



NET CorrectTM

User Instructions

- Once logged into [Infinedi](#) website you may access the claims you need to correct by clicking on the **VIC** tab.
- On the batch processing control screen, click on the **yellow or red light** to view a list of rejected claims for any particular batch.

Infinedi
ELECTRONIC DATA INTERCHANGE

HOME **VIC** QERA QREPORTS QCOLLECT Welcome Infinedi Demo Login (TST) | Settings | Logout

Batch Processing Control

SEARCH

Batch Id					
Batch ID	107 Claims	\$0.00			
964592 Received: 8/2/2009	4 (Red) 3 (Yellow) 100 (Green)			Notes	Trash
Batch ID	173 Claims	\$0.00			
964591 Received: 8/1/2009	7 (Red) 6 (Yellow) 160 (Green)		⚠ This batch needs your attention.	Notes	Trash
Batch ID	238 Claims	\$0.00			
964590 Received: 8/1/2009	8 (Red) 4 (Yellow) 226 (Green)		⚠ This batch needs your attention.	Notes	Trash

Batches Per Page: 10 Limit To: All Months

- On the claim processing control screen, click the **light** labeled "Audit" to view specific claim details for a particular patient.

Claim Processing Control

BATCH : 964592 08/02/2009

Sort By: Sort Status

Abshire, Gerardo AETNA \$80.00

DOS :08-02-09,Updated :08/04/2009
Acc #64246,Trace #107

Entity not eligible for benefits for submitted dates of service.

Audit Report ERA

Claim Seq Resub Notes WkCmp Inquiry Trash

- On the claim processing control screen click **“Edit”** next to the word **“NEW!”** to enter the claim you wish to edit.

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Claim Processing Control

PATIENT NAME : ABSHIRE, GERARDO PAYER : AETNA
 ACCOUNT NUMBER : 64246 CLAIM TYPE : Aetna
 FIRST DATE OF SERVICE : 2009-08-02 AMOUNT : 80.00

RECEIVED DATE	STATUS	VIEW/EDIT	View this Batch
08/02/2009	Accepted	View / Edit View / Edit ! NEW	View this Batch

- On the edit screen **“Show all Information”** check box is only required if information needs to be **added** that was not on the original claim. Making **changes** to information that was present on the original claim will not require the use of this checkbox.

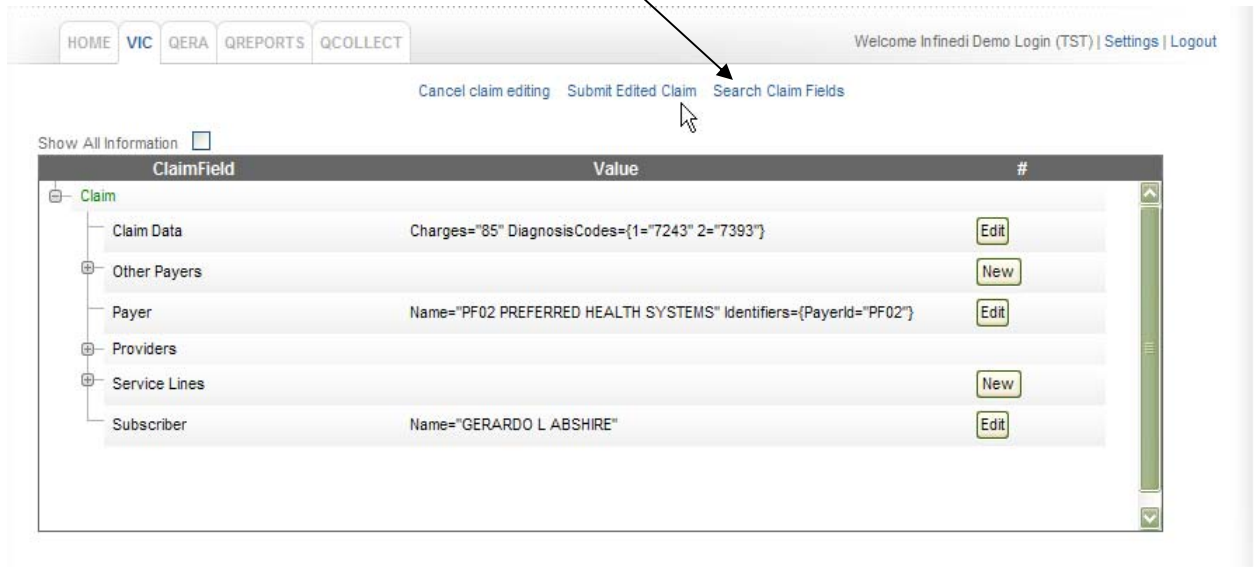
HOME VIC QERA QREPORTS QCOLLECT Welcome Infinedi Demo Login (TST) | Settings | Logout

