



How to setup Electronic Claims



Introduction

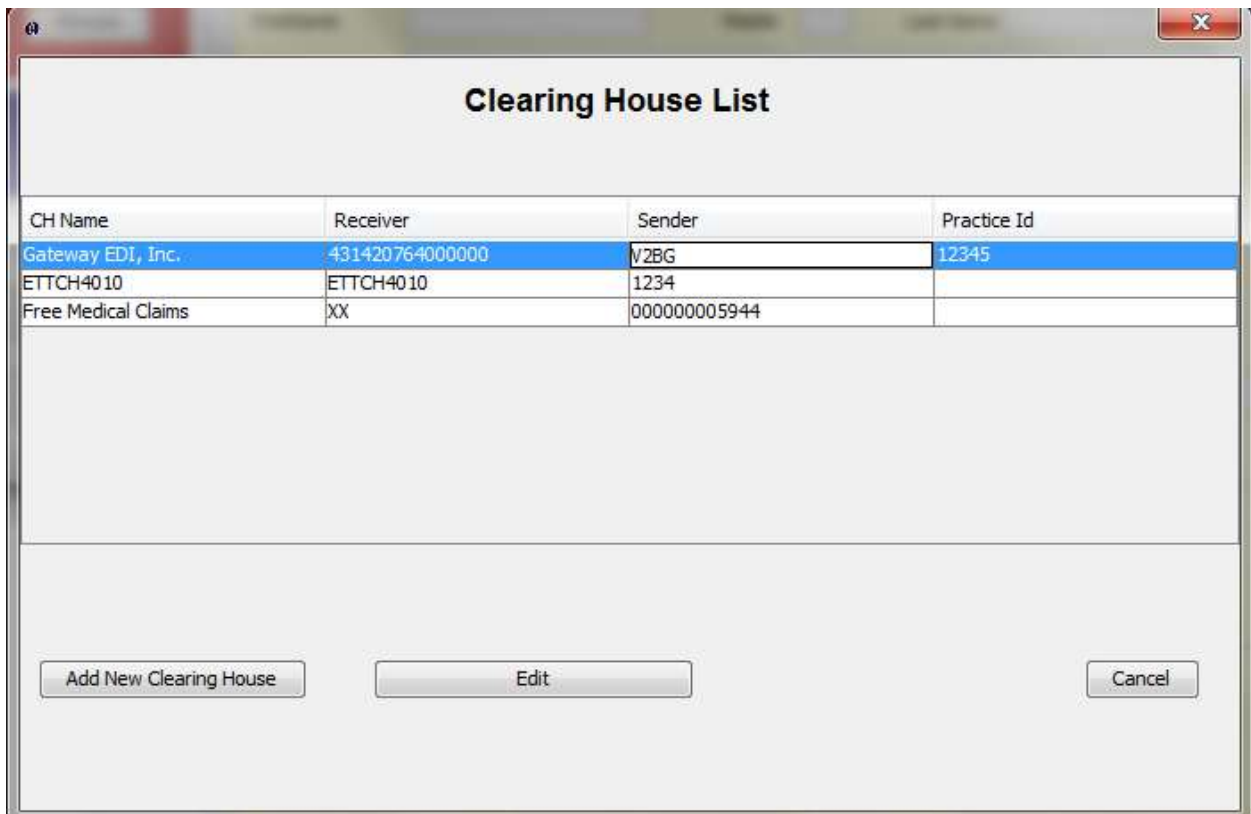
Electronic Claims is the automation of medical claim submission. Instead of printing the HCFA form, simply generate a batch of claims (a file containing your claims in ANSI X12 format) and submit it instantly.

It is very easy to setup Electronic Claims. The first thing is to sign up for Electronic Claims. **You will be assigned a unique identifier by the clearing house of your choice.**

How to setup EzMedPro

After you have received your Identifier:

- Start EzMedPro
- Go to the Main Menu and click options then Clearing house
- The following window will appear:



Highlight and edit the clearing house

Select a Clearing house of your choice or you can add a new clearing house.

EzMedPro recommends using Gateway EDI because it is fully automated.

HIPAA TRANSACTION SETTINGS

Practice Number (Loop 1000A NM108)

Interchange Sender Identifier (ISA06)

Interchange Receiver Identifier (ISA08)

Sender Code (GS02)

Receiving Application Code (GS03)

Clearing House or Receiver Name (Loop 1000B)

Receiver Primary Id (Loop 1000B)

Set As Default Clearing House
 Production Flag

Remittance Time Minutes

Put the identifier provided to you by your clearing house in the **Practice Number** Field. Leave the Production Flag unchecked until you finish the testing.

