

Exporting electronic claims in ANSI format to Infindi

- 1) Go to the top tool bar and click on Billing.
- 2) Click on Unbilled Charges.

The screenshot shows the ECLIPSE Multi-Directory software interface. The 'Billing' menu is open, and the 'Unbilled Charges' option is selected. The main window displays a table of unbilled charges with columns for Date of Birth, Age, Address, Home Phone, Work Phone, and Cell Phone. The table is sorted by Patient last name (active).

Date of Birth	Age	Address	Home Phone	Work Phone	Cell Phone
06/24/1949	62	5532 National St.	212-111-1234	212-123-7799	999-999-9999
02/28/1950	61	249 Essex St.	000-000-0000	212-123-7799	602-690-0509
09/02/1944	66	P.R. # 5 Box 53	212-111-1234	212-123-7799	
08/04/1920	91	730 Pennsylvania Ave.	212-111-1234	212-123-7799	
07/19/1955	56	44 Washington Ave.	212-111-1234	212-123-7799	
07/05/1925	86	1020 Route 9N	212-111-1234	212-123-7799	
12/08/1960	50	319 Orchard St.	212-111-1234	212-123-7799	
10/31/1976	34	32 E. Park Ave.	212-111-1234	212-123-7799	
04/17/1945	66	1020 Route 9N	212-111-1234	212-123-7799	
06/29/1961	50	29-41 145th St.	212-111-1234	212-123-7799	
05/26/1957	54	1218 Olive St.	212-111-1234	212-123-7799	
09/22/1936	74	39 Terrace Dr.	212-111-1234	212-123-7799	
09/06/1957	53	44 Washington Ave.	212-111-1234	212-123-7799	
01/29/1953	58	39 Terrace Dr.	212-111-1234	212-123-7799	
11/16/1950	60	29-41 145th St.	212-111-1234	212-123-7799	
05/24/1984	27	736 Elm St	212-111-1234	212-123-7799	
		1234 Se Main St Apt 2010	555-999-7777		
08/24/1996	15	319 Orchard St.	212-111-1234	212-123-7799	602-690-0509
01/05/1952	59	1234 SE Main St	999-222-7777		
03/25/1943	68	111 Main St.	212-111-1234	212-123-7799	
08/06/1959	52	32 E. Park Ave.	212-111-1234	212-123-7799	602-690-0509
05/06/1952	59	12324 Main St Apt 2010	000-000-0000		602-690-0509
03/29/1942	69	8327 Anthony Circle	212-111-1234	212-123-7799	
			555-888-9999		

Sort by: Patient last name (active)

Buttons: Close, New, Open, Print, Delete, Cancel

- 6) Place an X in the box next to Billing Profile by clicking on the box.
- 7) Click on the ellipsis button under Range Start adjacent to Billing Profile.

The screenshot shows the Eclipse Multi-Directory application window. The main window displays a 'Patient Rolodex' with a list of patients and their contact information. A 'Data Filters' dialog box is open in the foreground, allowing users to select various filters for data display. The 'Billing profile' filter is selected, and its 'Range start' column has an ellipsis button next to it. A red arrow points from the instruction text to this ellipsis button.

