EZClaim Advanced ANSI 837P

TriZetto Clearinghouse Manual

EZClaim Medical Billing Software May 2015

TriZetto Site ID#_____

TriZetto SFTP Password_____

Trizetto Website login Password _____

Note: For questions regarding TriZetto Enrollment, Payer agreements, testing, or other Clearinghouse questions please contact **TriZetto Enrollment Dept.** at **1.800.969.3666** or **Trizetto Customer Service at 1.800.556.2231**.

- ✓ Client signs a contract with **TriZetto.** Within 24 hours the client will receive an email from **TriZetto**.
- ✓ The dedicated Trizetto Provider Enrollment representative will contact the client for their initial "Kick off Call". Client questions can be answered at this time. An 'Implementation Checklist' and 'Transfer Authorization Form' and 'Data Collection Workbook' will be provided after call.
- ✓ The client will be responsible for completing the Data Collection Workbook (provider specific information such as NPI's, Tax ID's, etc.) and returning it to their **TriZetto** representative in a timely manner.
- ✓ Once the Data Collection Workbook is returned to **TriZetto** the EDI Enrollments are prepared.
- ✓ TriZetto will generate the Payer EDI enrollment paperwork which is given to the client to sign <u>only</u> if the Transfer Authorization Form (TAF) was not signed by client. If the TAF was signed by the client then your TriZetto Rep will complete forms. Payer turn-around times and outstanding issues will be provided by your TriZetto Rep.
- TriZetto will contact client via email when payer approvals are received and when the provider can submit claims to requested payers.
- ✓ A dedicated representative from the **TriZetto** Implementation Team will reach out to schedule an appointment for the installation (testing). Trizetto will notify EZClaim of the installation day and time.
- ✓ EZClaim will contact the client prior to installation (testing) appointment to assist with EZClaim program set up. Plan 20-30 minutes for this call.
- ✓ TriZetto will contact the client on the phone on the specified day and time to assist with the upload of the first claim file. TriZetto will use this claim file to test.
- ✓ The client file is tested by TriZetto to ensure that all payer IDs, NPI numbers, and all other claims data is accurate. Once testing is complete the site is moved into production. Any questions can be directed to TriZetto Customer Service Department at 1-800-556-2231.
- ✓ Once the client is in production and sending claims, they will be contacted by TriZetto to schedule TriZetto website training.
- Clients can register for additional Client Training webinars on the **TriZetto** website. Webinars are recommended for new clients and they're FREE!

If you have questions at any time, please contact TriZetto Customer Service at 800-556-2231

1. Enroll with TriZetto Clearinghouse

- □ TriZetto has contacted EZClaim Customer to begin Enrollment process.
- EZClaim Advanced10 is updated to latest release (Support>Check for Updates)
- □ TriZetto sends enrollment documentation to customer
- □ TriZetto sends Payer ID list to customer
- □ TriZetto sends TriZetto Site ID number and SFTP password to customer

2. EZClaim Program Set-up using the EZClaim TriZetto Quick Start Guide

- □ Customer enters Payer Library data
- □ Customer enters Physician/Facility Library data
- □ Customer enters Patient and Claim information
- EZClaim assists customer with setting up Site ID and SFTP password prior to TriZetto install appointment

3. Submit Test File to TriZetto

- □ TriZetto and Customer arrange a time/date for test file to be sent to TriZetto
- □ Following this EZClaim TriZetto User Guide, customer prepares a minimum of 15-20 claims from various Payers for TriZetto test file.
- Customer sends test file to TriZetto on the date/time arranged
 - Customer notifies TriZetto they are sending EZClaim SFTP which does not require a Path and Filename.
- □ Customer receives email approval from TriZetto that the test file is accepted, customer moved to 'Production' status.

4. Retrieve Reports

- □ Customer downloads Reports in EZClaim program. See page 16 for 'Reports'
 - Customer reports from TriZetto will download into EZClaim program and will also be viewable on TriZetto's website.

Common Errors on TriZetto claims

Zip Code - Five digit zip code in the facility and billing addresses (boxes 32 and 33, respectively). The Facility and Billing zip codes must be nine digits without punctuation. Please add the extra four digits.

