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:

Add/Edit Data	Eligibility	Enter/Ed	🏟 Import New Clients	_		×
Name/Address Clients			Г	Select File to Import	1	
Import New Clients			_		-	
Contracts		•	Contract			~
Prior Authorizations		•				
Diagnosis Codes			Check Import Data			
Medicaid Fees		Number of Rows: 0				
NPI Information						
Processor/Provider Info				Close		

- 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:

MMNET	×
Data is invalid and cannot be imported. Please fix before continuing.	
ОК	

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.