After you select a clearing house, check the box "Set As Default Clearinghouse".

Create few visits to test with.

Send Claims Automatically

EzMedPro supports “sFTP” (Secure File Transport Protocol), HTTPS and web services protocol. Currently Gateway EDI supports sFTP. The FTP function allows you to send the electronic claims automatically to your clearing house.

Click on “Advanced Transmission Settings” button:

The screenshot shows a window titled "HIPAA TRANSACTION SETTINGS". It contains several input fields and checkboxes. The "Advanced Transmission Settings" button is circled in black. The fields are as follows:

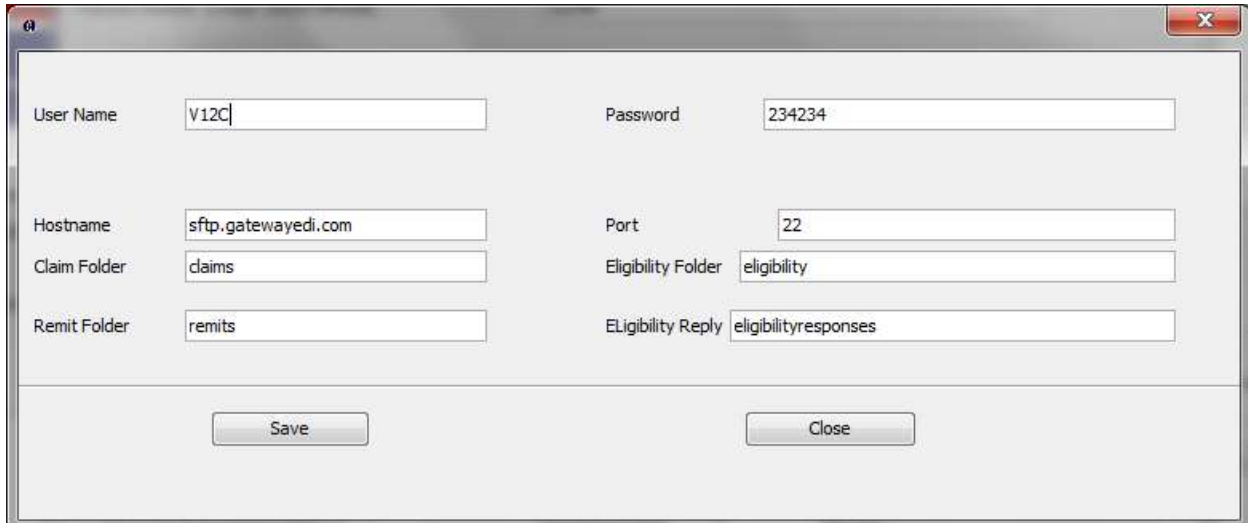
Field Label	Value
Practice Number (Loop 1000A NM108)	12345
Interchange Sender Identifier (ISA06)	V2BG
Interchange Receiver Identifier (ISA08)	431420764000000
Sender Code (GS02)	V2BG
Receiving Application Code (GS03)	431420764
Clearing House or Receiver Name (Loop 1000B)	Gateway EDI, Inc.
Receiver Primary Id (Loop 1000B)	431420764

Buttons: Edit, Save, Close, Reset, Delete. Checkboxes: Set As Default Clearing House, Production Flag. Remittance Time: 0 Minutes.

The above screen shows where the advanced setting button is to send the claims automatically. After the testing phase is completed, check the box **Production Flag**.

Setup your Credential for automatic transmission

You will be provided with **Username and Password by your clearing house**. Enter the User name and Password in the appropriate fields as show below.



The screenshot shows a window with the following fields and values:

Field	Value
User Name	V12C
Password	234234
Hostname	sftp.gatewayedi.com
Port	22
Claim Folder	claims
Eligibility Folder	eligibility
Remit Folder	remits
Eligibility Reply	eligibilityresponses

At the bottom of the window are two buttons: "Save" and "Close".

