

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.

I might also recommend that all the claims you have pending be sent as needed to get you up-to-date.

WHERE IS YOUR CURRENT INSTALL

Check the properties of your current shortcut by highlighting the shortcut, right click and select properties.

On this screen you would look at "Start In" and you can see that it lists:

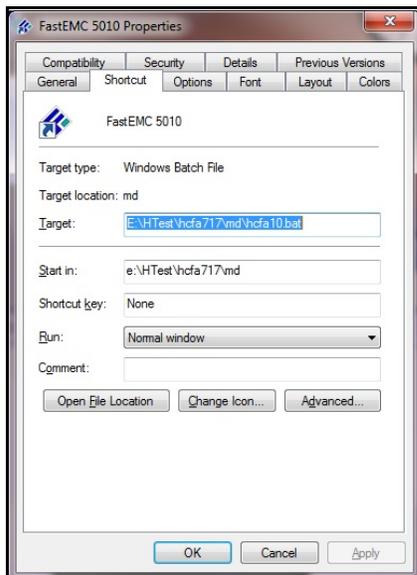
D:\HTest\hcfa7a7\md

That would be where the software is installed on this computer. Look on yours and write the answer on the line below:

My installation is in this folder:

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.



ng 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.

ng 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.

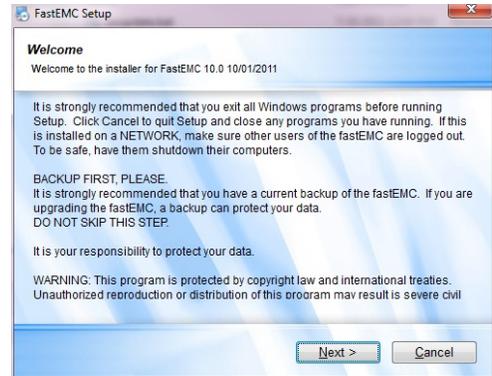


Figure 1-2

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.

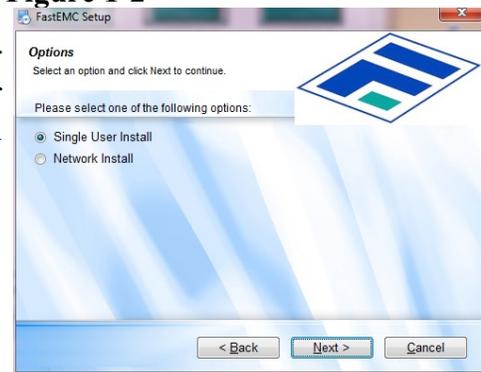


Figure 1-3

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.

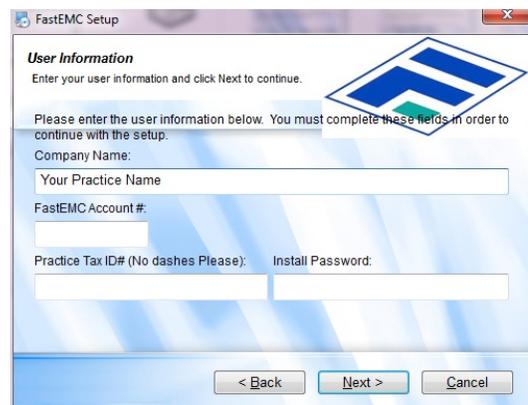


Figure 1-4

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.)

Also if anyone is using the FastEMC HCFA product, be sure they have closed all windows and left the program. Also make sure they do not try to go back into the software until this is finished. It could do serious damage to your data.

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

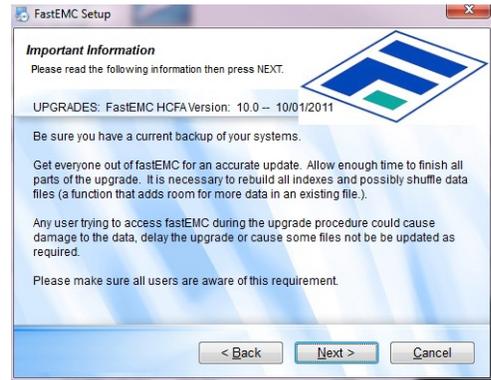


Figure 1-5

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.

