

# You will need to complete this step before proceeding with installation

## *How to create a claims folder*

1. Double Click on the "My Computer" icon on the desktop.
2. Double Click on the (C:\) drive.
3. Left click on File at the top of the window.
4. Move your cursor down to highlight New, left click on Folder in the new menu.
5. When the New Folder appears... type in the name of the new folder, "claims".
6. Press "Enter"
7. This will be the folder that you will save your claims in. ( C:\claims\yourclaimfile.txt)
8. Proceed with installing the Infindi software.

## Lytec Installations

*Infindi requires that information for claims to be printed to file in a HCFA-1500 format. Once the file has been created, the Infindi transmission software (Connect2Infindi) must be able to recognize where the file is located on the hard drive. Connect2Infindi then compresses the file and transmits the file to Infindi. Lytec will generate a print image file in four easy steps:*

1. Open the report form used to submit claims in the Edit Custom Report feature (accessed from the Reports menu),
2. Select the report form used when generating claims. Note that this should be a text-based form (Text-1992 Insurance Format.lci).
3. Make a copy of the form, to avoid copying over the form that came with the program. This will allow you to have two forms, one for printing to file and one for printing to paper. Select Save As from the Options menu button to save the form under a different name. (such as Infindi.lci )
4. Change the setup of the form by selecting Setup from the Options menu button. Check the Print to File checkbox. Then, you may choose whether to have the program prompt (Prompt for File Name) you for a file name or the program will generate a file name by default in the chosen directory (through the Browse button). **This is the path you will use for the installation of the Infindi Electronic Claim Filing Software.** C:\claims\claims.txt Press the Ok button to save the settings. Save the form by selecting Save from the Options menu button.

*This completes the setup for the claims to be able to print to file for Infindi. To print the claim to file. Print the claims individually through Charges and Payments or print the claims in a batch through Print Insurance Claims or Print Tracers (accessed from the Billing menu). When prompted to select a custom form, make sure to use the new file that was set up to print to file.*