

Creating a print image file PinnSOFT

PinnSOFT can create a print image claim file, that can be used to file insurance claims electronically. Just follow the steps below.

1) You have to "flag" each insurance company with an E if you want it to print claims electronically on your next batch printing cycle. (Printing all claims for the week or last 2 weeks.)

GO TO Data files, under the main menu or on the Back Office screen GO TO Insurance Companies, Edit Data, Enter an insurance company #.... when you see the insurance company info on the screen, look in the upper left corner of the screen for "Paper or EI Claims", Put an E for electronic or P for paper.

You can have BCBS with a P flag to print to paper and a BCBS with an E flag to print electronic claims, of course these 2 BCBS's will have to have 2 different insurance company #'s.

2) The next time you are printing claims (like you normally do), PinnSOFT will create an electronic claim file. It is called Claims.Pin and will be located in the PinnSOFT dir or folder. This is probably located on your C drive unless you installed PinnSOFT on a different drive.

3) After PinnSOFT has finished printing the paper claims and you have changed to plain paper and printed your Insurance Log, we Exit PinnSOFT, then Double-Click on the Transmit Claims Icon, and follow the Infinedi instructions.