTrack

- Add User
- Admin Tables
- Certs & Training
- Deleted Claims Report
- Edit Preferences
- GL Matrix
- HR Alerts
- Manage Disciplines
- Manage Master Carriers
- Manage Services
- Manage State Rates
- Pay Hold Types
- Permissions
- Site Code Matrix
- User List



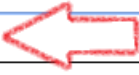
### 3. Add New

MCIDs are used for secondary DDD billing, TPL payment reporting, and entering approved waivers into vTrack


- Enter-> Master Carrier Name (TPL payer name)
- Enter-> Carrier ID (Master Carrier Number)
- Enter-> Payer Assigned Provider Number (optional)
- Exclude from claim import Click-> Box if you are importing claims from another system and you do not want them to import into vTrack
- Enter-> Address, City, State, Zip, and Phone from Focus Master Carrier file (optional)
- Click-> Add Carrier

**\*\*Example\*\*** Add New

Master Carrier Name:	3PADMINISTRATORS
Carrier ID:	99034
Payer Assigned Provider Number	53589
Exclude from claim import	<input type="checkbox"/>
Address	P.O. BOX 247
Address2	
City	ONALASKA
State	WI
Zip	54650
Phone	888-540-0094
	<input type="button" value="Add Carrier"/>




- Success! The Master Carrier has been entered

Master Carriers					
	Master Carrier Name	Carrier ID	Payer Assigned Provider Number	Exclude from Claim Import	Edit
	3PADministrators	99034	53589	No	Edit

#### 4. Editing Master Carrier

- Click-> Edit

Master Carriers					
	Master Carrier Name	Carrier ID	Payer Assigned Provider Number	Exclude from Claim Import	Edit
	3PADministrators	99034	53589	No	Edit

- Make changes-> to the fields on the right
- Click-> Update

Editing Master Carrier **\*\*Example\*\***

Master Carrier Name	<input type="text" value="3PADministrators"/>
Carrier ID	<input type="text" value="99034"/>
Payer assigned Provider Number	<input type="text" value="53589"/>
Exclude from Claim Import	<input type="checkbox"/>
Address	<input type="text" value="P.O. BOX 247"/>
Address2	<input type="text"/>
City	<input type="text" value="ONALASKA"/>
State	<input type="text" value="WI"/>
Zip	<input type="text" value="54650"/>
Phone	<input type="text" value="888-540-0094"/>
<input type="button" value="Update"/>	

**\*\*For additional support, please contact us at [vTrack@Vichra.com](mailto:vTrack@Vichra.com)\*\***