Assignment of Benefits - If checked 'No', the payment from the insurance will go directly to the patient. Confirm selection is correct. See 'Physician/Diagnostic Info' tab

Accept A:	ssignment		r	
Yes	O No 🧍	100	Billing Provider Info & Phone #	
Information		_	BILLING COMPANY	-
		•	100 MAIN	

Tax ID - The hyphen in the Tax ID number will need to be removed. There cannot be any spaces or hyphens in this number. See 'Physician and Facility Library' > Tax ID Type

Tax ID Type:		Tax ID: 🛛 🔶 👘
24 Tax ID Number	•	023456789

Payer ID # and **DX Codes** - Your claims will reject if Trizetto (TriZetto) payer IDs are not entered in the 'Payer Library'.

http://payers.gatewayedi.com/default.aspx All DX codes must be valid codes.

Subscriber Address - A full Subscriber (Insured) address is required on claims.

Claims for Testing - TriZetto would like to see 10-15 claims (for various payers) in your test file so that they can give you good test results.

PO Box Number - You cannot use a PO Box for the Billing or Facility locations. (Box 32 & 33 of the claim form (Facility and Billing information.) See **Step 3-** 'Physician and Facility Library' > Classification

Note: A **P.O. Box** address requires setting up a separate billing entry using the Classification of 'Pay to Provider'. Once entry is completed, go to Tool>Options>Submitter Information to select your 'Pay to Provider' entry.

Pay To Provider - Do not use unless required by payer:				
	-			
DR BILLING				

Rendering Provider - Claims with the same Information in both the Billing and Rendering fields may reject. Most Payers do not want to see Rendering information if it is the same as the Billing information.

Hospital Admission Date -Include an Admission Date on all inpatient hospital medical visits. Go to Charges tab > Hosp. Dates



Taxonomy Codes - Taxonomy Codes are 10 digits. Please update claims with correct Taxonomy code. <u>http://www.wpc-edi.com/reference/</u> See 'Physician and Facility Library' > Taxonomy Codes

Taxonomy Code:

TRIZETTO PATH AND FILENAME for submitting test files to TriZetto. When asked by TriZetto for the 'name of your file and the file location (file path)' let them know you are submitting your claims through EZClaim using **SFTP** (Secure File Transfer Protocol). EZClaim customers do not require a Path and Filename.

Step 1 - Submitter/Receiver Information

- 1. Go to Tools>Options>Submitter Information tab.
- 2. Enter your office Contact name and Phone number. Enter your TriZetto assigned 4 Digit Site ID. Note: Contact name cannot be the same as Billing Provider name entered in EZClaim.

EZClaim Advanced 9	×
Provider Information Data Entry - Service Lines Data Entry The Submitter Information screen for ANSI 837 based exports Library. Click the Submitter/Receiver Library button below to	- General Default Print Options Submitter Information Security
Submitter/Receiver Library	Lock EDI Format selection on Electronic Claims window.
Pay To Provider - Do not use unless required by payer:	Contact name cannot be the same as that entered in the Billing Provider field.
EZClaim Clearinghouse - Do not enter data unless directed t Client Name: CONTACT NAME Phone: 5554446666	Portal Login Information
Client Code: xxxxx 2 Digit Code: A Digit TriZetto	User Name: Password:
Site ID	
	OK Cancel Help

3. Click on OK.

*If you use a Post Office box number for billing address, enter 'Pay to Provider' info in Step 3 'Physician, Organization, Facility Library' and then select 'Pay To' dropdown here.

EZClaim Advanced 9
Provider Information Data Entry - Service Lines Data Entry - General Default Print Options Submitter Information Security
The Submitter Information screen for ANSI 837 based exports has been replaced by the Submitter/Receiver Library. Click the Submitter/Receiver Library button below to Add/Edit your settings.
Submitter/Receiver Library Lock EDI Format selection on Electronic Claims window.
Pay To Provider - Do not use unless required by payer: Do not enter 'Pay To Provider' unless using a PO Box number for Billing Address
EZClaim Clearinghouse - Do not enter data unless directed to by your EDI representative

Setting Up Your Data

Before you will be authorized to submit test claims to TriZetto, you must have your test claims set up in the following format! Please follow these instructions.

Required: Your file <u>will reject</u> if you do not use a **TriZetto (Gateway EDI) Payer ID#** for every insurance company you are sending claims. Click on this link and use the <u>TriZetto-Gateway</u> Payer list for Payer ID#'s.

