



NetCor

NET CorrectTM

User Instructions

- Once logged into [Infinedi](#) website you may access the claims you need to correct by clicking on the **VIC** tab.
- On the batch processing control screen, click on the [yellow or red light](#) to view a list of rejected claims for any particular batch.

Infinedi
ELECTRONIC DATA INTERCHANGE

DASHBOARD INBOX DOCUMENTS **VIC** QERA QREPORTS QCOLLECT I-PAY

Welcome Infinedi Demo Login (TST) | Settings | Logout

Batch Processing Control

SEARCH

Batch Id	Claim Count			
Batch ID	1 Claims	\$40.00		
3977731 Received: 9/22/2014	0 1 0		Notes	Status
Batch ID	4 Claims	\$320.00		
964598 Received: 8/1/2014	0 0 4		Notes	Status
Batch ID	4 Claims	\$520.00		

Then Click Here or Here

- On the claim processing control screen, click the [light](#) labeled "Audit" to view specific claim details for a particular patient.

Claim Processing Control

BATCH: 3977731 9/22/2014

Sort By: Sort Status

Laug, Elizabeth ODJFS(236N9) \$40.00

DOS: 8/27/2014 Updated: 9/22/2014
Account Number: 0000007408
Trace Number: INF1063694491

Error: Ohio Medicaid Requires an Acute Manif Date (DTP 453) for this claim

Audit Report ERA

Claim Seq Resub Notes WkCmp Inquiry

- On the claim processing control screen click **“Edit”** next to the word **“NEW!”** to enter the claim you wish to edit.

The screenshot shows the 'Claim Audit Control' interface. At the top, there are navigation tabs: DASHBOARD, INBOX, DOCUMENTS, VIC, QERA, QREPORTS, QCOLLECT, and I-PAY. The user is logged in as 'Welcome Infinedi Demo Login (TST) | Settings | Logout'. Below the title bar, there are input fields for:

- PATIENT NAME: LAUG, ELIZABETH
- ACCOUNT NUMBER: 000007408
- FIRST DATE OF SERVICE: 8/27/2014
- PAYER: ODJFS
- CLAIM TYPE: OH Medicaid
- AMOUNT: 40.00

 A table below contains the following data:

RECEIVED DATE	STATUS	VIEW/EDIT	View this Batch
9/22/2014	Rejected	This claim is not viewable with the legacy claim editing utility. View / Edit NEW	View this Batch

 An error message at the bottom states: 'Error: Ohio Medicaid Requires an Acute Manif Date (DTP 453) for this claim'. An arrow points from the 'Edit' button in the first bullet point to the 'View / Edit NEW' link in the table.

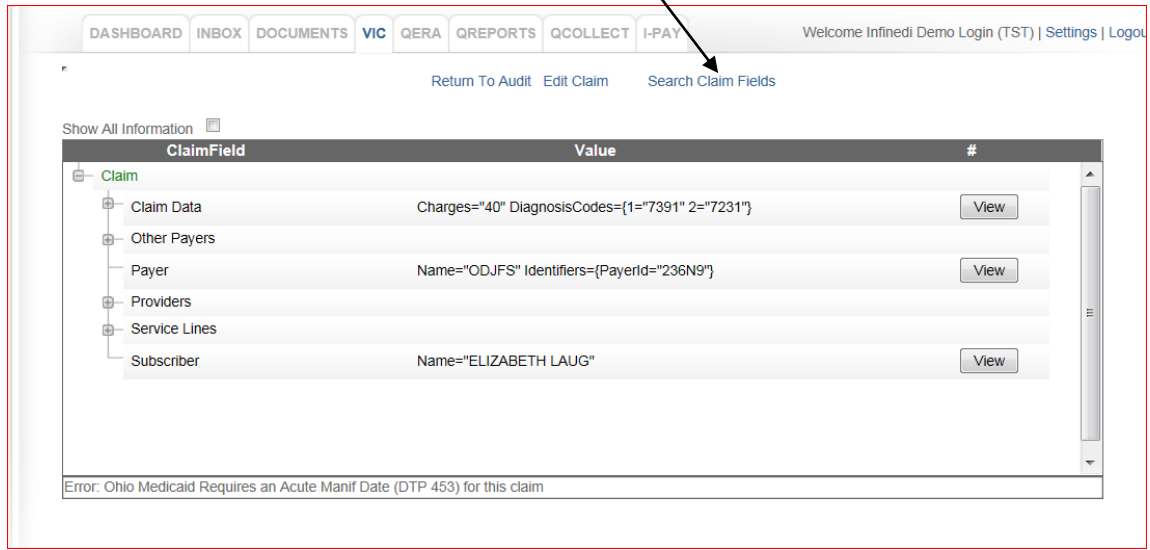
- On the edit screen **“Show all Information”** check box is only required if information needs to be **added** that was not on the original claim. Making **changes** to information that was present on the original claim will not require the use of this checkbox.

