

## **SPECIAL INSTRUCTIONS FOR MEDISOFT USERS (DOS version):**

(See other side for Windows version)

Use your MediSoft for all daily functions, including charge input. Please use the following instructions to save any file to be transmitted to ET&T.

1. Go to Main Menu Option #5, *Billing Operations*.
2. Go To Sub Menu #2, *Print Patient Insurance Forms*.
3. Choose the insurance form letter you use to transmit to ET&T. Form "N" works well for the average single physician office. Several dealers have developed a Form "T", which includes extra documentation fields and electronic notes; check with your dealer.
4. Answer the questions as needed on the next screen, they are the same prompts you utilize when printing claims to HCFA forms.
5. DO NOT choose [P] for Printer, but choose [F] for File. Enter a filename of "ETT" if you are transmitting only one file per doctor. If you need to keep track of multiple files, then extend the filename with month and day(see manual page 4 for examples).
6. Exit MediSoft to a DOS prompt.
7. Type STARTETT (NOTE: The very first time, type STARTETT MEDISOFT). Follow instructions for transmitting claims in the manual.

## **SPECIAL INSTRUCTIONS FOR LYTEC USERS(Lytec for Windows v. 5.10):**

Use your Lytec for all daily functions, including charge input. Please use the following instructions for a one time special setup and to save a file for transmitting to ET&T. Do not use Lytec's Electronic Claim option at this time.

### One-time Setup:

Choose *Create Custom Report* menu option from within *Reports* pulldown menu. The F3 function key will display your available reports. Select the HCFA form you currently use to print paper claims. Accept the description by pressing the Enter key. The F8 function key will make a copy of the report(you may name the new form as INSETT for example). For clarity, you can describe the form as ET&T HCFA FORM. While editing the form, press the F9 function key.

Change: Print to file to Yes  
File name to ETT.CLM

Save this report for future (daily) use.

### Daily Use:

1. Define which patients to send to ET&T. This may be done by setting a Patient Type in the patient's file, i.e., ETT (NOTE: Special warning - - spaces are part of the sorting). This is similar to printing paper claims.
2. From the *Billing* pulldown menu, choose *Print Insurance Claims*, and make appropriate billing selections.
3. Enter ETT into *Patient Types* twice (If you choose to use this form of sorting as described in 1.)
4. Enter INSETT for the *Insurance Form Code*. You may answer 'No' to the prompt regarding *Print Insurance Claims Report* if you desire.
5. Exit Lytec
6. See Manual for all other instructions.

## **SPECIAL INSTRUCTIONS FOR MEDISOFT USERS(Windows version):**

You must send the claims to a DOS text file. Check in your MEDIWIN directory(or same directory name as your MediSoft program files if different) for a file called HCFAFILE.EXE. If this file is not in your directory, you can download the file from the MediSoft Web page <http://www.medisoft.com>. Make sure to put the downloaded file into the MEDIWIN directory.

NOTE: A customized HCFA form cannot be used with this program, only the standard form.

### One-time Setup:

1. In your MediSoft program click on *Lists Menu*, then click on *EMC Receivers*
2. In the *EMC Receivers List* window, click on *NEW*.
3. In the *Name* field, enter a name that will identify this receiver as the text file receiver, i.e. TEXTHCFA. All other fields can be left blank.
4. Click on(select) the ID and Extra tab. In the *Program File* field, enter HCFAFILE.
5. Click on *Save*. In the *EMC Receiver List Window*, click on *Close*.

### Daily Use:

1. Specify which claims are to be sent to the text file. Go to the *Claim Management* window and make sure the following three criteria are met:
  - The claim has a status of **Ready to Send**.
  - The billing method is set to **Electronic**.
  - The **EMC Receiver** selected is the text file receiver.
2. To make any changes to the settings, highlight the claim and press [Edit] or double-click on the claim. Make any changes in the claim edit window and press [Save].
3. To send the claims, choose *Print and Send* from the *Claim Management* window.
4. From the *Print/Send Claims* window, click on *Electronic* and choose your text file receiver (ie TEXTHCFA) from the *Electronic Claim Receiver* drop down list. Click on *OK*.
5. In the *Send Electronic Claims* window, click on *Send Claims now* or press the Enter key.
6. In the *Save As* window, name your file starting with ETT and ending with .txt i.e. ETTBROWN.TXT or ETT0113.TXT (NOTE: only 8 characters allowed before .TXT)
7. In the *Data Selection Questions* window, click on *OK* (unless you wish to apply filters first). *Progress and billing status* window will be displayed briefly while the file is saved to disk and the billing status is updated in your program.
8. The *Claim Management* window should show the billing **Status 1** field as "Sent".

**MediSoft Note:** Be aware that this program does not bill a secondary carrier unless the primary carrier is Medicare and the secondary carrier is set up for crossover payments. If the primary carrier is Medicare and the secondary carrier is a MediGap carrier, after printing the claims to the file, the **Status 2** field is changed to read "Sent". This is because Medicare will handle forwarding the claim to the MediGap carrier.