

PREPARING ECLIPSE TO FILE ELECTRONICALLY WITH INFINEDI

Open Eclipse, and click on **File**, then click on **File Maintenance**, then **Configuration, then system, but if you are setup on a network click on workstation.** Enter your password (if prompted). At the bottom of the screen under EDI Options select Print Capture to File mmddccyy (CMS 1500 08/05). Under Max services per claim, type 6. Click OK.

File/Database Tables/ Payors. In each payor file you will need to edit two areas. The first is the Printed Claim Options tab. Counting from the top you will need to check box 3, Print one charge....Verify with your local Eclipse Rep additional boxes to check for Medicare, Blue Cross/Blue Shield and other insurance companies that may have special submission requirements. Then click on the Electronic Claims Tab. In this screen you need to complete three areas. In the Payor ID field type the word Paper. In the Sub ID field Type the word NOCD. At the bottom of the screen check the box that says "Automatic download during group billing. This will need to be done for every insurance company you wish to bill electronically to Infinedi.

PROCESSING CLAIMS ELECTRONICALLY

Go to the top tool bar and click on Billing.

Click on Unbilled Charges.

Under General Options on the left part of the screen click on Check Paper Claims for Errors.

Under Print/ECS Options change Print Claims Forms to Automatically print/process electronically by payor. This will print HCFA forms for patients with payors that have not been set up to go electronically AND prepare the electronic file at the same time for those payors who have been set up to go electronically.

Go to the middle of the screen and click on Filters.

Place an X in the box next to Billing Profile by clicking on the box.

Click on the ellipsis button under Range Start adjacent to Billing Profile.

Double click on the first profile to receive a HCFA form. In this case we will choose (click on) _____ Click OK.

Next click on the ellipsis button under Range End adjacent to Billing Profile.

Double click on the last profile to receive a HCFA form. In this case we will choose (click on) _____ Click OK.

Click OK.

Click Start. (Do Not change destination from printer to file-leave at printer.)

Click OK.

Minimize Eclipse and click on your Infinedi icon. Follow directions from Infinedi. The path for claims will be c:\mpn\claims.mpn