Installation and Setup for ANSI 5010 - Fastemc Version 10.0

OBTAIN INSTALL FILES

Obtain the install files - CD or Download. For CD installation please send a support email indicating that is what you require or call our 800-326-4831x702 to order a CD. For Download, you just need to go to our Website - instructions will follow.

MAKE A BACKUP

First and foremost if this is an upgrade make sure you have a good backup of your current installation. This is your responsibility before you start to run the installation.

Virus Software you may run   .

You may want to disable your virus software temporarily while we install. It will slow you down somewhat and may interfere. I tested with Kaspersky on my system and it just made some very long pauses while it checked what was going to happen. As long as you are patient this is not an issue. Just be warned and BE PATIENT. My machine is very fast and it paused as long as 30 sec. on mine. This might be more or less depending on the virus software and machine speed.

Starting a CD installation

Just insert it in your CD Drive. It should start running automatically. You may need to tell windows that is OK. Then an installation menu should appear.
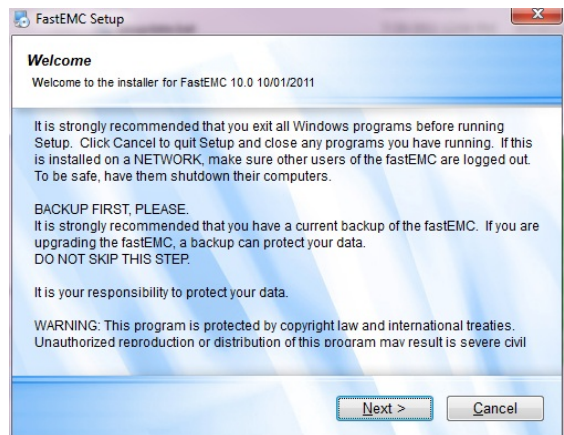
Starting a Download Installation

Just download the file from the web page, Save it to your Desktop or if you prefer in a download folder. Just keep track of where you put it. Once is has saved, just execute it (double-click the file).
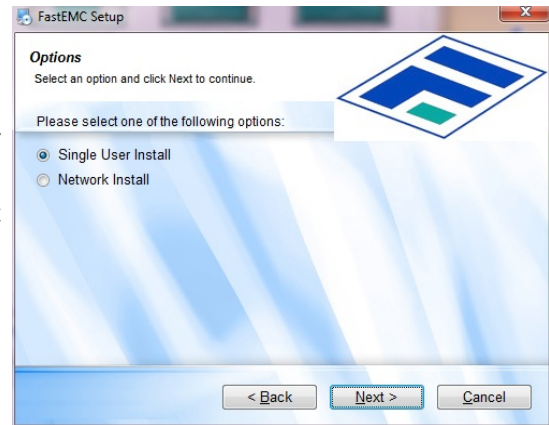
Installing the software

Either way to get the download the procedure is the same for download or CD from here.

You will get a warning from most Windows system telling you that you are about to install something, and asking for permission. You need to answer Yes or we can just go home now.

Then the following screen will appear for your information. Please read it carefully and then press NEXT to continue.
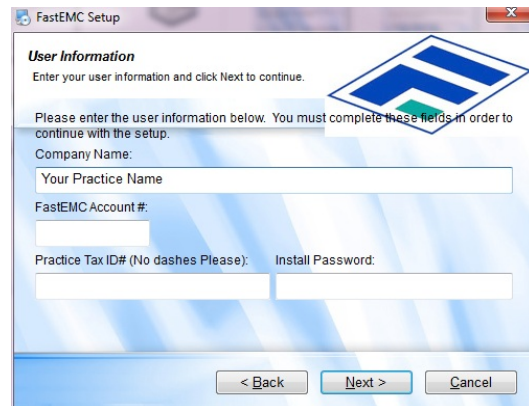
Now select the right installation for your system. Your installation password will only work correctly with the proper installation type. Most customers would select Single User on this page. Then press NEXT.
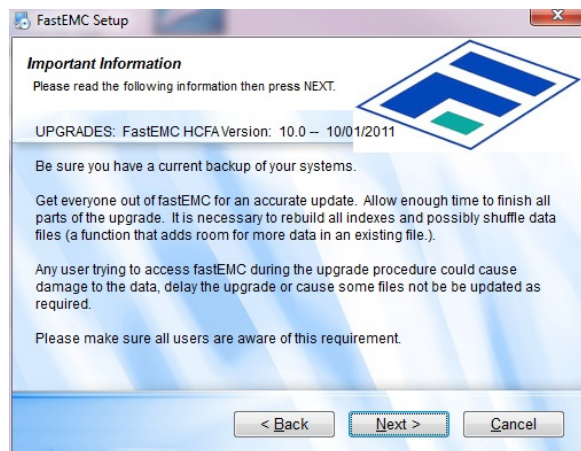
Figure 1-2

Now fill in the information on this page with the correct information. We require your Company Name as it was registered, your FastEMC account number, your Tax ID as assigned to your account and your installation password. Without the proper information in this page the installation will not continue.