Cancel claim editing Submit Edited Claim Search Claim Fields

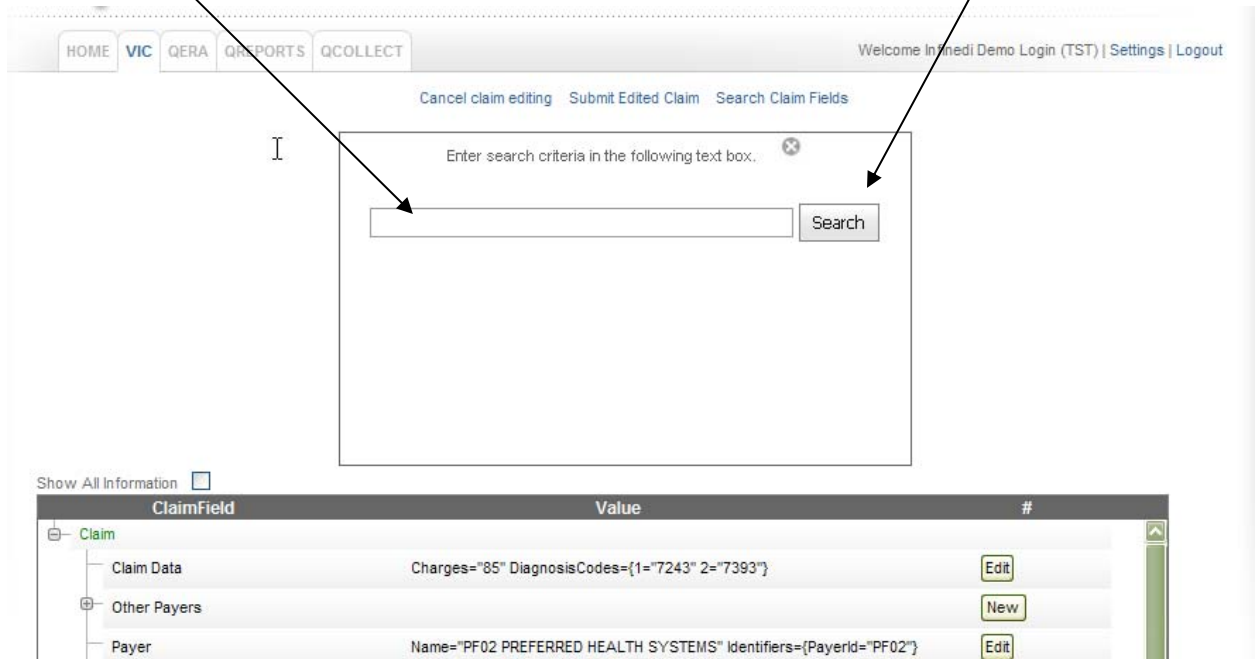
Show All Information

ClaimField	Value	#
Claim		
Claim Data	Charges="85" DiagnosisCodes={1="7243" 2="7393"}	Edit
Other Payers		New
Payer	Name="PF02 PREFERRED HEALTH SYSTEMS" Identifiers={PayerId="PF02"}	Edit
Providers		
Service Lines		New
Subscriber	Name="GERARDO L ABSHIRE"	Edit

- At the top of the page you will notice "Search Claim Fields" link. Click this link to start the editing process.



- Enter a keyword that corresponds with the error message you received. Then click Search.



- You will notice the **drop down list** will show you the path for any LOOP or SEGMENT where payer information can be edited.
- Use the **Path information** to locate the item you wish to edit.

