How to Submit Electronic Claims

Submit a Batch of Claims:

1) From the "Forms" Menu, click the Blue "Primary" button.

2) Press the **#1** "Non Submit" button.

This finds accounts that need to be processed and adds them to the screen.

3) Press the **#2** "Submit All" button and follow the on-screen prompts.

This generates the claims file.

4) The EasyDent screen will minimize to the taskbar.

5) From your Windows desktop, start the **EDS EDI** desktop software Icon. There will be a prompt in the middle of the screen you should *not* click until the following step has been completed.

6) Follow the processing instructions that the **EDS EDI** provided to submit your claims. Once all the claims are submitted, exit their software.

7) Click the prompt in the middle of the screen from step #5, then you will receive a couple prompts to verify that the claims went through correctly. These allow EasyDent to update the Patient records properly.

Re-Submit Claim(s):

1) From the "Forms" menu click the Blue "Resubmit" button.

2) Add the account numbers and dates of service.

3) Use "Submit All" button.

Note:

Initial (First Time) Setup Instructions are on the next page.

<u>Initial, First-Time Setup</u>

1) From the **Utility Menu**, select **Insurance Carriers**; select the top **Tools** option, then run the "**Mark All Carriers Yes for Electronic Claims**" option. After it runs double check that the carriers are marked as **YES**.

2) From the **Posting Screen,** select the **"Tools"** button, then select **"Options Setup"**

3) Under the **"Insurance Options"** section along the right side, check "**Prompt before adding to Electronic List**"

4) From the **Forms Menu**, click the Blue "**Primary**" button, located inside the "**Electronic Claims NPI**" box.

5) On this screen, check the box, in the upper-right, labeled "**Run Manually**". Also, check the "**Check to Use Last Insurance Date**" field.