

# How do I...

## Add a new insurer for E-claims

This document assumes that you already use e-claims and so are registered with Vet Envoy.

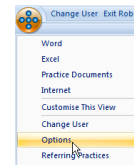
**RoboVet Version:** Feature Pack 19 but this document is appropriate for any versions of RoboVet that can use Vet Envoy.

**Security Permissions:** To set up a new insurer or configure an existing insurer to accept e-claims requires security permission to set up the **Options Database**.

Options Database - Set Up (All Barred Except.)

### Method

Click on the **System** button, top left, and select **Options**.

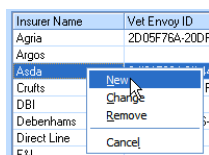


Click on the + to the left of **Client / Animal** and select **Insurance Company**. You will see all the current insurers listed. Those with an entry in the **Vet Envoy ID** are those companies that can be sent e-claims from your system. The list shown in the screenshot shows all the insurers that will accept e-claims as of the 18<sup>th</sup> June 2015 except for **AVIVA** which is shown below.

Options		Insurer Name	Vet Envoy ID
[-] User	Employee	Agria	2D05F76A-20DF-46D6-9229-168DD1DD98F0
	Users	Argos	
	Security Permissions	Asda	9df81703-b8ff-4404-a512-5ca3833a743c
	Machines	Crufts	2D05F76A-20DF-46D6-9229-168DD1DD98F0
[-] Client / Animal	Client Type	DBI	
	Town	Debenhams	2dd10d85-6d56-438e-a494-debed3b80180
	Title	Direct Line	
	Client Origin	E&L	
	Client Contact Type	Esure	b5977902-ad5f-478d-a87f-990911f3fdca
	<b>Insurance Company</b>	Halifax	f7d65f8a-d37c-414a-b594-45ae63241fd0
	Gender	Kennel Club	2D05F76A-20DF-46D6-9229-168DD1DD98F0
	Reminder Type	Marks and Spencer	
	Alerts	PAWS	
	Animal Type	PDSA	a5a28b18-766d-4255-84c4-55782390712f
	Species	Pet Pals	DB4359E1-E938-4050-BC40-B478C2D367A1
[+] Clinical		Pet Partners	2D05F76A-20DF-46D6-9229-168DD1DD98F0
[+] Accounts		Pet Plan Ltd	18D411B9-0A20-47EE-87B4-C7A074487C6A
[+] Stock		Pet Protect	DB4359E1-E938-4050-BC40-B478C2D367A1
[+] Application Setup		Pets at Home	936974e5-91c2-45a4-b945-58924d99cd48
[+] Practice Setup		Petwise	33e943aa-6aeb-48b0-96b1-dff6cc052a03
[+] Reception		Protect Your Bubble	565f5da3-9587-46fe-8a08-7661487ac341
		Sainsbury	8D98025E-85C3-4E86-A388-AD5849BF3299
		Tesco	
		Whiskas	

### To add a new insurer:

For example **AVIVA**, right click on one of the existing entries and select **New**.



Enter the new insurer name and the **Vet Envoy ID** as supplied by a member of the Support team.



Asda	9df81703-b8ff-4404-a512-5ca3833a743c
<b>AVIVA</b>	<b>81e38a69-d63a-40f0-b1d4-d7dd91c5c1c7</b>
Crufts	2D05F76A-20DF-46D6-9229-168DD1DD98F0

### To add a Vet Envoy ID to an existing insurer:

Either:

1. Select the insurer with a left click and then right click and select **Change**.

OR

2. Double click into the **Vet Envoy ID** field of the insurer and add the ID as supplied by a member of the Support team.