The screenshot shows the edit screen for the claim. At the top, there are navigation tabs: DASHBOARD, INBOX, DOCUMENTS, VIC, QERA, QREPORTS, QCOLLECT, and I-PAY. The user is logged in as 'Welcome Infinedi Demo Login (TST) | Settings | Logout'. Below the title bar, there are buttons for 'Cancel claim editing', 'Submit Edited Claim', and 'Search Claim Fields'. A checkbox labeled 'Show All Information' is checked. Below this is a table with the following data:

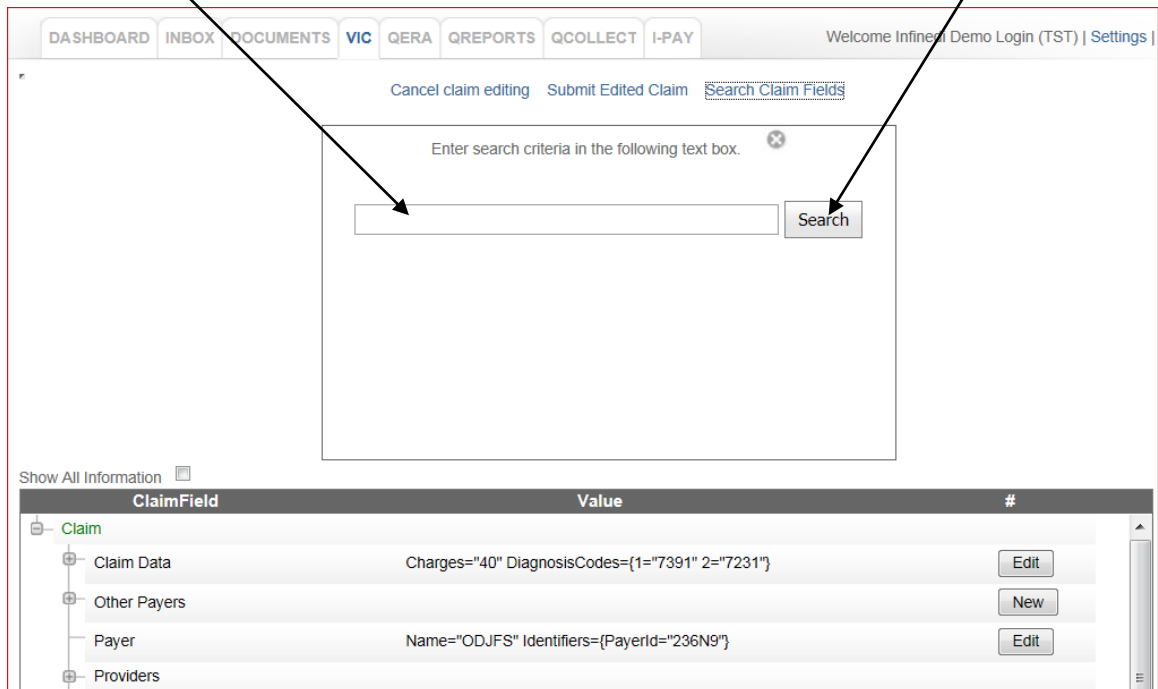
ClaimField	Value	#
Claim		
Claim Data	Charges="40" DiagnosisCodes="{1="7391" 2="7231"}"	Edit
Other Payers		New
Payer	Name="ODJFS" Identifiers="{PayerId="236N9"}"	Edit
Providers		
Service Lines		New
Subscriber	Name="ELIZABETH LAUG"	Edit

 An error message at the bottom states: 'Error: Ohio Medicaid Requires an Acute Manif Date (DTP 453) for this claim'. An arrow points from the 'Show all Information' checkbox in the second bullet point to the 'Show All Information' checkbox in the screenshot.