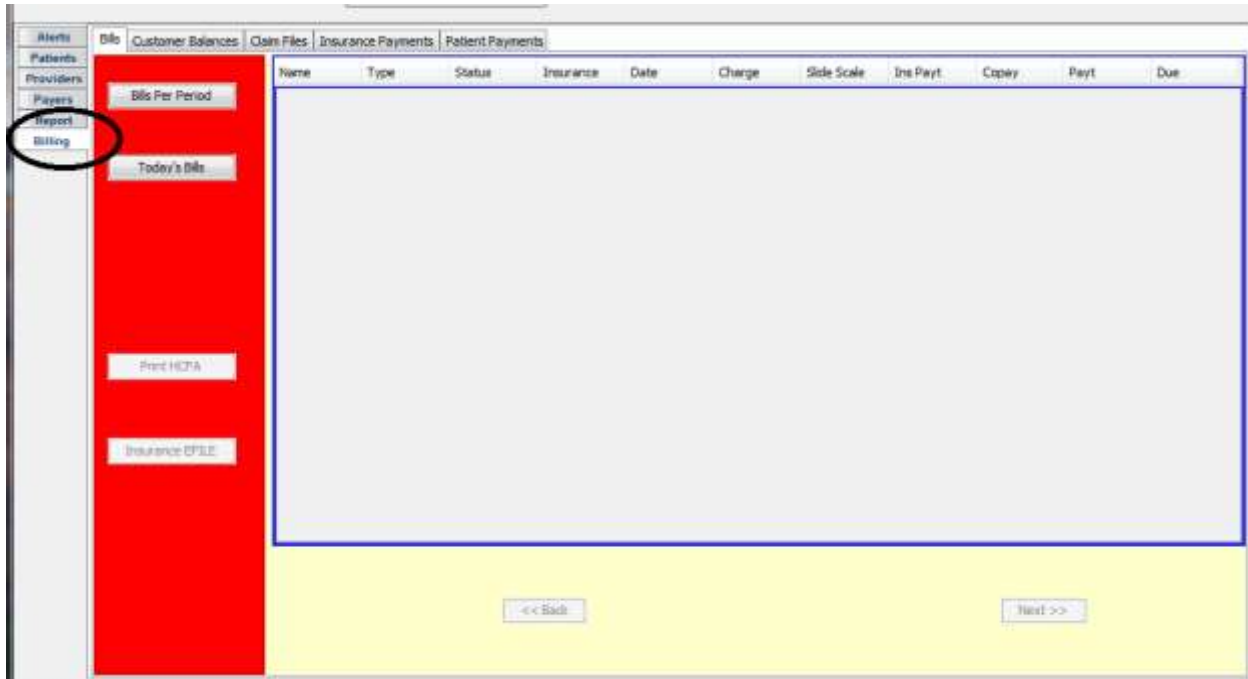
Click **Save**.

Congratulations you have finished setting EzMedPro.

Generate Claims

Now that you have setup EzMedPro, Go to the Billing tab. For Mac OSX, these tabs are vertical.

Today's claims will show by default. Otherwise, Click on **Bills per Period** Button to select the date range for your claims.



Enter the **Service Date From** and **Service Date To**. EzMedPro will search for all the claims that were not billed, not submitted or set to be re-submitted and display them.

Bills											
Customer Balances		Claim Files		Insurance Payments		Patient Payments					
Name	Type	Status	Insurance	Date	Charge	Slide Scale	Ins Payt	Copay	Payt	Due	
DDWBOY	Season	Not Billed	United Behavior...	1/14/09	50.00	0.00	0.00	0.00	0.00	50.00	
DDWBOY	Season	Not Billed	United Behavior...	1/14/09	80.00	0.00	0.00	0.00	0.00	80.00	
BRAD	Season	Not Billed	BLUE CROSS...	1/14/09	40.00	0.00	0.00	0.00	0.00	40.00	

Click on **Insurance EFile** button.

Enter Claim File X

Make Sure you choose a directory where you save your claim file

Enter the claim file name

Claim File

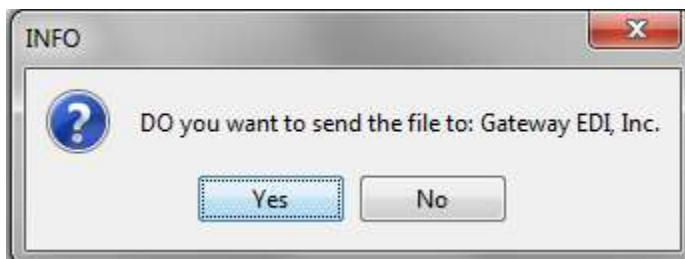
Feel free to change the name of the file and then **Click Save**.



Click OK

Send Claim Automatically with Gateway EDI

If the clearinghouse supports sFTP, and it is setup correctly EzMedPro will prompt you to send the file automatically.



Click Yes, and the file will be securely sent to Gateway EDI.

You can go home now.

