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.

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New	🕨 퉬 Folder	New folder
Properties	ext Document	

Creating the claim file.

1. In your EZClaim program click the Electronic Claims!

Export Claims for E	ectronic Bill	ing							×
Format ANSI 837			•	Submitter/Re	sceiver: SA	MPLE		•	· · · ·
Show All Patier	t Groups	To cha	nge the sort o	rder, click on the o	olumn headi	ng		1 Items Checke	🗎 🗆 Zip File
Name	1st Clai	NPI	Billing	Dest Insura	Facility	Renderi	Claim ID	Ready For EDI	Export (Create Batch)
SAMPLE, P	2/21/2014	1234567890	BILLING	BCBS		RENDERI	16607	Yes	Export (Create Batch)
SECONDAR	2/21/2014	1234567890	BILLING	MEDICARE			16612	Yes	and Send
C SMITH. JOH	5/26/2004	1234567890	BILLING	MEDICARE			15934	Yes	

- 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

menu item.

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💓 SAVE AS		(Lease)	_
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Organize 💌		8.*	0
E 🖈 Favorites Desktop Downloads	Network Location (1) dirent015 (\\NGSV1996) (2:) 13.2 GB free of 77.9 GB Other (6)		
E 🔀 Libraries E 💽 Documents E 🎝 Music	CD/DVD Drive (D: on CIM29) System Folder System Folder	Local Disk (Z: on CIM29) System Folder	

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

created)

➢ → Computer → (C:) →			
✓ Share with ✓ Burn	Compatibility files New folder		
rites	Name	Date modified	Туре
;ktop	퉬 dell	1/17/2011 3:40 PM	File folder
wnloads	퉬 Drivers	2/13/2010 3:42 PM	File folder
pbox	EZClaim Exports	4/16/2014 4:08 PM	File folder
:ent Places	HP Universal Print Driver PCL5 v5.1.1.8283	9/24/2010 10:11 AM	File folder
	HP Universal Print Driver v5.0.3 for Wind	3/11/2010 2:07 PM	File folder

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

😵 Save As	×
C: > EZClaim Exports	- 4 Search EZClaim Exports P
Organize 👻 New folder	≣ ▼ 0

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

			,
File name:	claimdat.txt		•
Save as type:	All Files (*.*)		-
Hide Folders		Save	Cancel
			3

- 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.