Step 2 - Setting up the Payer Library

Payer Library Icon

lame	Address	\$T	Payer ID	Ins Type	Paver Name: BCES
as	6789 HOWELL STREET	MI	12345		Development (1997)
AMPLE PAYER	456 FRONT STREET	CT			Payer ID: 12345
					Steet Address 1: 6789 HOWELL STREET
					Street Address 2
					City/State/Zip: ANYTOWN M 99999
					Telephone:
					Ins. Type Code: Claim Office Num:
					Payer Notes:
					Additional Program Settings Suppress address when printing paper claims. Ignore the rendering provider when printing or exporting claims. Export billing provider taxonomy code even it using a rendering provid Export Print patient info in the facility area when Place of Service is 1 Feter a following district for 0 data attem claim has been printed or

Add Payer Information to Library

Required: You must have a Payer name and Gateway EDI (TriZetto) Payer ID# for every insurance company you are sending electronic claims.

- 1. Enter name of Insurance carrier.
- 2. Enter Payer ID# in 'Payer ID' field.
- 3. Ins Type Code: Select only if sending Medicare as a secondary payer. Use dropdown arrow to select 'Medicare Secondary Claims' Ins Type code.
- 4. Click on the' Save' button.
- 5. Payer information is now listed in the box to the left.

Edit Payer Information

Highlight the Payer, edit Payer information and then click on the 'Save' button.

Step 3 - Physician, Organization and Facility Library

Physician/Facility Library Icon

Note: A 9 Digit Zip Code is required for Billing and Facility information!

Physician/Facility Library – Library information must be completed before entering patient data. Once the entries are completed in the library, they will be selected on EZClaim data entry screens. Correct set-up of the Library is important for <u>error free claims</u>.

Physician, Organization and Facility Library		Use dropdown arrow to
Physician/Organization Library Entries: Show: Active Active All Filter: Filter Clear BILLING - Being DR BILLING - Pay To FACILITY - Facility ORDERING - Ordering REFERRING - Referring RENDERING - Rendering THE CENTER - Facility	Use the Tab key to move to the next field. Enter to save. Full Name (Required) BILLING Classification: Billing	9 digit Zip Code is Required.
Additional ID Numbers (Legacy Numbers):		
Payer ID Type.	/Qualitier ID Number	
Delete Library List Report Library	y Usage Report New Close Save	

Billing Provider Information (Box 33 on CMS 1500 form)

Note: Do not use initials or credentials. MR., MS., DR., MD, INC. etc.

- 1. Enter the Name of Provider, Agency or Business in "Full Name Required' field.
- 2. Select '**Billing**' as Classification.
- 3. Select Person or Non-Person as 'Type' depending on the billing provider entry.
- 4. Enter 'Organization' name or 'Last Name' and 'First Name' if person.
- 5. Enter street Address information including 9 digit Zip Code.
 - Note: A P.O. Box address requires setting up a separate billing entry using the Classification of 'Pay to Provider'. Once entry is completed, go to Tool>Options>Submitter Information to select your 'Pay to Provider' entry.

Pay To Provider - Do not use unless requ	ired by payer:
	•
DR BILLING	

- 6. Enter Individual or Organizational NPI number.
- 7. Using the dropdown arrow, select 'Tax ID Type' and enter number.
- 8. Enter Taxonomy Code if required by your insurance company. **Note**: Fax and Email is used for your reference only.

Additional ID numbers

1. **Situational:** Select Payer by clicking in the blank line. Continue entering ID Type and either the Providers Individual or Group ID Number.

Additional ID Numbers (Legacy Numbers)):		Ŧ
Payer	ID Type/Qualifier	ID Number	
Del BCBS - 6789 HOWELL STREI -	Blue Shield Number-1B	345678	
•	•		
Delete Library List Report	Library Usage Report Ne	ew Close Save	

2. Click on 'Save'.

Rendering Provider Information (Box 24j on CMS 1500 form)