Cancel claim editing | Submit Edited Claim | Search Claim Fields

Welcome Infinedi Demo Login (TST) | Settings | Logout

Enter search criteria in the following text box.

payer Search

Path

- Payer / Responsibility Sequence
- Payer / Insurance Type Code
- Payer / Claim Filing Indicator
- Payer / Name
- Payer / Identifiers / Payer Id
- Payer / Address / Address1

Show All Information

ClaimField	Value	#
Claim		
Claim Data	Charges="85" DiagnosisCodes={1="7243" 2="7393"}	Edit
Other Payers		New
Payer	Name="PF02 PREFERRED HEALTH SYSTEMS" Identifiers={PayerId="PF02"}	Edit

- Click the **EDIT** box (on the right of each data string) that corresponds with the path from the drop down list.

Cancel claim editing | Submit Edited Claim | Search Claim Fields

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Show All Information

ClaimField	Value	#
Claim		
Claim Data	Charges="85" DiagnosisCodes={1="7243" 2="7393"}	Edit
Other Payers		New
Payer	Name="PF02 PREFERRED HEALTH SYSTEMS" Identifiers={PayerId="PF02"}	Edit
Providers		
Service Lines		New
Subscriber	Name="GERARDO L ABSHIRE"	Edit

- Select the **tab along the top of the box** at the bottom of the page that corresponds with the change you need to make. Edit all of the fields under the various tabs that need to be changed.

Payer

Address Details Contact Payer Details Identifiers

Address1:	PO BOX 48170
Address2:	
City:	WICHITA
State:	KS
Zip:	67201

Update Cancel

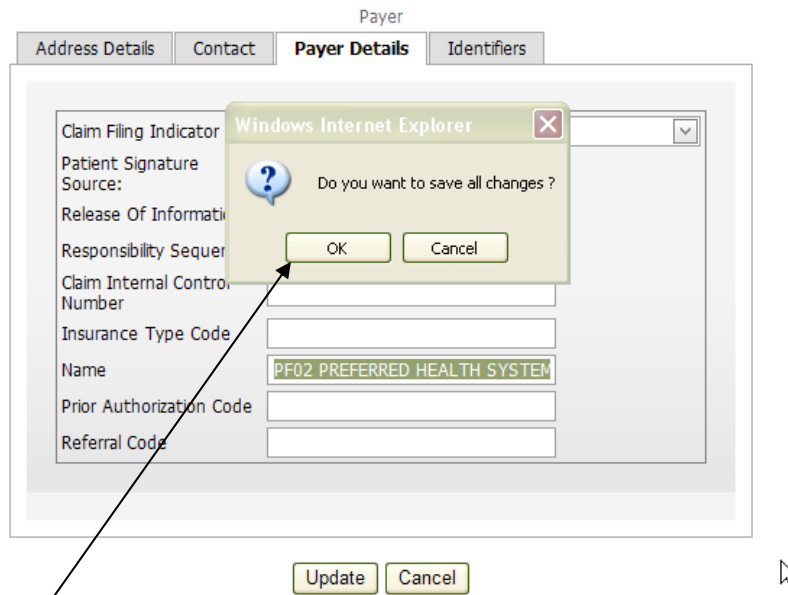
Payer

Address Details Contact **Payer Details** Identifiers

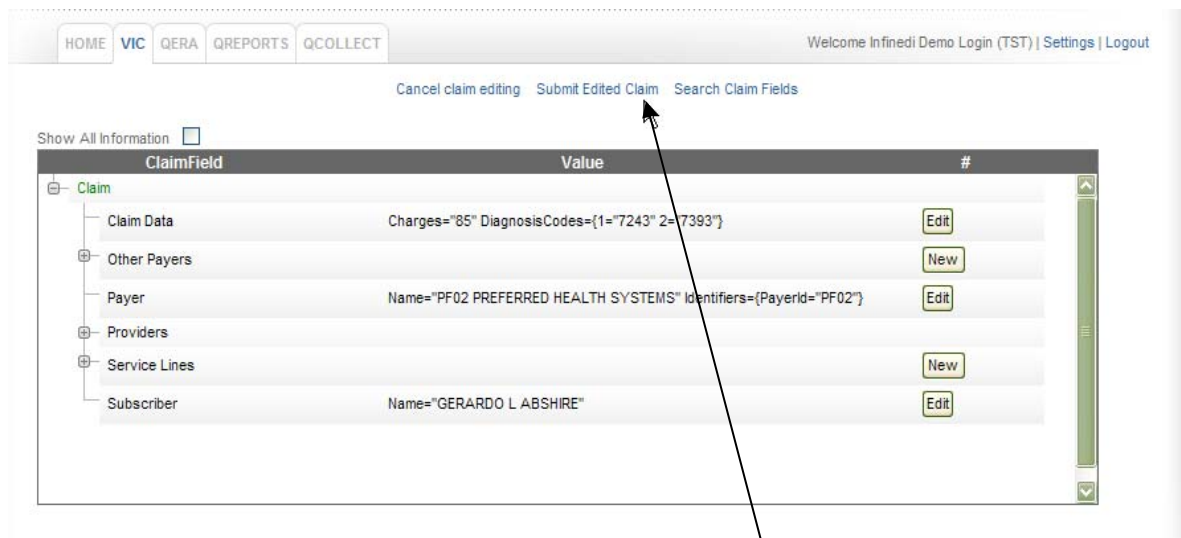
Claim Filing Indicator	CommercialInsurance
Patient Signature Source:	Hcfa1500Box12And13
Release Of Information:	Allowed
Responsibility Sequence	Primary
Claim Internal Control Number	
Insurance Type Code	
Name	PF02 PREFERRED HEALTH SYSTEM
Prior Authorization Code	
Referral Code	