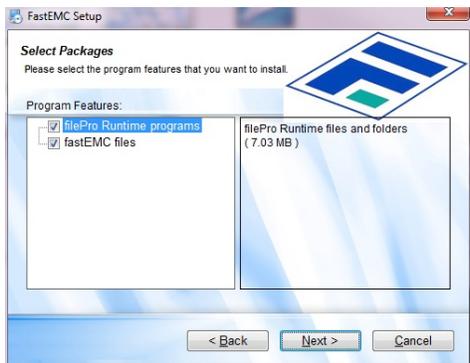


Figure 1-6

Installation Location

If you are upgrading, you should have gotten this information at the top of the page. Get that folder name and type it in here. If it is not correct, you will not install the upgrade properly and this will be a mess. So double check this closely.

In this example, it is going to be installed in

E:\win_ansi\md

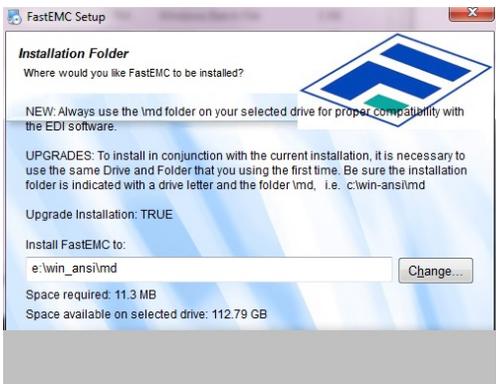


Figure 1-7

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.

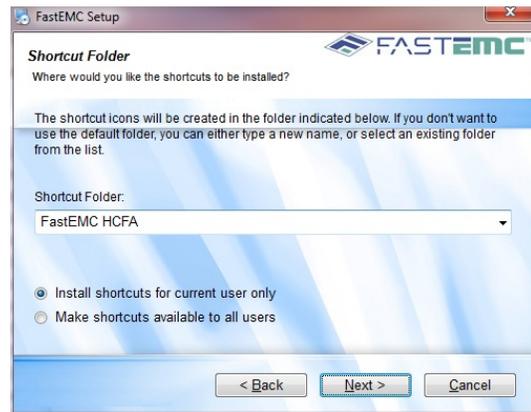


Figure 1-8

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.

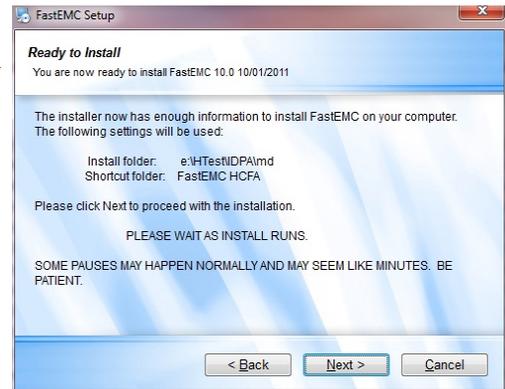


Figure 1-9

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.



Figure 1-10

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.

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.

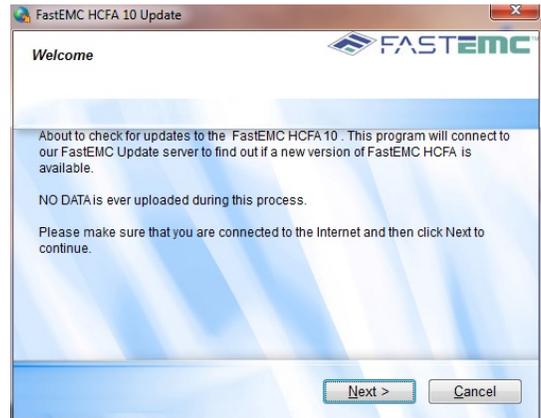


Figure 1-11

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.

