

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.

Creating a "print image" file in Micro4

1. Select the HCFA 1500 icon from your toolbar or select REPORTS/HCFA 1500.
2. Select "Send to File" option.
3. Select HCFA 1500.
4. Choose ranges-service dates, plan selection, claim selection and report format.
5. Select "Add" or "Add All" -if you select Add you can add one financial class at a time. If you select "Add All" this will automatically add all financial classes.
6. Select Print.
7. Select the claims folder from the C:\, that you created earlier and then name file **claims.txt**, the click OK.

C:\claims\claims.txt

8. Minimize your Micro4 window and double click the Infindi icon to transmit claims.