

Here are the steps

1. Click File

Data file manager

Company configuration

on the Clearinghouse Tab

Uncheck the Adjudication options at the bottom

in the Clearinghouse Account# put XXXX

in the Ip address put 68.118.206.13

Click OK to save

2. In your INSURANCE FILE

Find your DMERC plan and on the PLAN DATA TAB

change the PLAN TYPE from ONLINE to MEDICARE

and in the 2nd field GRP# put XXXX

Click Ok

3. Now IMPORTANT - in the adjudication world you only had one claim line per transaction , now you can have upto 6 procedures per claim. And a CMN ALSO- Make sure your modifiers are entered correctly and in the right order as they were not maintained in the adjudication method.

EXAMPLE: RR KH KX NOT KH KX

4. FINALLY the procedure would be,,,

you enter claims answer Y to TRANSMIT (put in billing file)

when done entering claims you go to the BILLING MENU

PRINT AUDIT REPORT

PREPARE CLAIMS

SEND CLAIMS VIA SECURE FTP

OR SEND CLAIMS VIA SECURE WEBPAGE

thats it!