

# FastEMC RelayHealth EMF Update Instructions

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## To Initialize the new RelayHealth EMF 3.0.1 Communications

**Step 1** – Update FastEMC in the normal way to install all the changes.

**Step 2** – Collect all the reports in the Old EMF 2.3.1 Mailbox.

All your reports have been loading into both systems so to eliminate the duplicates we need to collect all the reports from the old system, then move to the new system and archive all the reports on the new system that have not been picked up. If we do not do this, you will see duplicate reports. We will walk you through the process so you can handle this quickly and easily.

Follow the menus to the FastEMC Kiosk Page for RelayHealth.

1 – Daily Operations

4 – Communications to Network

A – RelayHealth Clearinghouse

1 – Medical Claims Communications

2 – Web Browse Electronic Reports – this will collect any reports you might currently have pending in your mailbox on the EMF 2.3.1

**Step 3** – Now we need to install the new EMF 3.0.1 URL's and setup the communications.

Go back to the RelayHealth Clearinghouse menu. 1 – Daily Operations > 4 – Communications to Network > A – RelayHealth Clearinghouse from the main menu and select

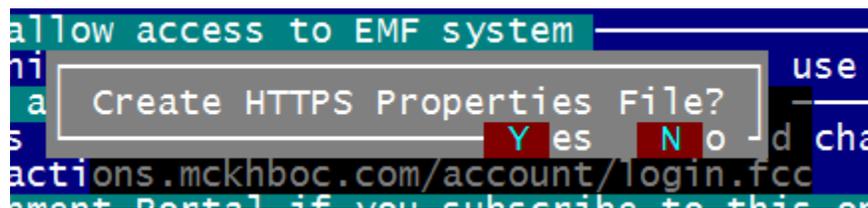
4 – Change URL for Login

Move down to the URL Address for Uploading Claims and press F9 for the update the URL information for EMF version 3.0.1. (To reset the information for EMF Version 2.3.1 press F8 in that field.)

**NOTE:** Make a quick note of the login and password displayed on the screen as shown:

Upload Login: \_\_\_\_\_ Password: \_\_\_\_\_

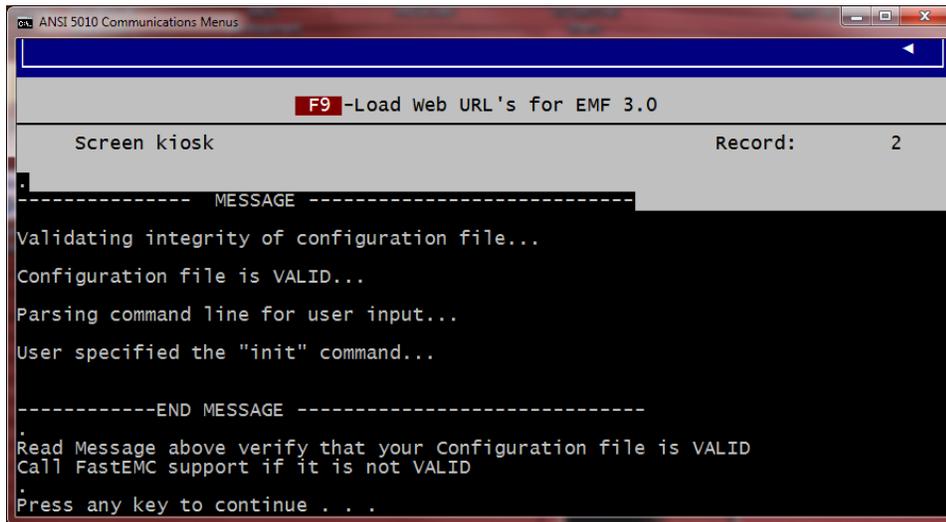
Press ESC to save the KIOSK page, there is no need to make any changes just press ESC.



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**IMPORTANT: Press Y to create the new file that is necessary.** The new configuration file is tested one time to make sure it is as required. So we display the results of the test like this:

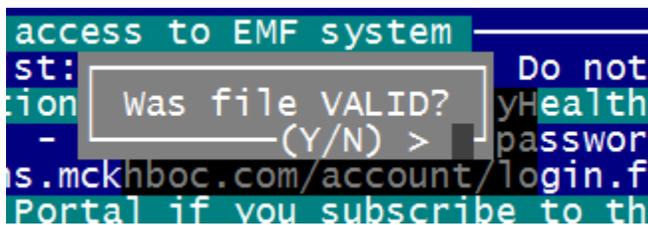


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ANSI 5010 Communications Menu
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F9 -Load Web URL's for EMF 3.0
Screen kiosk                               Record: 2
----- MESSAGE -----
Validating integrity of configuration file...
Configuration file is VALID...
Parsing command line for user input...
User specified the "init" command...
-----END MESSAGE -----
Read Message above verify that your Configuration file is VALID
Call FastEMC support if it is not VALID
Press any key to continue . . .
```

Read the part between the MESSAGE lines and look for the phrase “Configuration file is VALID”. If you see it the file is ready for your communications.

If you see INVALID or an ERROR, please write it down or take a screen shot to save it.

Then press ENTER. To indicate that the file tested VALID, a question appears.



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access to EMF system
st: Do not
ion Was file VALID? yHealth
- (Y/N) > passwor
s.mckhbc.com/account/login.f
Portal if you subscribe to th
```

Type a Y and press ENTER.

**Step 4** – Now we need to go to the new EMF 3.0.1 system and finish the transition.

Return to the RelayHealth Clearinghouse Menu and choose:

1 – Medical Claims > 4- Collaboration Compass Login Page and login to the new EMF 3.0.1 system. The login and password are on the Change URL Login page if you are not sure which to use for this login. I had you note those above in the instructions.

Once you have logged in using your credentials for uploading and downloading files. Select “**Profile**” from the blue bar at the top.

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Select “**ARCHIVE MAILBOX CONTENTS**” – this will archive any report that you already picked up on the old EMF side.

Select “**COMPLETE MIGRATION**” to close down the old EMF 2.3.1 side and put the new EMF 3.0.1 side into normal production.

While you are reviewing your profile you can make any adjustments that might be required. Please **do not change** the Compression Method but you can indicate whether you want a File Acknowledgement or Receipt Reports.

Now you can return to your normal processing methods for sending claims and downloading reports. If at any time you want to look at the profile or get reports from your archives, you have all that available from the Collaboration Compass Login Page.

You have successfully completed the steps – Just return to your normal steps and all is updated.