- At the top of the page you will notice **Search Claim Fields** link. Click this link to start the editing process.



- Enter a **keyword** that corresponds with the error message you received. Then click **Search**.



- You will notice the **drop down list** will show you the path for any LOOP or SEGMENT where payer information can be edited.
- Use the **Path information** to locate the item you wish to edit.

The screenshot shows a navigation bar with tabs: DASHBOARD, INBOX, DOCUMENTS, VIC, QERA, QREPORTS, QCOLLECT, I-PAY. The user is logged in as 'Welcome Infinedi Demo Login (TST) | Settings | Log'. Below the navigation bar are links: 'Return To Audit', 'Edit Claim', and 'Search Claim Fields'. A search box contains the text 'acute manifestation' and a 'Search' button. A dropdown menu is open, showing the following paths:

- Path
- Claim Data / Dates / Acute Manifestation Date
- Service Lines() / Dates / Acute Manifestation Date

Below the search box is a 'Show All Information' link. The main content area displays a table with columns 'ClaimField', 'Value', and '#'. The table has a tree view on the left with the following items:

- Claim
 - Claim Data: Charges="40" DiagnosisCodes={1="7391" 2="7231"} [View]
 - Other Payers
 - Payer: Name="ODJFS" Identifiers={PayerId="236N9"} [View]
 - Providers

- Click the **EDIT** box (on the right of each data string) that corresponds with the path from the drop down list.

The screenshot shows the same interface as the previous one, but now the 'EDIT' button for the 'Claim Data' field is highlighted. The table now includes the following items:

- Claim
 - Claim Data: Charges="40" DiagnosisCodes={1="7391" 2="7231"} [Edit]
 - Certification [Edit]
 - Payment Info [New]
 - Other Payers [New]
 - Payer: Name="ODJFS" Identifiers={PayerId="236N9"} [Edit]
 - Providers
 - Service Lines [New]
 - Subscriber: Name="ELIZABETH LAUG" [Edit]

At the bottom of the screen, there is an error message: 'Error: Ohio Medicaid Requires an Acute Manif Date (DTP 453) for this claim'.

- Select the **tab along the top of the box** at the bottom of the page that corresponds with the change you need to make.
- **Click Show All**

Claim Data

Data Amounts **Dates** Diagnosis Codes Notes Paperwork Contract Identifiers Control Number

Show All

Initial Treatment Date: ▼

Onset Of Current IllnessDate: ▼

Update Cancel

Claim Data

Data Amounts **Dates** Diagnosis Codes Notes Paperwork Contract Identifiers Control Number

Show All

Admission Date: ▼

Assumed Care Date: ▼

Authorized Return To Work Date: ▼

Date Of Death: ▼

Discharge Date: ▼

Estimated Date Of Birth: ▼

HearingVision Prescription Date: ▼

Initial Treatment Date: ▼

Last MenstrualPeriod Date: ▼

Last Seen Date: ▼

Last Worked Date: ▼

Last XRay Date: ▼

Onset Of Current IllnessDate: ▼

Order Date: ▼

Prescription Date: ▼

Referral Date: ▼

Relinquished Care Date: ▼

Accident Dates:

Acute Manifestation Dates:

Add Acute
Manifestation
Date here

Reimbursement Care Date:

Accident Dates:
Add New

Acute Manifestation Dates:
Delete
Add New

Onset Of Similar Illness Dates:
Add New

Disability Date Range:
Start Date End Date
Add New

Update Cancel

- Click **Update** Claim.

DASHBOARD INBOX DOCUMENTS **VIC** QERA QREPORTS QCOLLECT I-PAY Welcome Infnedi Demo Login (TST) | Settings | Log

Cancel claim editing **Submit Edited Claim** Search Claim Fields

Show All Information

ClaimField	Value	#
Claim		
Claim Data	Charges="40" DiagnosisCodes="{1="7391" 2="7231"}"	Edit
Other Payers		New
Payer	Name="ODJFS" Identifiers="{Payend="236N9"}"	Edit
Providers		
Service Lines		New
Subscriber	Name="ELIZABETH LAUG"	Edit

Error: Ohio Medicaid Requires an Acute Manif Date (DTP 453) for this claim

- At the top of the claims editing screen, you will notice the **Submit Edited Claim** link. Click this link to submit your edited claim.