Physician, Organization and Facility Library					
Physician/Organization Library Entries: Show: Active Inactive All Filter: Filter Clear BILLING - Billing DR BILLING - Pay To FACILITY - Facility ORDERING - Ordering REFERBING - Referring RENDERING - Rendering THE CENTER - Facility Additional ID Numbers (Legacy Numbers):	Use the Tab key to move to the next field. Enter to save. Full Name (Required) RENDERING Classification: Rendering Person C Non-Person Last Name if Person or Organization Name if Non-Person RENDERING First Name: JOHN Middle: J Address Line 1: Address Line 1: Address Line 2: City, State, Zip: Telephone: Fax: EMail: NPI 0234567678 Taxonomy Code: Tax ID Type: Tax ID: Notes:				
Payer ID Type/	'Qualifier ID Number				
Delete Library List Report Library	Usage Report New Close Save				

- 1. Enter First and Last name in 'Full Name (Required)' field.
- 2. Select 'Rendering' as 'Classification.
- 3. Select **Person** as Type.
- 4. Enter Last name and First name.
- Enter Individual NPI number.
 Optional: If a Tax ID is required, enter under 'Additional ID Numbers'.
- 6. Click on 'Save'.

Facility Information

Enter Facility information only if different than the Billing Provider information. (Box 33 of the 1500 form.)

- 1. Enter Facility Name in 'Full Name (Required)' field.
- 2. Select 'Facility' as 'Classification'.
- 3. Select Non-Person as 'Type'.
- 4. Enter Facility Name and Address information including 9 digit Zip Code which is required.
- 5. Enter NPI number.
- 6. Click on 'Save'.

Note: Enter additional Provider and Facility information as required for your claims.

Step 4 - Patient/Insured Info Screen

SAMPLE, PATIENT (Age: 46) - 54321 - P/ File Edit Patient Claim Libraries E	ATIENT GROUP 1 - EZClaim Advanced 9 Release 0 Zlink! Tools: Electronic Claims! View Support/Help: EZClaim.com!	- • •
Sew Patient Patient Patient Patient	Find 🔐 Find Data Claim 🕢 Electronic 🌮 Payer 🧟 Physician 🍃 Report 🌒 Backup 🧿 Patient 🔐 Claim Claims	Exit Program
Patient List	Patient/Insured Info Physician/Diagnostic Info Payers/Other Info New Charges Charges: 11/7/2013 \$70.00 Medicare Medicaid Tricare Charnova Group FECA Other Insured's ID Number C C C C C (0567765432	
Name D.08 SAMPLE, PATIENT 2/21/1967	Patient Lat Name Patient Date of Birth Sex Insured's Name Lat, First, MII State 1 Patient Address Patient Address Fill Copy Info SAMPLE PATIENT Patient Address Patient Relationship to Insured Carpy Info SAMPLE PATIENT Patient Relationship to Insured Ital Copy Info SAMPLE PATIENT City Stete Copy Stete Copy Copy T23 MAIN STREET Patient Relationship to Insured Ital Copy Info SAMPLE PATIENT Zip Code Phone Number Stete Copy Co	State ST
	Other Insured's Name [Last, Fist, M] Is Patient's Condition Related To: Insured's Policy Group Number Other Insured's Policy of Group Number Auto Accident C Yes C No Place [State] Ste Reserved for NUCC Use Other Accident C Yes C No 2/2/1/1967	
	Sc Reserved for NUEC Use Insurance Plan Dr Program Name Other Insurance Plan Name or Program Name If Patient's Sig On File Is There Another Health Benefit Plan? IP Patient Notes Patient \$2000 IP natient Notes Patient's Sig On File	m ⊂ No mr‰Data
< _Ⅲ ►	Reminder Note:	
X Name Date SAMPLE, PATIENT 11/7/2013	Bit Date Bal Due Insurance Paid Stat Perm Sta Patient Group Printed Exported Ready Io Seconda 3 \$70.00 BCBS Not Paid Not Perm PATIENT GROUP1 Yes Not	ry Claim ID 10
Filters - Only Show Claims: V Not Printe	III III III III III III III III III II	Þ

• Do not use words such as 'SAME' or 'NONE' or 'N/A'.

Required: Enter Patient information.

Required: Insured information is required if 'Insured' is different than the 'Patient'.

Required: Enter Insured ID Number in this format, 2345678. Do not use dashes or punctuation.

Required: Patient's Birth Date

Required: Patient Relationship to Insured

Required: Patient Signature on File

Required: Check 'Insured Signature on File' for payment to be sent to Provider. If not checked, payment will be sent to the Insured.

Box 9b-9c - Reserved for NUCC use. Not used for electronic billing

Other Insured Information.