Update Cancel

- Click **Update** Claim.



- Click **OK** to save all changes.



- At the top of the claims editing screen, you will notice the **Submit Edited Claim** link. Click this link to submit your edited claim.

Infinedi's online correction allows you to make changes to the claim and submit the corrected claim to the insurance payer through NET Correct. You must make the same changes to your Practice Management System for your records. If you utilize claim correct do not resubmit it from your Practice Management System as well. Doing so will result in duplicate claims.

This edited claim has been submitted for processing. You will receive an audit report for this claim after it has been processed by Infinedi. Edited claims are processed at 9am and 2pm central time.

I

Your claim will be processed today at about 2pm local time.

[Click Here](#) to return to VIC.

- You are now on the message screen advising you when your edited claim will process. Infinedi processes claims corrected online at 9:00 AM Central standard time and 2:00PM Central standard time. (This means if you resubmitted a claim at 2:45PM CST, you will not see the batch for this claim until the next morning after 9:00AM CST)

- You may return to the **VIC/Claim Processing Control** screen from here by clicking on the "Click Here" link at the bottom of the message screen.

Claim Processing Control

PATIENT NAME :	ABSHIRE, GERARDO	PAYER :	AETNA
ACCOUNT NUMBER :	64246	CLAIM TYPE :	Aetna
FIRST DATE OF SERVICE :	2009-08-02	AMOUNT :	80.00

RECEIVED DATE	STATUS	VIEW/EDIT	View this Batch
08/02/2009	 Accepted	View / Edit View / Edit  NEW	View this Batch View this Batch

- You will now notice the [red arrow](#) on the claim processing control screen that indicates the claim has been corrected online. (Clicking on that icon or the edit link will allow you to see the claim in its pre-edited state.)
- To exit this screen and return to the batch, click on the **"View this Batch"** link.

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Claim Processing Control

BATCH : 964592 08/02/2009

Sort By Sort Status

Abshire, Gerardo	AETNA	\$80.00	
DOS :08-02-09,Updated :08/04/2009 Acc #64246,Trace#107	● ● ●		Entity not eligible for benefits for submitted dates of service.
		Claim Seq Resub Notes WkCmp Inquiry Trash	

- You will notice the [circular arrow icon](#) which indicates that claim has been corrected and resubmitted online.

- Clicking on the **VIC** tab at the top of your screen will return you to the **Batch Processing Control** Screen.

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HOME **VIC** QERA QREPORTS QCOLLECT Welcome Infinedi Demo Login (TST) | Settings | Logout

Batch Processing Control

SEARCH

Batch ID						
<input type="text"/>						
Batch ID	107 Claims	\$0.00				
964592 Received: 8/2/2009	● ● ●					Notes Trash Status
Batch ID	173 Claims	\$0.00				
964591 Received: 8/1/2009	● ● ●					Notes Trash Status
Batch ID	238 Claims	\$0.00				
964590 Received: 8/1/2009	● ● ●					Notes Trash Status

Batches Per Page: 10 Limit To: All Months

- You may repeat these instructions from **Batch Processing Control** Screen to continue editing rejected claims in this batch or in others.
- Note:** [Print Image Editor and NET Correct Editor](#) cannot be used on the same claim.