Figure 1-3

This page is to remind you of some important things before you continue. Make sure you have a proper backup. (It is not our function to explain a backup or how one is made. Software usually is installed with your CD/DVD burner that would give you this capability, but this varies from system to system. Make sure this is done before continuing with the installation.)

Press NEXT when you are ready to continue or Cancel if you need more time.

Figure 1-4

On this page you can select to install certain parts of the system. Both boxes should be checked for most installations. We have future features that might be listed here later, but for now just the basics. Then press NEXT.
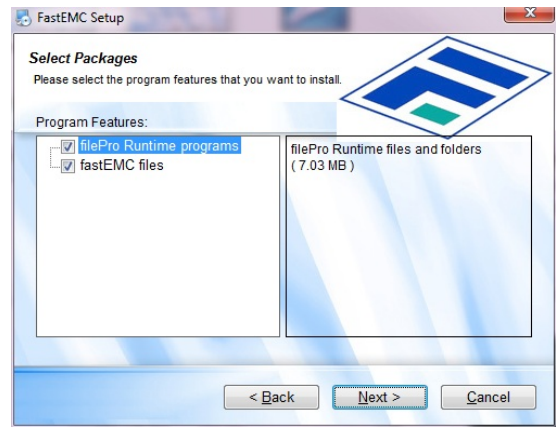

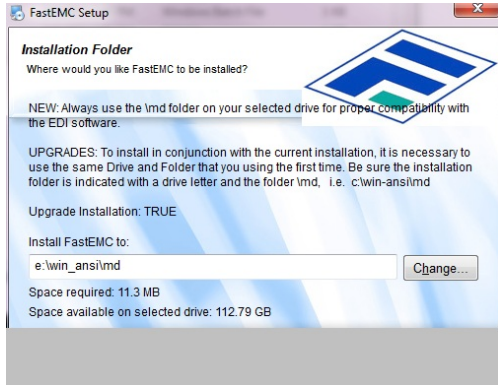**Figure 1-5**

Installation Location

Figure 1-6

In this example, it is going to be installed in

E:\win_ansi\md

Then we give you an option as the Shortcut Folder. We default it to FastEMC HCFA and this is how it will be listed on your programs list. Change it if you like.
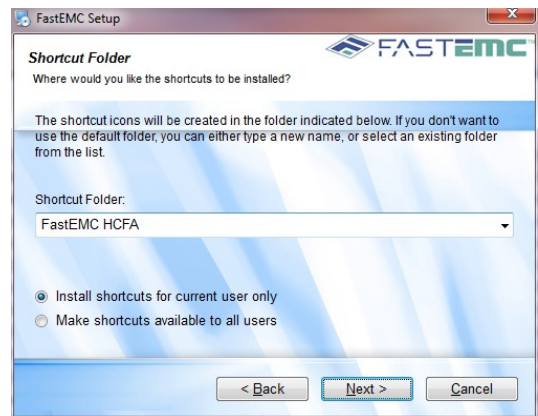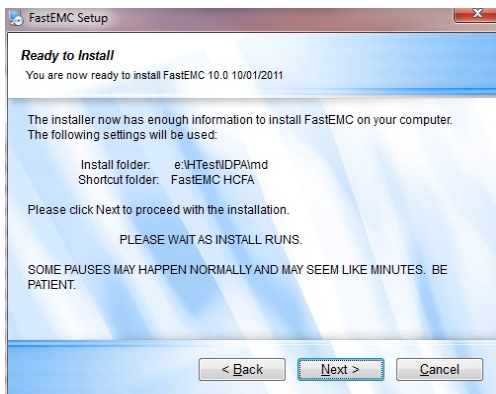

Figure 1-7

Figure 1-8

Then press NEXT. You get one final page to verify that all the information is correct. Check over the location and shortcut and press NEXT when you are ready to roll.

WARNING: You may experience some long pauses between one step and the next. This is normal, just wait. You may also see it flashing from one step to the next. This is also normal. The machines have gotten so fast, it is done before it can display the screen. This is not to worry. Just let it go until it stops to ask for something.

Script setup - it should stop at a screen that looks like this. Most fields will fill in with default values when you press ENTER. There are two fields you need to pay attention to on this screen.