- Enter secondary data only if submitting a secondary insurance for this claim.
- Enter secondary insured's ID# on the Payers/Other Info tab.

Note: Enter any additional information requested by the insurance company.



Step 5 - Physician/Diagnostic Info Screen

Field Requirements

Required: Billing Provider Info & Phone Number information. Use the dropdown arrow to select the Physician/Organization name.

Required: Accept Assignment indicator. 'Yes' or 'No'. IF checked 'No', payment will be sent to the Insured. Required: Physician Signature on File indicator

If required by your Payer, enter the following information.

- Rendering Provider Rendering Provider information
- Date of Current This is the default 'Date of Current' field. Enter a date in this field only if the date is used for <u>all</u> charges for this patient. For Medicare this date cannot be same as first date of service.
- Referring Provider Name and ID#
- Facility Information Do not enter facility information unless Facility data is different from Billing information or Place of Service is a 12 or required by your insurance company.

Step 6 – Payers/Others Info Screen

😨 SAMPLE, PATIENT (Age: 46) - 54321 - P	ATIENT GROUP 1 - EZClaim Advanced 9 Release 0		- • •
File Edit Patient Claim Libraries E	ZLink! Tools Electronic Claims! View Support/Help EZClaim.com!		
Sew Strengther Retrieved Patient Retrieved Patient Retrieved Patient Retrieved Patient Retrieved	řind 🙀 Find New 🕢 Electronic 🌮 Payer Patient 🥼 Claim 🚺 Claims 💕 Librar	y Physician 📄 Report 🕥 Back Library Data	up Exit Program
Patient List	Patient/Insured Info Physician/Diagnostic Info Payers/Other Info New Charg	jes Charges: 11/7/2013 \$70.00	, Â
Group: PATIENT GROUP 1 💌 🍣	Elear Primary Click to Select Primary Payer	Clear Secondary Click to Select Secon	dary Payer
Name DOB	Primary Payer (ID): (12345) BCBS Address 1: 6789 HDWELL STREET	Secondary Payer (ID): Address 1:	
SAMPLE, PATIENT 2/21/1967	Address 2:	Address 2:	
	Primary Claim Filing Ind: BL	City, S1, Zip: Sec. Claim Filing Ind:	
	,	Secondary/Other Insured's ID:	
		Patient Relationship to Other Insured C Self C Spouse C Child C Other	E
		Other Insured's DOB Sex CMCF	
	EDI Notes Ontional Billing Data Misc Patient Data Provider ID Numbers I	adicators Print Options Contact Info	
	EDI Claim Note. 🔲 Include Notes With EDI File		
		*	
		_	
			Lock Record
			Patient Is Active
• III •	∩i.dN.t	III	4
×	\$		
Name Date	Bill Date Bal Due Insurance Paid Stat Perm Sta	Patient Group Printed Exported Ready fo	Secondary Claim ID
	s anoto bees norrad norrani		10 10
List			
			- F
Filters - Unly Show Llaims: V Not Printe	d I Not Exported I Not Permanent I Not Paid V Not Archived		

Primary/Destination Payer

- 1. Required: Click 'Primary Payer' button to select Payer previously set up in the Payer Library. Select Payer by highlighting the Primary Payer and click 'OK'.
- 2. Required: 'Primary Claim Filing Indicator'.

Secondary/Other Payer

- 1. Required: Secondary/Other Payer
- 2. Required: Claim Filing Indicator
- 3. Required: Secondary/Other Insured's ID#
- 4. Required: Patient Relationship to Insured

Note: See tabs below for additional Situational information. **Do not** enter 'Situational' information unless required by your insurance company.

EDI Claim Notes: To include notes in Loop 2300 NTE Segment of your electronic file, check the 'Include Notes with EDI' file checkbox.