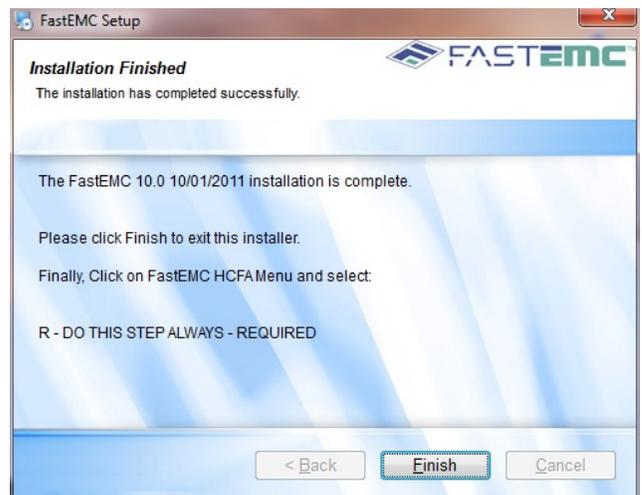


Figure 1-12

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 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.

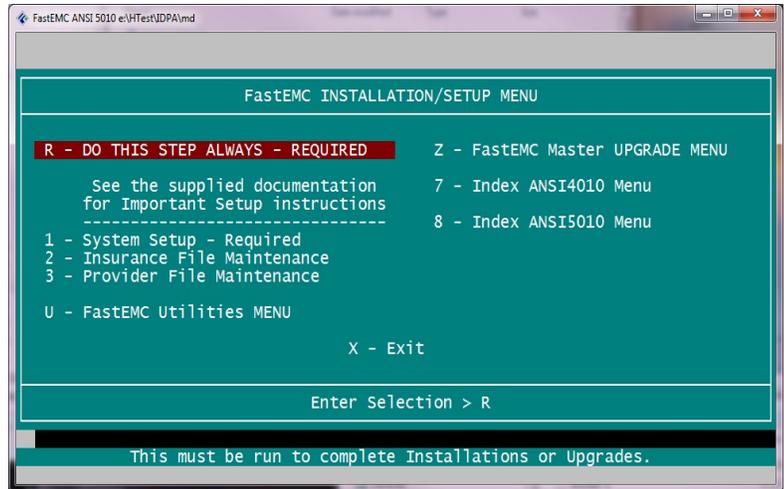


Figure 1-13

ALL Upgrades and Full Installations - ALWAYS

Press R and run the “R - DO THIS STEP ALWAYS - REQUIRED”.

This should run without any issues. However, on some upgrade testing, it stopped to ask if it should Shrink a file. It is OK to enter Y (YES) for this question and continue. 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.

Part of the REQUIRED step will check to see if any fixes need to be applied.

1. Will check for 9 digit zip codes for Billing Providers and Facilities are already in the system.
2. Will ask for Billing Contact Names / Phone - to make sure you supply these.
3. Will add 5010 codes and convert data in a few files.
4. Will collect ISA records for ANSI 5010 and ANSI 4010 from the Payer data.

Any Zip extension you do not know just leave it blank. Any Billing Contact Name do not know leave blank. But these things will have to be supplied in the Maintenance files before you will be fully able to submit ANSI 5010 claims.

Review the ISA setups created by the Upgrade

Next press Z - “FastEMC Master UPGRADE Menu”

Then select “2 - 9.0 => 10.0 UPDATE MENU-

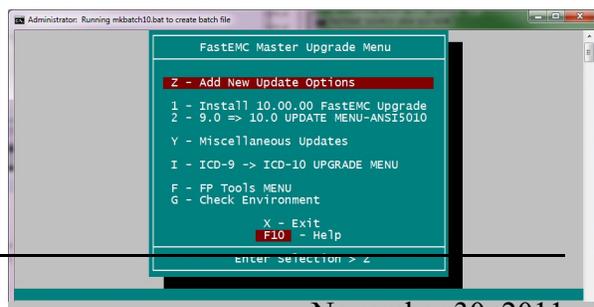


Figure 1-14

November 30, 2011

ANSI5010" to verify the ISA setups for electronic filing have been converted correctly. A menu is display and you can review the settings for both versions before continuing.

First, press C - Check ISA4010 Setup. Press ENTER to review the records collected in a browse. All your line of business carriers should be represented if they are electronic.