Temporary Directory: This folder will default to a location within your installation drive. If Drive E is not a local drive, you should change this value to be a folder on your local drive, such as C:\tmp. Sending the temporary files across the network is just a waste of bandwidth.
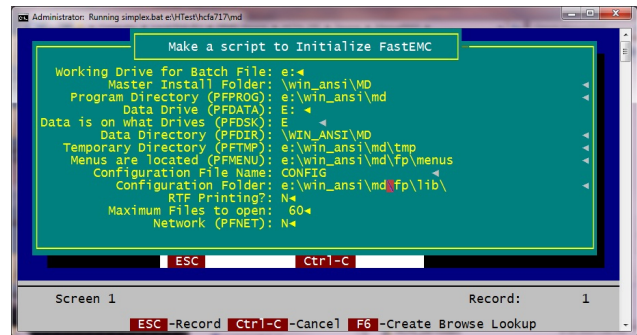
Figure 1-9

RTF Printing? If you are using Atlantis for printing, you need to mark this Y. If you do not, then leave the default value N.

When you are satisfied with the information, press ESC and save the screen. It will ask if you want to "Create Batch File Now: (Y/N)" You should type Y and press ENTER.

This option is also available on the new menus, so you can return to this option later if it needs work. The defaults provided will provide a basic script, so if you are not sure, check with FastEMC support later. For now you can continue.

Checking for Updates

Now you will see the Update Screen. To better insure that you have the latest patches we have added an update capability that will check for updates to your installation. Make sure you are connected to the internet and press ENTER.

It will look at the install you did and if we have a newer update available it will download and install that also.

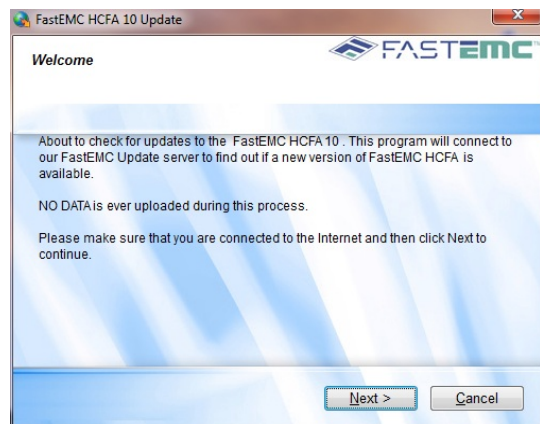If your installation doesn't need the update it will tell you that and continue.

Figure 1-10

If an update is necessary, it will download the update and ask you to supply the Installation Password to install it, just as you did with the upgrade install. It will repeat

Our update will function like this install and will repeat Figure 1-4, 1-5, 1-7, 1-9, and 1-12.

Let the process continue through the steps to get any changes made since the full install was built. We are almost done. Click FINISH to close the install program. Find your new FastEMC HCFA MENU shortcut on your desktop and open the menu.

You can execute the Update function now from your PROGRAMS button. Follow these clicks.
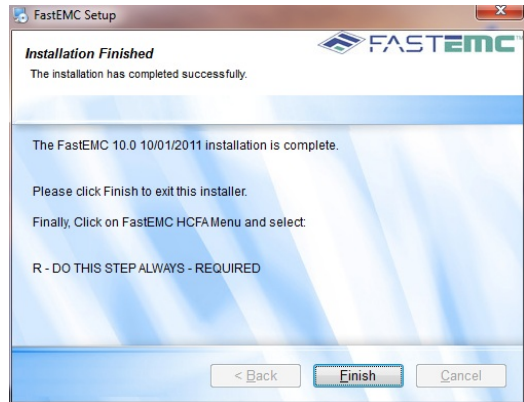
Programs > FastEMC HCFA >FastEMC Updates

This will keep you current with any changes, patches and fixes as we move forward. After any such upgrade you will need to run R-Do this Step Always - Required on the FastEMC Installation and Setup Menu.

Figure 1-11

We move on to the FastEMC INSTALLATION/SETUP MENU.

If you did not figure it out, you need to select R- DO THIS STEP ALWAYS - REQUIRED.

This should run without any issues. Any other errors should be reported to FastEMC Support.

It may look like flickering but it is setting up all the files and indexes. In the case of an upgrade, it is massaging the data files to handle the changes required for the new ANSI 5010 logic.

This menu collects the options for upgrades and new installations to make it easy for all our customers to do the required steps. Since we have radically changed this procedure, please take careful note of the instructions.
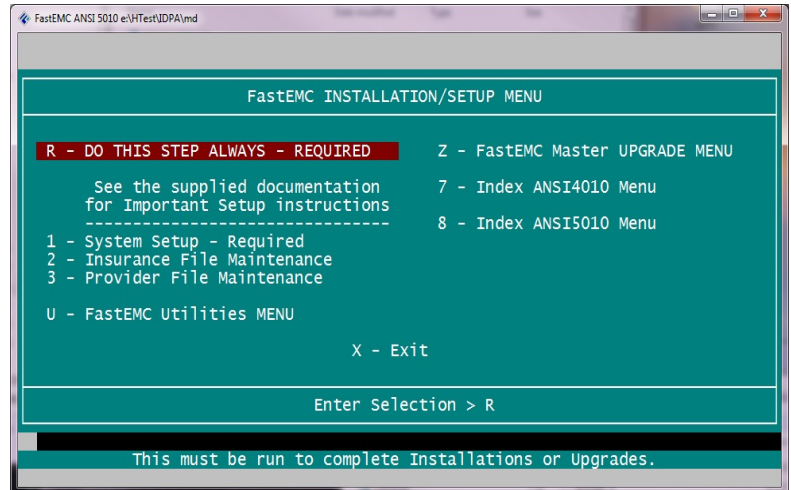
Figure 1-12