Step 7 - New Charges Screen

Patient 👹 Template 🏭 Pa	d Ind Liter Sectors Payer Proscan Kepot Sector Control Program
21.K	Patent/Invared Help Physicae/Unagonite Help Patent/Unagonite Help Physicae/Unagonite Help Physicae/Una
	Out Total Drage and Applied Ant \$20.00 Balance \$270.00 Prior \$20.00 In the Annual Paid field Total Drage and Applied Ant \$20.00 Balance \$270.00 Othe Innu since Drage Balance Total Primary Innuance Prement \$20.00 Line Count 2 Primary Innuance Prement \$20.00 Line Count 2
Name Date SAMPLE, PATIENT 11/7/2013 SAMPLE, PATIENT 12/11/2013	BitDute BitDute Inscence Pad Std. Patient Group Printed Exported Ready to Secondary Calm D 573.00 BCBS Not Peak PAttent Group Printed Liponted Ready to Secondary Calm D 525.00 ECBS Not Peak PAttEnt GROUP 1 Yee No 10 525.00 ECBS Not Peak PATEINT GROUP 1 Yee Yee 11

Required: Click on the calendar to select 'Date of Service'. Enter charges and other service line information. Required: ICD Indicator, using the dropdown box select 9 for ICD-9 or 0 for ICD-10 codes. Cannot have BOTH ICD-9 AND ICD-10 codes on a claim.

Required: Diagnosis codes.

Required: Enter the diagnostic code pointers (ABCD etc.) on the charges line. Do not use the actual diagnosis code in this box, 24E, only pointers. Enter no more than four DX pointers on each service line.

Required: Place of Service, must use 2 digits.

Below are the most commonly used codes.

- 11 Office
- 12 Home
- 21 Inpatient Hospital
- 22 Outpatient Hospital
- 24 Ambulatory Surgical Center
- 41 Ambulance (Land)
- 99 Other Unlisted Facility

Required: Procedure Code

Situational: Rendering Provider: This data is pulled from the Rendering Provider information which has been selected on the Physician/Diagnostic Info tab. If Rendering Provider information has not been selected on the Physician/ Diagnostic Info tab, use the dropdown arrow to select the Rendering Provider previously set up in the Physician/Facility Library.

Situational: Enter EMG only if requested by your insurance company. Usually left blank.

NOTE: DME Companies do not use Rendering Providers. Leave the rendering provider fields blank.

Step 8 - Submitting Claims Using EZClaim SFTP

Menu Location: Electronic Claims Icon

1. Using the dropdown arrow select 'TriZetto Secure 837 5010'. Once selected DO NOT change this format!

Exp	Export Claims for Electronic Billing									
F	Format TriZetto Secure 837 5010									
ſ	Show All Patient Groups To change the sort order, click on the column heading 1 Items Checked									
] [Name	1st Clai	NPI	Billing	Dest Insura	Facility	Renderi	Claim ID	Ready For EDI	Send
	JONES, TO	5/24/2004	1234567890	BILLING	MEDICARE			15905	Yes	Get Reports
										TrZetto FTP
										Check for Errors
										Detailed View
										Close
										Show Previous Batch
										Check All
										Uncheck All
										Help
										Submitter/Receiver
										Filters: Only Show Claims Ready for EDI Not Printed Not Exported
Ľ	•								+	Not Paid

SFTP account User ID and Login Set-up

1. Click on the '**TriZetto FTP**' button.

TriZetto FTP

- 2. Click on' Program Options'
- 3. Choose 'Set User ID and Password'.

Secure Transfer Options		
Claims Directory C:\pmsft\claims\	Secure FTP Login Setup	Browse
Reports Directory C:\pmsft\reports\	Password	Browse
EZClaim File Analyzer Director C:\Users\Public\Documents\		Browse
Secure FTP Server Address: sftp.gatewayedi.com	Cancel Save and Close	
Set User ID and Password	Cancel	Save and Close

- 4. Enter your Site ID (4 digit client code) and SFTP Password provided by TriZetto.
- 5. Click Save and Close>Save and Close.
- 6. Click on the Test Connection button to test your connectivity.

Selecting and Exporting Claims

- 1. Select claims to be exported by checking the check box next to claim. Note: You may also click the 'Check All' box if all claims are ready to submit.
- 2. Click on the 'Check for Errors' button.



- 3. If the analyzed report states there are errors, return to the claim and correct errors. Once errors have been corrected, return to 'Electronic Claims' and continue.
- 4. If the report states there are no errors, click on OK, click on the 'Send' button.