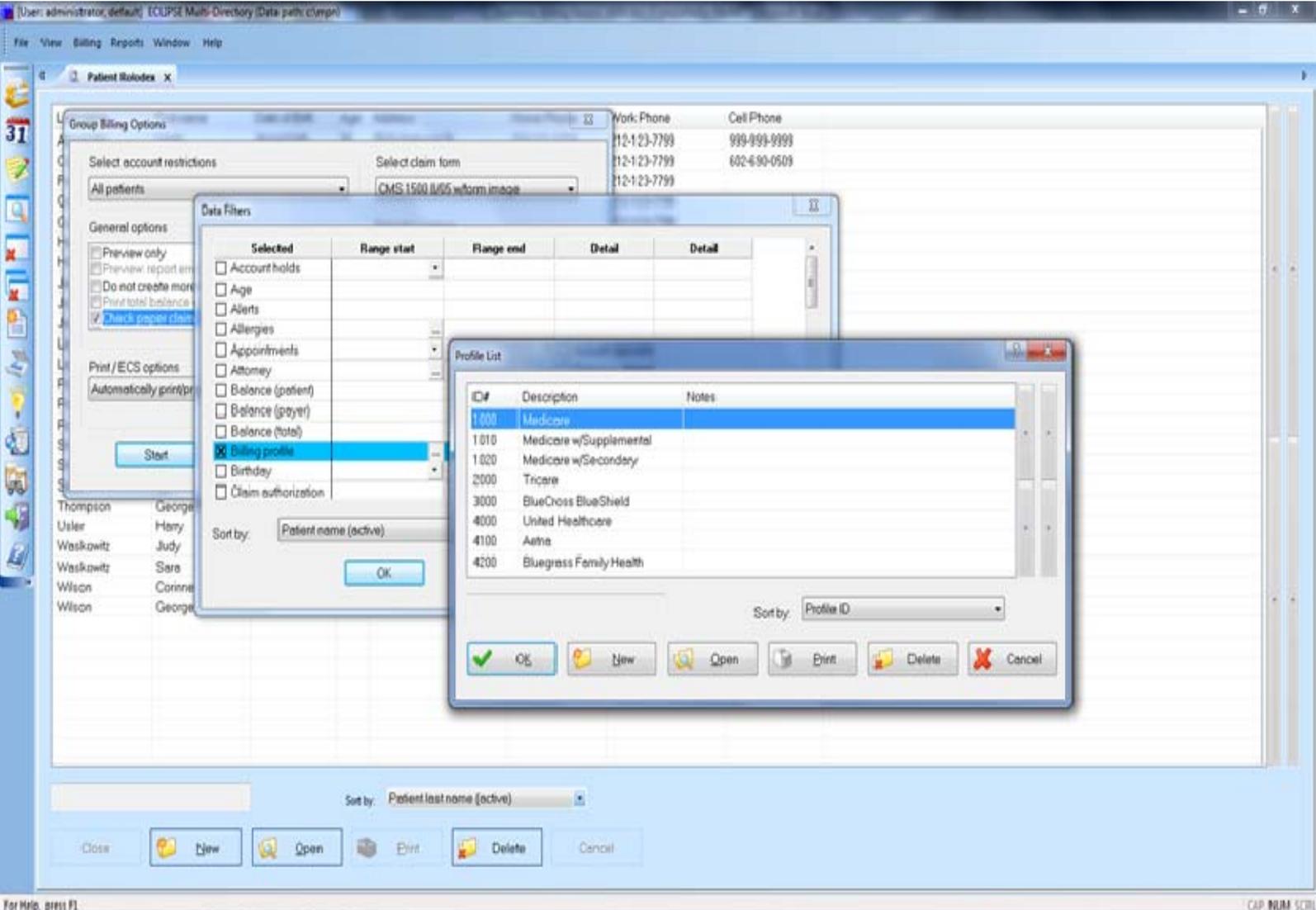
Selected	Range start	Range end	Detail	Detail
<input type="checkbox"/>	Account holds			
<input type="checkbox"/>	Age			
<input type="checkbox"/>	Alerts			
<input type="checkbox"/>	Allergies	...		
<input type="checkbox"/>	Appointments			<input type="checkbox"/> Include cancelled
<input type="checkbox"/>	Attorney	...		<input type="checkbox"/> Range is alphabet
<input type="checkbox"/>	Balance (patient)			
<input type="checkbox"/>	Balance (payer)			
<input type="checkbox"/>	Balance (total)			
<input checked="" type="checkbox"/>	Billing profile			<input type="checkbox"/> Range is alphabet
<input type="checkbox"/>	Birthday			<input type="checkbox"/> Use birthday month
<input type="checkbox"/>	Claim authorization			

Sort by: Patient name (active) | Ascending | Filter by patient

Buttons: OK, Cancel/Clear

- 8) Double click on the first profile to receive a claim form or bill electronically.
 In the example below the option is 1000-Medicare.

You should double click on the profile that is appropriate for your billing-each one of our clients is set up with unique profile lists.



- 9) Click on the ellipsis button under Range End adjacent to Billing Profile.
- 10) Double click on the last profile to receive a claim form or bill electronically.
In the example below the option is 8000-Personal Injury PIP/Med Pay

The screenshot shows the ECLIPSE Multi-Directory software interface. The main window is titled "Patient Rolodex" and displays a list of patients with columns for "Work Phone" and "Cell Phone". Overlaid on this are two dialog boxes: "Data Filters" and "Profile List".