Figure 1-15

Select one and press ENTER and you can see the data you setup for each carrier when you setup the ANSI 4010 files. This is an example of one of my pages. This data is supplied by your clearinghouse of choice and should be filled in as required.

Do not copy my test data, it is all pretend.

Once you double check all the records created in this file, return to the menu and select D. This will do the same thing, but will establish your basic setups for ANSI5010 - these may need to be updated later as you enroll for your ANSI 5010 submissions. We provided different screens to allow our customers to have these setup different from ANSI 4010, if the clearinghouse gives you a different submitter number or you need to use Test for 5010 and Production for ANSI 4010 for a while. This should give you all the flexibility necessary.

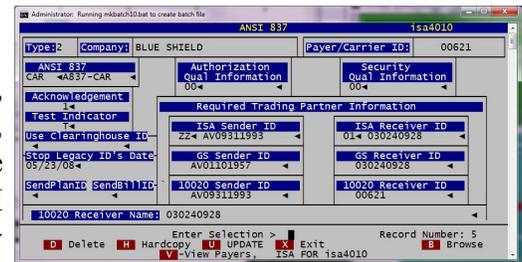


Figure 1-16

When you are done, press X to return to the menu.

Then Press X to return to the FastEMC Master Upgrade Menu. Then press X again to return to the FastEMC Installation / Setup Menu. And X to exit the updates. If the window closes, just click on your ICON again.

You will see the main FastEMC ANSI OPTIONS menu.

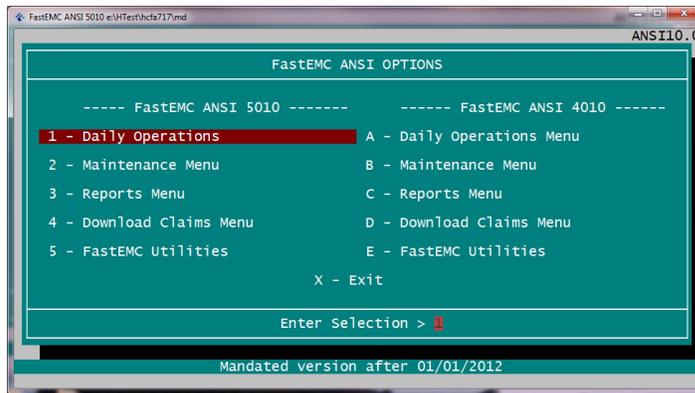


Figure 1-17

For the time being we can see a dual system. Because of code and data differences it was not possible to put the claims into one pile, it just made better sense to handle these separately so the new rules could be applied to the new claims in ANSI 5010 and the old rules to the old claims.

To make your life simpler the patients, payers, facilities, providers, etc. are shared. But it is important that the claims are entered into the right place. All your reports, and functions are listed on each half.

Review the menus and get familiar with the new system.

Be aware as we move to ANSI 5010, there will be a short time when you may need to create ANSI 4010 files to be uploaded and ANSI 5010 files to be uploaded. We will not put claims in the same file for these different versions, it will not work. But we have provided better information and tracking of your files.

To help you move a claim from 4010 to 5010 we provided a method to push a claim over, for testing this will save time, for production be sure you put the old claim on HOLD or delete it from the 4010 system so you will not send it from both. You know how Payers hate duplicate claims. (It is done from the “Duplicate New Claim” Option at the bottom of first page of a claim.

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.



ANSI 5010 Installation Data Form

Please fill out this form after you have completed the upgrade to ANSI 5010 and fax it to **1-800-326-4831** or email it to support@fastemc.com. We will need to update your account information and mark our records that you are now ANSI 5010 compliant. This form is required to finalize the update.

Practice Name: _____

FastEMC Account Number: _____

Contact Name: _____

Contact Phone Number: _____

Email Address: _____

List all billing NPI numbers for your office (group or individual):

List all clearinghouses/payors that you send claims to:

Medicare - _____

Medicaid- _____

BCBS- _____

Champus- _____

Commercial- _____

Other- _____

If you have any questions about this form, please call us @ 1-800-326-4831 ext. 702