Expor	Export Claims for Electronic Billing									
For	Format: TriZetto Secure 837 5010 🔹									
Show All Patient Groups To change the sort order, click on the column heading 1 Items Checked										
N	ame	1st Clai	NPI	Billing	Dest Insura	Facility	Renderi	Claim ID	Ready For EDI	Send
	JONES, TO	5/24/2004	1234567890	BILLING	MEDICARE			15905	Yes 🥕	Get Reports
										TrZetto FTP
										Check for Errors
										Detailed View
										Close
										Show Previous Batch
										Check All
										Uncheck All
										Help
										Submitter/Receiver
						1				Filters: Only Show Claims Ready for EDI Not Printed Not Exported
]			P	I NOT Maid

EZClaim	8
?	1 Claim exported to: C:\pmsft\claims\120313A.txt THIS IS THE PATH AND FILENAME OF YOUR EXPORTED CLAIMS. Would you like to print an exported claims report?
	Yes No

- 5. Select 'Yes' to print an 'Exported Claims' Report.
- 6. File will then automatically upload and a confirmation message, 'Claim files uploaded successfully!' will be displayed and transmission is complete.



Step 10 – Reports

1. To download reports click on 'Download Reports'.

cure FTP Transfer - Version 8.30			
m File to Upload • Name Date Created Claim Cov	ri	Delete Dain File Add Clain Elex	Upited Claims
orts (Double Click to View and Print	Report) Baild - New Report	Backup/Restore Rpts Delete Beport(s) Archive Report(s)	J
e File Type	File Name		Download Reports
	Reports will be downloaded in this area		View Archived Rep Search Files For
			Search Dec
			Eyt
s View			Program Options
			Lest Connection
			Activity Log
	Quick View of Reports will be displayed in the area	his	

- 2. Double click on a Report file name to open
- 3. View Reports. If your report states that your claims have errors, make necessary changes to claims and resubmit claims.

Managing Reports

- After viewing it is suggested that reports are 'Archived' and not 'Deleted'.
- To select multiple reports, hold down the Ctrl key and highlight reports to be deleted or archived.
- To 'Restore' reports, click on 'Backup/Restore Rpts', browse to backup report location and click 'Open'.

Secure FTP Transfer - Version 8.10	×
Claim File to Upload Delete Claim File Add Claim Files	J
File Name Date Created Claim Count	Upload Claims
Beports (Double Click to View and Print Report) Bold = New Report Backup/Restore Rpts Delete Report(s) Date	Download Reports
	View Archived Reports Search Files For:

Step 10 - Resubmitting Claims

Electronic Billing Icon

1. Click on the 'Show Previous Batch' button.

Export Claims for Electronic Billing									
Format: TriZetto Secure 837 5010 🗸									
Show All Patier	Show All Patient Groups To change the sort order, click on the column heading 1 Items Checked								
Name	1st Clai	NPI	Billing	Dest Insura	Facility	Renderi	Claim ID	Ready For EDI	Send
JONES, TO	5/24/2004	1234567890	BILLING	MEDICARE			15905	Yes	Get Reports
									TrZetto FTP
									Check for Errors
									Detailed View
									Close
								~	Show Previous Batch
									Check All
									Uncheck All
									Help
									Submitter/Receiver
									Filters: Only Show Claims Ready for EDI Not Printed
•		III						Þ	Not Paid

2. Highlight and then double click on the previous batch of claims to view.



- 3. Claims are now ready to select and resubmit.
- 4. Select by highlighting all claims or individual claims to re-export.
- 5. Click on the 'Send' button.
- 6. Confirm 'Claim File Upload Successful'.

Gateway EDI (TriZetto) Report Formats

.999 or .997 - 997 / 999 – This report will only acknowledge receipt of a file by TriZetto (Gateway EDI). . Claims will not be rejected at this level.

.DAT - Human Readable / Text Report – This report will contain TriZetto (Gateway EDI). and Payer responses. The report contains a variety of details for each claim including the patient name, patient account number, dates of service and charges. Any rejected claims will also display the error message from the clearing house or payer. The file name will be MMDDYY.DAT