The "Data Filters" dialog box has a "Selected" column with a checked box for "Billing profile". The "Range start" is "Medicare (ID# 100..." and the "Range end" is "Personal Inj...".

The "Profile List" dialog box shows a table of billing profiles:

ID#	Description	Notes
3000	BlueCross BlueShield	
4000	United Healthcare	
4100	Aetna	
5000	All Other Health Insurance	
7000	Work Comp	
8000	Personal Injury	Med Pay/PIP
8010	Personal Injury	3rd Party/Liability
10000	Collections	

A red arrow points from the instruction text to the "8000" row in the "Profile List" dialog box. The "Profile List" dialog box also has a "Sort by" dropdown set to "Profile ID" and buttons for "OK", "New", "Open", "Print", "Delete", and "Cancel".

At the bottom of the main window, there is a "Sort by" dropdown set to "Patient last name (active)" and buttons for "Close", "New", "Open", "Print", "Delete", and "Cancel".

14) Immediately go back up to Billing

15) Click on EDI Processing

16) Click on Create claims file

The screenshot shows the ECLIPSE Multi-Directory software interface. The 'Billing' menu is open, and the 'EDI Processing' option is selected, which has opened a sub-menu with 'Create claims file' highlighted. A red arrow points from the text '16) Click on Create claims file' to the 'Create claims file' option. The main window displays a table of patient information with columns for Date of Birth, Age, Address, Home Phone, Work Phone, and Cell Phone. The table is sorted by Patient last name (active).

Le		Date of Birth	Age	Address	Home Phone	Work Phone	Cell Phone
Al				St	212-111-1234	212-123-7799	999-999-9999
Co					000-000-0000	212-123-7799	602-690-0509
Fe				3	212-111-1234	212-123-7799	
Go				ania Ave.	212-111-1234	212-123-7799	
Gr				n Ave.	212-111-1234	212-123-7799	
He				N	212-111-1234	212-123-7799	
Ho				St	212-111-1234	212-123-7799	
Je				e.	212-111-1234	212-123-7799	
Jc				N	212-111-1234	212-123-7799	
Jc		06/29/1961	50	29-41 145th St.	212-111-1234	212-123-7799	
Le		05/26/1957	54	1218 Olive St.	212-111-1234	212-123-7799	
Le		09/22/1936	74	39 Terrace Dr.	212-111-1234	212-123-7799	
Pe		09/06/1957	53	44 Washington Ave.	212-111-1234	212-123-7799	
Pe		01/29/1953	58	39 Terrace Dr.	212-111-1234	212-123-7799	
Re		11/16/1950	60	29-41 145th St.	212-111-1234	212-123-7799	
St		05/24/1984	27	736 Elm St	212-111-1234	212-123-7799	
St				1234 Se Main St Apt 2010	555-999-7777		
Span	Ian	08/24/1996	15	319 Orchard St.	212-111-1234	212-123-7799	602-690-0509
Thompson	George B	01/05/1952	59	1234 SE Main St	999-222-7777		
Uslar	Harry	03/25/1943	68	111 Main St.	212-111-1234	212-123-7799	
Waskowitz	Judy	08/06/1959	52	32 E. Park Ave.	212-111-1234	212-123-7799	602-690-0509
Waskowitz	Sara	05/06/1952	59	12324 Main St Apt 2010	000-000-0000		602-690-0509
Wilson	Corinne	03/29/1942	69	8327 Anthony Circle	212-111-1234	212-123-7799	
Wilson	George				555-888-9999		