Upload Claims manually to any Clearing house. (Free Medical Claims)

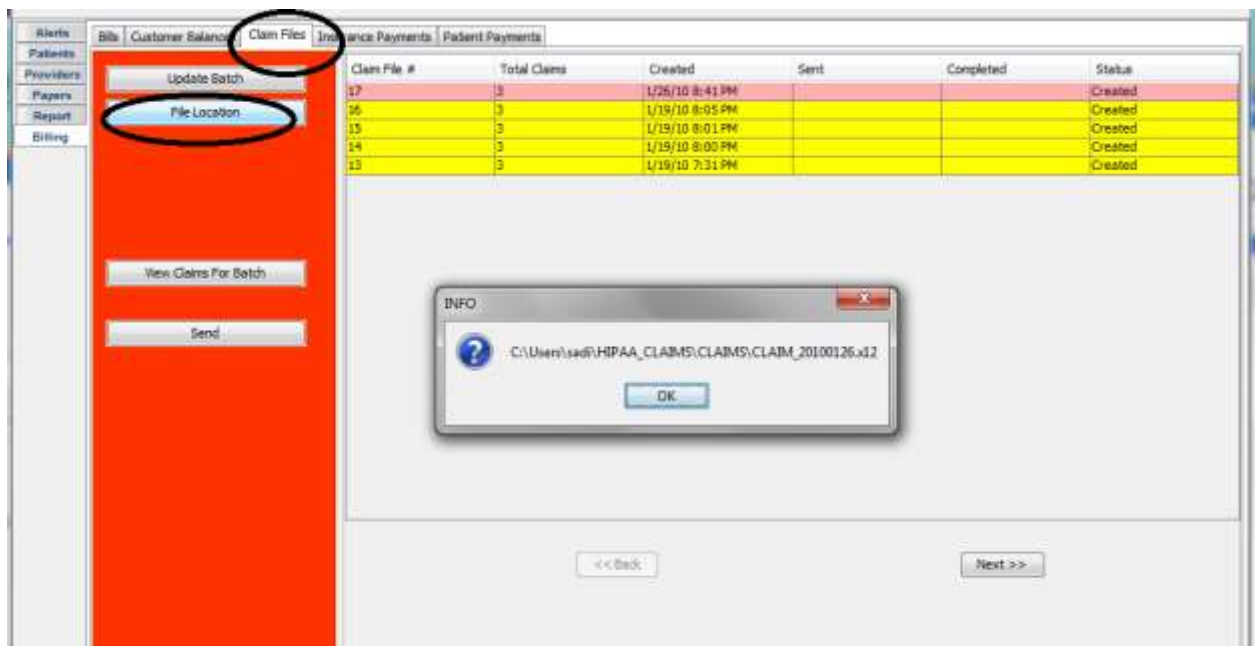
- Go <http://www.freemedicalclaims.com>
- Click on Members Login

A screenshot of a web browser window displaying the login page for FreeMedicalClaims.COM. The page has a blue header with the logo and the text "FreeMedical Claims.COM". Below the logo, the word "Login" is written in blue. There are two input fields: "User Name:" with the text "DSOFTeed6" and "Password:" with ten black dots. Below the password field is a checkbox labeled "Remember me ?". At the bottom left is a "Submit" button. The browser window has a scroll bar at the bottom.

- Enter the Username and Password that were provided to you.
- Click Submit



- Click Upload Claims
- Browse to the file where the batch claims were generated.
- To find the location of the file, click on Claim Files, Highlight the last file you generated and Click on File Location



- Browse to the file and Select it
- Click Upload Button.
- You are done, Congratulations.

Send Real Claims to Insurance companies

After your testing is completed with the clearing house, you need to turn on EzMedPro to Production mode.

Go to main menu, click on Options then Clearing house

Highlight the clearing of your choice and check the box **Production Flag**

The screenshot shows a window titled "HIPAA TRANSACTION SETTINGS". It contains several input fields and checkboxes. The "Production Flag" checkbox is circled in black. Below the checkboxes is a "Remittance Time" field set to "0" minutes. At the bottom are buttons for "Save", "Close", "Reset", and "Delete".

Field Name	Value
Practice Number (Loop 1000A NM108)	12345
Interchange Sender Identifier (ISA06)	V2BG
Interchange Receiver Identifier (ISA08)	431420764000000
Sender Code (GS02)	V2BG
Receiving Application Code (GS03)	431420764
Clearing House or Receiver Name (Loop 1000B)	Gateway EDI, Inc.
Receiver Primary Id (Loop 1000B)	431420764
Set As Default Clearing House	<input checked="" type="checkbox"/>
Production Flag	<input checked="" type="checkbox"/>
Remittance Time	0 Minutes