

CONFIGURING EZ-BIS FOR WINDOWS TO FILE ELECTRONIC CLAIMS TO INFINEDI

Setting up EZ-BIS for Windows to process claims electronically is a two-step process. First, you must set up your system to process electronically. Second, you must flag each patient that you want to send electronically. This is extra work on the front end, but it allows you an excellent degree of control over which patients you transmit electronically.

STEP ONE:

1. Go to Office Menu, Clinic Preferences, and in the Electronic Claim Option...
2. Select Image Only, or Image and Paper. If you select Image and Paper, then when you run claims you will receive a paper claim **and** an electronic claim for your claims, which are flagged as electronic.

STEP TWO: FLAGGING PATIENTS FOR ELECTRONIC TRANSMISSION.

1. Open patient file, select insurance tab, then Carrier tab on right side of window.
2. In the plan name field, choose the plan name with **(ECS)** after the name. This will then appear as **Major Medical (ECS)**. This will signify that the claims for this patient will be sent electronically.

N.B. The name and path for the electronic file created is set by EZBIS as
C:\ezbis\clinic1\claims.img

Possible Errors:

1. Claim will not print to file or paper --
 - A. ON the individual patient information, in the patient employer information, it could say to "Send form to _____" the default is insurance. Anything else will not print the claim to a form.
 - B. The "Place of Service" on the claim must not be an "N". Make sure it says something like "11"
 - C. The claim could be below the "min. amount to print ____."
When you select to print it will ask the minimum amount to print, if the claim is below this amount it will not print to paper or a file.