

Setting up InPhase to send claims to Infinedi

Ensure InPhase is printing multiple service lines to a claim.

- ❑ Go to Open/ Supplementals/ Carriers
- ❑ Select the Carrier that is printing the wrong number of service lines per claim.
- ❑ Go to the Filing tab for that carrier
- ❑ In the box after Max items per claim enter the number of service lines you want per claim. CMS-1500 has a maximum of 6 service lines per claim.
- ❑ Click back on the Filing cabinet to save the changes.
- ❑ Also please keep in mind that you could have a procedure code that you set to bill exclusively that will keep just that code on one claim.

Creating a HCFA to Image file using InPhase:

- ❑ Go to the billing section of the software.
- ❑ Go to the Unfiled claims tab
- ❑ Select the generate claims button
- ❑ Select the ok once options have been selected. (We suggest also running for all claims)
- ❑ Make sure you check your Claim Generation Error log to ensure that you correct any missing or incorrect information within the software.
- ❑ Select the File Claims button
- ❑ In the window select the file method HCFA 1500 Image to disk
- ❑ In the claims to File select either all or selected
- ❑ Select Ok
- ❑ Then Select the file method of HCFA 1500 Image to Disk – Standard or, if you are wanting to file with the new NPI HCFA you will select the CMS-1500 Image to Disk – with NPI.
- ❑ Select the location to save the file, then name the file, select save.
Infinedi recommends - c:\claims\claims.txt
- ❑ Your claim file is now saved and ready to send to Infinedi.