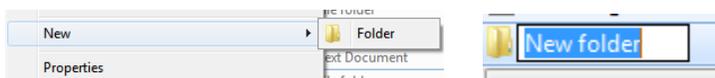


Exporting an EDI File to Your Local Windows Computer

Claim files will need to be saved locally when working with a Clearinghouse or Payer that utilize a web site for claim submission. The following apply to both 'Print Image' and 'ANSI 837' export formats.

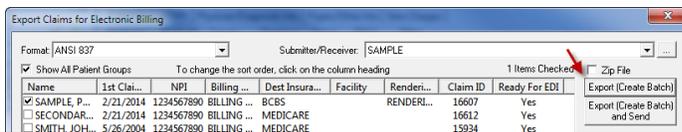
Creating a folder on your C: drive to store EDI files.

1. Navigate to your local C: (If you are unsure how to locate your C:, see your computer Help file.)
2. Double click your C: drive to open.
3. Rt. click to create a 'New Folder'.
4. Select 'New' and then 'Folder'.
5. Enter the name 'EZClaim Exports' or the name of your choice.

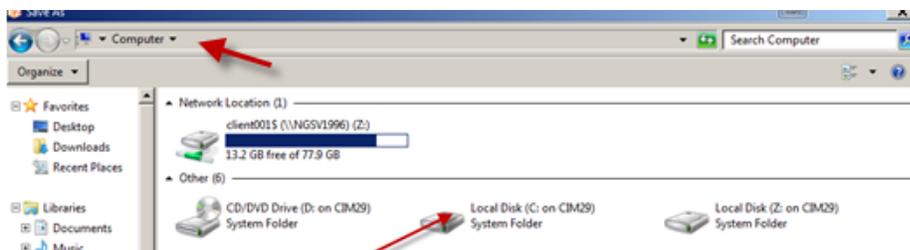


Creating the claim file.

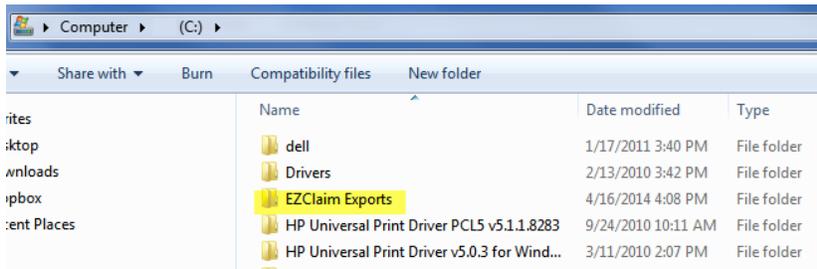
1. In your EZClaim program click the **Electronic Claims!** menu item.



2. Select the claims for export.
3. Click the **Export (Create Batch)** button
4. **One Time Procedure:** The first time you export a file, you will need to select your local drive. Drop down the 'Save As' drop down box and select the **Local Disk C on <computer name>** in the list. Double click to open your Local C: Drive.



5. Folders will now be displayed. Double click to open your '**EZClaim Exports**' folder. (Or the folder name you created)



6. The 'Save As' box should now show 'EZClaim Exports'.



7. Under 'File name' use the name given to the file or enter a new file name.



8. Click on 'Save'.

9. 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 for selecting and sending your file.