



How to Submit Electronic Claims

- 1) From the “Forms” Menu, click the Blue “Primary” button in the Electronic Claims NPI box.
- 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 **Electronic Claims Clearing House “ECCH”** 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 **ECCH** 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.

Initial, First-Time Setup

- 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.