

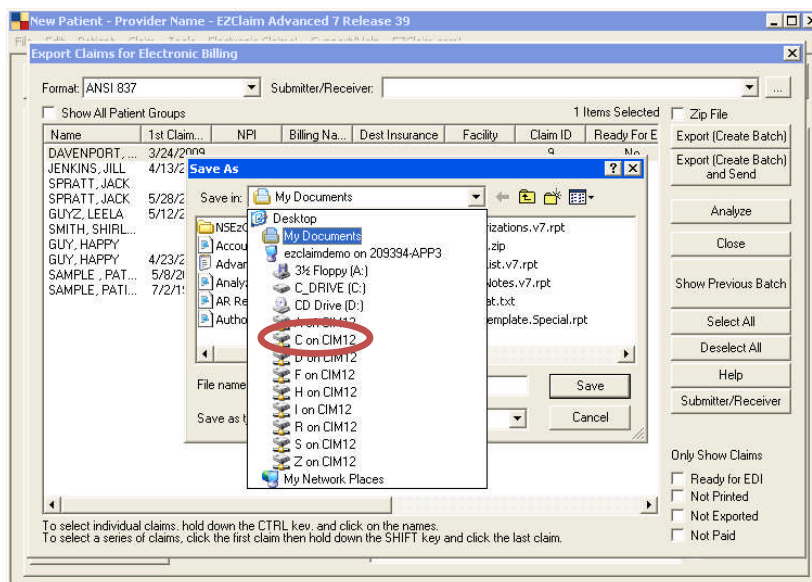
Exporting an EDI File to Your Local Machine

Files need to be saved locally when working with clearinghouses that utilize a web site for claim submission.

We suggest creating a directory on your C: drive to store EDI files. Something like **C:\EZClaim Exports**

This guide will walk you through the EZClaim export process. It applies to both Print Image and ANSI 837 export formats.

1. Click the **Electronic Claims!** menu item
2. Select the claims for export.
3. Click the **Export (Create Batch)** button
4. **One Time Procedure:** The first time you export, you will need to select your local drive. Drop down the 'Save in' drop down box. Select the **C on <computer name>** in the list. The program will search your hard drive. Double click the **EZClaim Exports** directory. The Save In box should now show '**EZClaim Exports**'



5. Use the name given to the file or enter a new file name.
6. Once the export is complete, you can print a submission report.

The claim file is now located in your **C:\EZClaim Exports** directory and ready for upload. Please follow your EDI processing instructions provided by your clearinghouse or payer.