New Installations

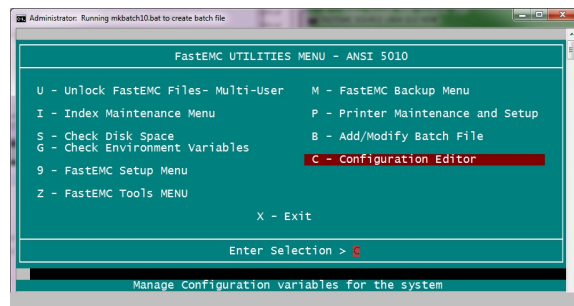For new installations, your next step would be to select the following items:

1 - System Setup - This must be done to setup your passwords, and master system data. This data is provided when you subscribe to the FastEMC service.

2 - Insurance File Maintenance. This is your Payer database for adding carriers that will attached to your claims. It is recommended that you add a few of the major carriers to get started.

3 - Provider File Maintenance - This would be where you enter your providers. Each record in this system establishes a Billing / Rendering relationship. On the claim you will select a rendering provider

and that will also establish the billing level for that provider. This defines the relationships in your practice.

This can be a very fluid map and the only way to insure that these relationships are defined is to list them uniquely. For example, maybe you have a doctor that does some work within your group practice, but then also does work as a solo provider. This doctor would be listed twice - once with the relationship between the group and the doctor, and once with a solo provider setup where he is both the billing and rendering provider. A doctor like this will need to be enrolled as part of the billing group and as part of his own group. Our support staff can help with these settings.

Then select the "U - FastEMC Utilities MENU". This menu is available from your main menu so any options here can be repeated later if you need to come back to these.

On this menu you will be able to setup your printers. P - Printer Maintenance and Setup. See the manual for more info on this. For an upgrade this is necessary at all.
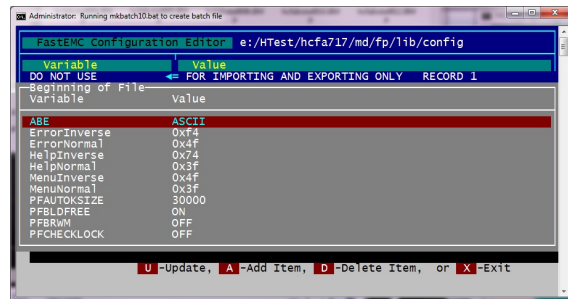

Also, "C - Configuration Editor", should be executed. To run this press C, this will display a screen like the one shown.

This data can tune your installation and will load the defaults required for the system to run correctly. It is important that during an installation, this be run to make sure any changes have been applied properly.

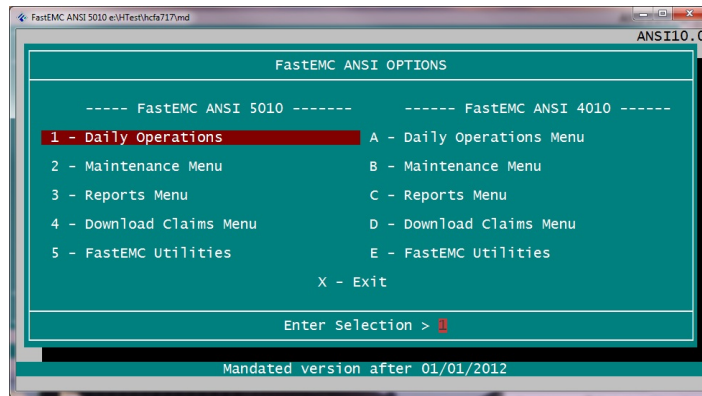Most modifications happen automatically, just press X.

You will get a message asking for permission to Export the file now? Press Y to update the configuration data and you are back on the Utilities Menu.

Now Press X when you have finished the options on the FastEMC Utilities MENU. Then press X to return to the FastEMC Master Upgrade Menu.

Then press X again to return to the FastEMC Installation / Setup Menu. If the window closes, just click on your ICON again.

You will see the main FastEMC ANSI OPTIONS menu.

Figure 1-15

Be sure to take a look around and make sure all is good with the data before you continue, just in case.

If you installed from a CD, pop it out of the drive and put it away.

More information on features is provided separately.