Connect 2 Infinedi Installation Instructions:

This program was designed to run on all versions of Microsoft Windows Operating Systems:

1. Download the Installer from the Infinedi.net website.
   - Browse to http://www.infinedi.net/Downloads/downloads.aspx.
   - Left click on the most current version of Connect2Infinedi.
   - If a dialog box appears, follow the instructions to save the installer to your desktop.
   - Save the Installer to your desktop, and wait for it to download completely.
   - An Installer icon will appear on your desktop. Double-click on it.
2. Follow all of the on-screen instructions.
3. If the version of Windows Installer is not current on your computer, the installation will require you to reboot your computer before it will continue.
4. After reading the installation information, click next.
5. Read the software License Agreement. If you agree to the terms, click "I accept the terms in the license agreement" and choose Next.
6. Choose the drive letter that Connect2Infinedi will be installed (We recommend keeping the default setting C).
7. Connect2Infinedi will now be installed to the computer.
8. Once the installation has finished, click Finish to launch Connect2Infinedi.
9. Click Yes to begin to configure Connect2Infinedi.

NOTE: If you did not receive your login information please contact Infinedi Customer Service Department.

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10. Complete each field with information provided to you by Infinedi, then click Save Information.

Client Code	= Three letter Client Code
UserName	= The account number you received during the enrollment process.
Medical File Location	= PATH and file name of your claim file
Statements Location	= PATH and file name of your Statement file

Once you reach the next screen, you are ready to send electronic claims to Infinedi. Click Exit.

VIC (Visually Integrated Claims) Training * * REQUIRED * *

VIC is the Infinedi reporting system that allows you to check the status of, and view any reports associated with, your claims. Before transmitting claims you must complete the required VIC training. To access the VIC Training Tool, browse to http://www.infinedi.net, click on VIC Training Tools logo under the "NEWS AROUND THE NATION". Choose the general training module – "View Basic Training Video". If you have trouble viewing the video, please make sure that you have the latest flash player installed. You will use the same login information from the previous page to login to the VIC area of the Infinedi website.

Transmitting your Claims

To transmit your claims, create a claim file from your practice management system, Double Click the **Connect2Infinedi** icon on the Windows desktop.

You will notice the total number of files to send in the lower left hand corner.
Click **"Send / Receive"** to display all files ready to send.

You will notice your new claim file is shown in the main window.

Batching Claims
If your practice management system is able to batch all claims together, there is no need to use the Connect2Infinedi batching feature, proceed to the next step.

Click **"Add New Claims to Current Batch"** button, and click **"Do Not Transmit"** to return to the Main Menu. Repeat this process for each batch of claims you need to send. For example, the first batch could be Medicare, the second batch could be Commercial Claims. You may need to use this feature to send re-billed claims, if your system does not batch re-bills into one file.

Transmitting Claims
From the **"Send / Receive"** Menu …

> Make sure that you are connected to the Internet and…
> Click **"Transmit Claims"**, you will be asked to enter your QTools password. Complete the password field and click OK. Your computer will connect with our SFTP Server and upload your claim files.
>
> *** NOTE - Passwords are case sensitive

At the end of the transmission, a window will pop-up to let you know that your claim files were sent successfully. Once the claim file has been processed, you will access the status of your claims in the VIC area of the Infinedi website.