0701	HEALTH FIRST PHYSICIAN SERVICS (1004)							
0101			K	CORD OF CLAIMS RECEIVED	, ,		12/07/01	
NAME		ACCOUNT NUMBER	FROM TO	MEM NUMBER	CHARGE RE	V DATE INSURER	PROVIDER	E
								=
LAST,	FIRST	21221	12/06/01 12/06/	01 SSNSSNSSN	60.00 12/07/	01 METRAHEALTH	G VANILLA	
LAST,	FIRST	21227	12/06/01 12/06/	01 ABCSSNSSN391	115.00 12/07/	01 BLUE CROSS	G VANILLA	
LAST,	FIRST	21219	12/06/01 12/06/	01 SSNSSNSSN	87.00 12/07/	01 METRAHEALTH	G VANILLA	
LAST,	FIRST	21218	12/06/01 12/06/	01 SSNSSNSSN	110.00 12/07/	01 CIGNA	G VANILLA	
LAST,	FIRST	21223	12/06/01 12/06/	01 SSNSSNSSN48303	70.00 12/07/	01 UNITED	G VANILLA	
LAST,	FIRST	21241	12/06/01 12/06/	01 SSNSSN184	224.00 12/07/	01 HEALTHLINK PPO	G VANILLA	
LAST,	FIRST	21230	12/06/01 12/06/	01 BB0SSNSSN08201AA	165.00 12/07/	01 UNITED	G VANILLA 1	
MESSAGE:INVALID 2001 ICD-9 CODE VALUE: 8452 (EA0.33)								
LAST,	FIRST	21220	12/06/01 12/06/	01 ABCSSNSSN5ZZ	80.00 12/07/	01 BLUE CROSS	G VANILLA	

GATEWAY EDI (0000)

.CSR / Claim Status Report – This report contains the same information as the Human Readable / Text Report. The file name will be MMDDYY.CSR

20T01RECORD OF CLAIMS RECEIVED			04/02/2002A				
1 04/02/200240009680C002	SSN878978	03/01/200203/01/2002	55.00874	LASTNAME	FIRSTNAME	04/02/2002AMERIG	
20T01RECORD OF CLAIMS RECEIVED			04/02/2002A				
1 04/02/200240009683C002	SSN096621202	02/14/200202/14/2002	55.00875	LASTNAME	FIRSTNAME	04/02/2002HMO BL	
20T01RECORD OF CLAIMS RECEIVED			04/02/2002R				
3Member ID numbers must be 9, 11, or 13 positions for this payer. (ZGZ466096621202)							

.RMT - This report is an 835 Remittance Report

Note: Payer and trading partner responses are received in various formats but standardized by TriZetto (Gateway EDI). The responses can include accepted and rejected claims and will be returned in the Human Readable / Text, CSR or 277U layouts.

ANSISI 837 Quick Reference

LOOP 2000A (Specialty/Taxonomy)	Segment	EZClaim Location
Billing Provider Specialty Information	PRV03	Physician/Facility Library Icon>Billing or Rendering Provider > Taxonomy
LOOP 2010AA (Billing Provider)		
Billing Provider Name (Box 33)	NM103	Physician/Facility Library Icon>Billing Provider Name and Address
Billing Provider Primary Identifier	NM109	Physician/Facility Library Icon>Billing Provider>NPI
Billing Provider Secondary Identifier	REF02	Physician/Facility Library Icon>Billing Provider >Tax ID#
Billing Provider Secondary Identifier	REF02	Physician/Facility Library Icon>Billing Provider >Legacy ID#
Billing Provider Address	N3 & N4	Physician/Facility Library Icon>Billing Provider>Address & Zip
LOOP 2310B (Rendering)		
Rendering Provider Name (Box 31)	NM103	Physician/Facility Library Icon>Rendering Provider First and Last Name
Rendering Provider Primary Identifier	NM109	Physician/Facility Library Icon>Rendering Provider>NPI
LOOP 2310A (Referring)		
Referring Provider Name (Box 17)	NM103	Physician/Facility Library Icon>Referring Provider First and Last Name
Referring Provider Primary Identifier	NM109	Physician/Facility Library Icon>Referring Provider>NPI
LOOP 2310D (Facility)		
Service Facility Name (Box 32)	NM103	Physician/Facility Library Icon> Facility Name
Facility Address	N3 & N4	Physician/Facility Library Icon>Facility>Address & Zip
Facility Primary ID# (If required)	NM109	Physician/Facility Library>Facility NPI
LOOP 2010BB (Payer)		
Payer (Insurance Co.) Name	NM103	Payer Library Icon>Payer Name
Payer ID#	NM109	Payer Library Icon>Payer ID
LOOP 2300		
Claim Information		General claim information plus Diagnostic Codes and Total Claim Charge
LOOP 2400		
Service Line Information (Charges tab)		Data related to procedure code charges. Ex: Dates, procedure codes, modifiers, charges, units.