Infinedi's online correction allows you to make changes to the claim and submit the corrected claim to the insurance payer through NET Correct. You must make the same changes to your Practice Management System for your records. If you utilize claim correct do not resubmit it from your Practice Management System as well. Doing so will result in duplicate claims.

This edited claim has been submitted for processing. You will receive an audit report for this claim after it has been processed by Infinedi. Edited claims are processed at 9am and 2pm central time.

I

Your claim will be processed today at about 2pm local time.

[Click Here to return to VIC.](#)

- You are now on the message screen advising you when your edited claim will process. Infinedi processes claims corrected online at 9:00 AM Central standard time and 2:00PM Central standard time. (This means if you resubmitted a claim at 2:45PM CST, you will not see the batch for this claim until the next morning after 9:00AM CST)
- You may return to the **VIC/Claim Processing Control** screen from here by clicking on the **"Click Here"** link at the bottom of the message screen.

The screenshot shows the 'Claim Audit Control' interface. At the top, there are navigation tabs: DASHBOARD, INBOX, DOCUMENTS, VIC, QERA, QREPORTS, QCOLLECT, and I-PAY. The user is logged in as 'Welcome Infinedi Demo Login (TST) | Settings | Logout'. The main header is 'Claim Audit Control'. Below this, there are fields for patient and claim information:

PATIENT NAME:	LAUG, ELIZABETH	PAYER:	ODJFS
ACCOUNT NUMBER:	0000007408	CLAIM TYPE:	OH Medicaid
FIRST DATE OF SERVICE:	8/27/2014	AMOUNT:	40.00

Below the fields is a table with columns: RECEIVED DATE, STATUS, VIEW/EDIT, and View this Batch.

RECEIVED DATE	STATUS	VIEW/EDIT	View this Batch
9/22/2014	Rejected	This claim is not viewable with the legacy claim editing utility. View / Edit NEW	View this Batch

At the bottom of the table, there is an error message: 'Error: Ohio Medicaid Requires an Acute Manif Date (DTP-453) for this claim'.

- You will now notice the **red arrow** on the claim processing control screen that indicates the claim has been corrected online. (Clicking on that icon or the edit link will allow you to see the claim in its pre-edited state.)
- To exit this screen and return to the batch, click on the **"View this Batch"** link.

DASHBOARD INBOX DOCUMENTS **VIC** QERA QREPORTS QCOLLECT I-PAY Welcome Infinedi Demo Login (TST) | Settings | Logout

Claim Processing Control

BATCH: 3977731 9/22/2014

Sort By

Laug, Elizabeth	ODJFS(236N9)	\$40.00
DOS: 8/27/2014 Updated: 9/22/2014 Account Number: 0000007408 Trace Number: INF1063694491	Audit Report ERA	Error: Ohio Medicaid Requires an Acute Manifest Date (DTP 453) for this claim

Claim Seq Resub Notes WkCmp Inquiry

- You will notice the [circular arrow icon](#) which indicates that claim has been corrected and resubmitted online.

- Clicking on the **VIC** tab at the top of your screen will return you to the **Batch Processing Control** Screen.

Infinedi
ELECTRONIC DATA INTERCHANGE

DASHBOARD INBOX DOCUMENTS **VIC** QERA QREPORTS QCOLLECT I-PAY Welcome Infinedi Demo Login (TST) | Settings | Logout

Batch Processing Control

SEARCH

Batch Id	Claim Count			
Batch ID	1 Claims	\$40.00		
3977731 Received: 9/22/2014				
Batch ID	4 Claims	\$320.00		
964590 Received: 8/1/2014				This batch needs your attention.
Batch ID	4 Claims	\$520.00		
964592 Received: 7/1/2014				This batch needs your attention.
Batch ID	4 Claims	\$320.00		
964591 Received: 7/1/2014				This batch needs your attention.
Batch ID	1 Claims	\$116.00		
3609081 Received: 2/21/2014				This batch needs your attention.

Batches Per Page: 10 Limit To: All Months

- You may repeat these instructions from **Batch Processing Control** Screen to continue editing rejected claims in this batch or in others.