Adding New Consumers

To add new consumers to the Medicaid billing software, you must use the template provided by ETS. There are instructions embedded in the template for the fields that are required.

Once your template is populated, save it to a location where you can easily retrieve it.

Go to Add/Edit Data and Import New Clients:
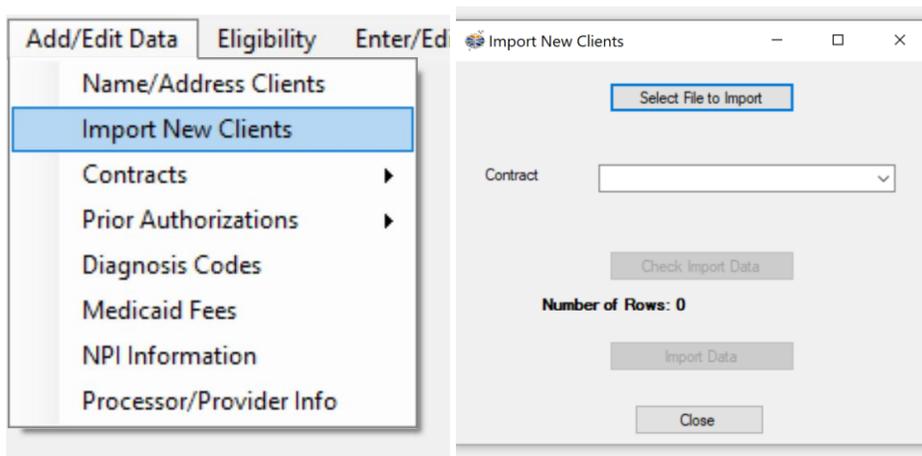
- Click on Select File to Import
- Select the contract you wish to assign your client to from the dropdown box
- Click on Check Import Data –the system will error check to make sure the fields are correct. If there are any errors a message box will pop up:
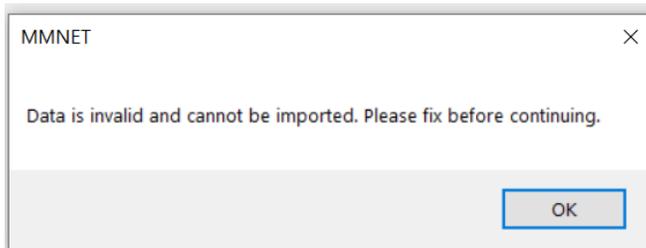
Make any necessary corrections, save the template again and follow the steps from the beginning.

NOTE: The system will kick out an error if you are attempting to import duplicates and an error will appear:

ImportNewClientsErrorFile.txt - Notepad

File Edit Format View Help

Row 2 MH ID is already in the database

Row 3 MH ID is already in the database

Row 4 MH ID is already in the database

- Once data has been checked, click on Import Data.

- All demographic, insurance and diagnosis code information is now loaded and your client(s) are ready to be billed.