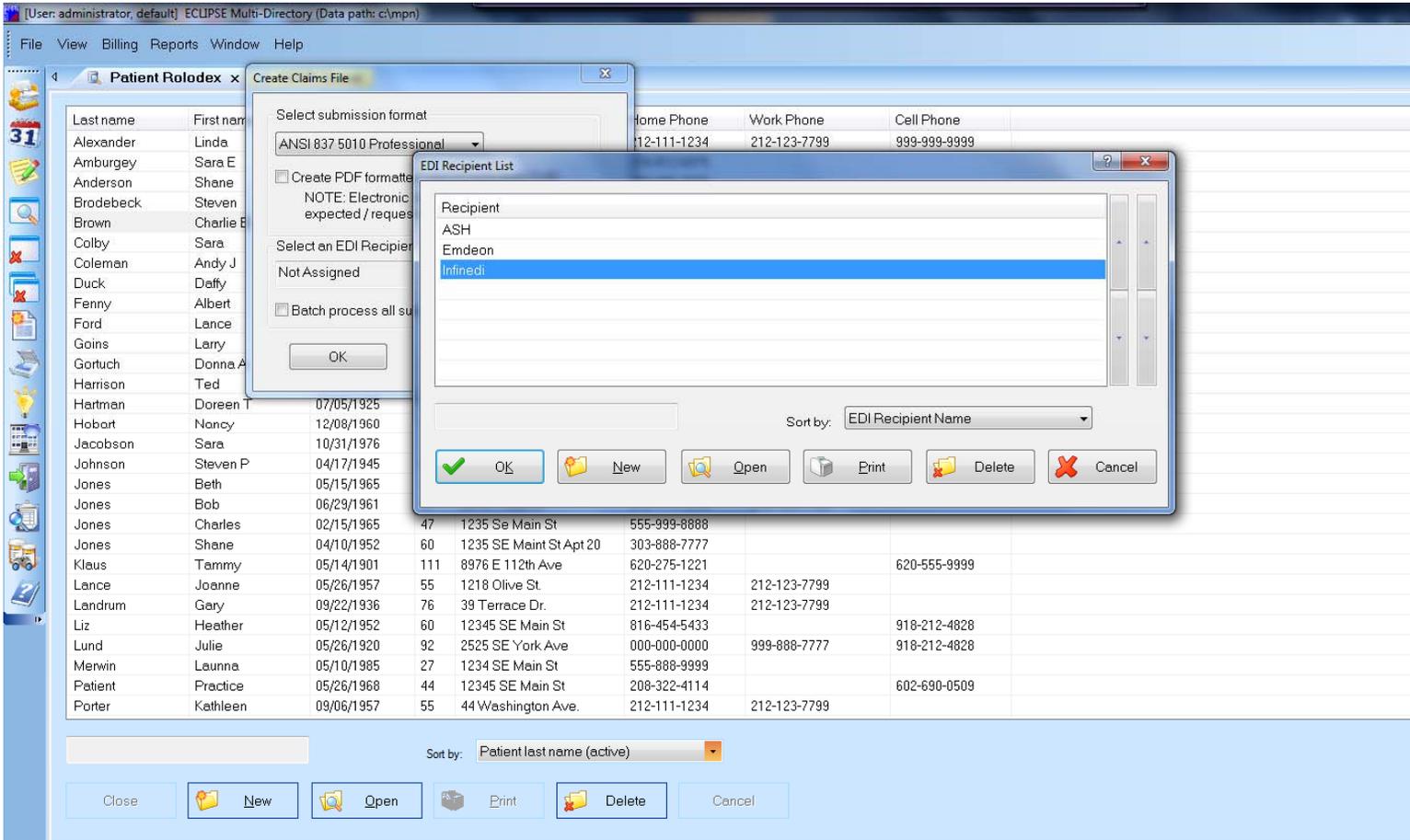
17) Under Select an EDI Recipient

Click on paperclip and double click on The Recipient.

(my *demo* has more options than what your office may have)

If your office has more than one recipient you may choose to click Batch process all submitters on the previous screen. (The screen labeled Create Claims File)

18) Click OK



19) If there are errors, error options will be given. If not, go to the next step.

Click Cancel, print the errors, fix the errors and repeat the steps starting from Billing, Click on EDI processing (see previous page). If you have errors you are fixing, do not create new claims until the errors are fixed and the file has been sent to your clearinghouse or uploaded directly to the insurance company.

20) Minimize Eclipse and follow the instructions you have been given by your clearinghouse or insurance company to upload the claims directly to them.

When you upload files you are looking for the file in the MPN folder on the drive where Eclipse is installed. A few examples of file names are as follows...keep in mind, these are only examples...check your EDI Recipient file if you are unsure of the file name to upload. (File, Database Tables, EDI Recipient, Highlight Recipient, Click Open, Look in bottom right corner for the file name...this should not be changed once established.)

Examples

ANSI837OA.txt

ANSI837EMD.txt

ANSI837INF.txt

OfficeAlly.txt

ANSI837APE.txt

ANSIBilling.txt

ANSIASH(docs last name).txt

If there are additional questions regarding ANSI billing call support @ 352-796-3152.