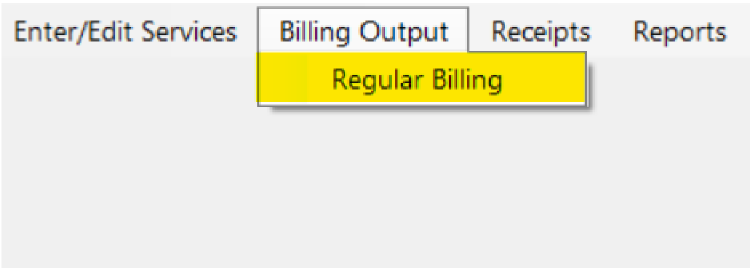
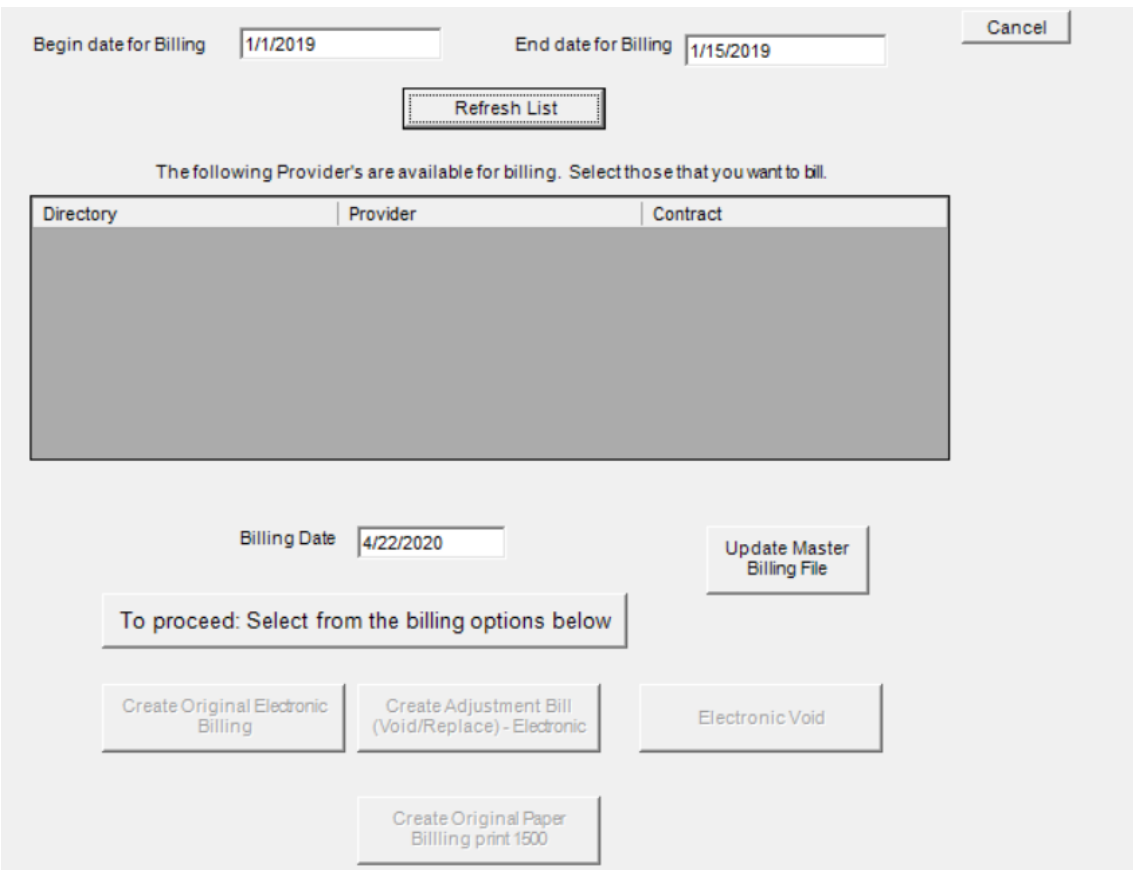
Billing Output: Creating a Submission File

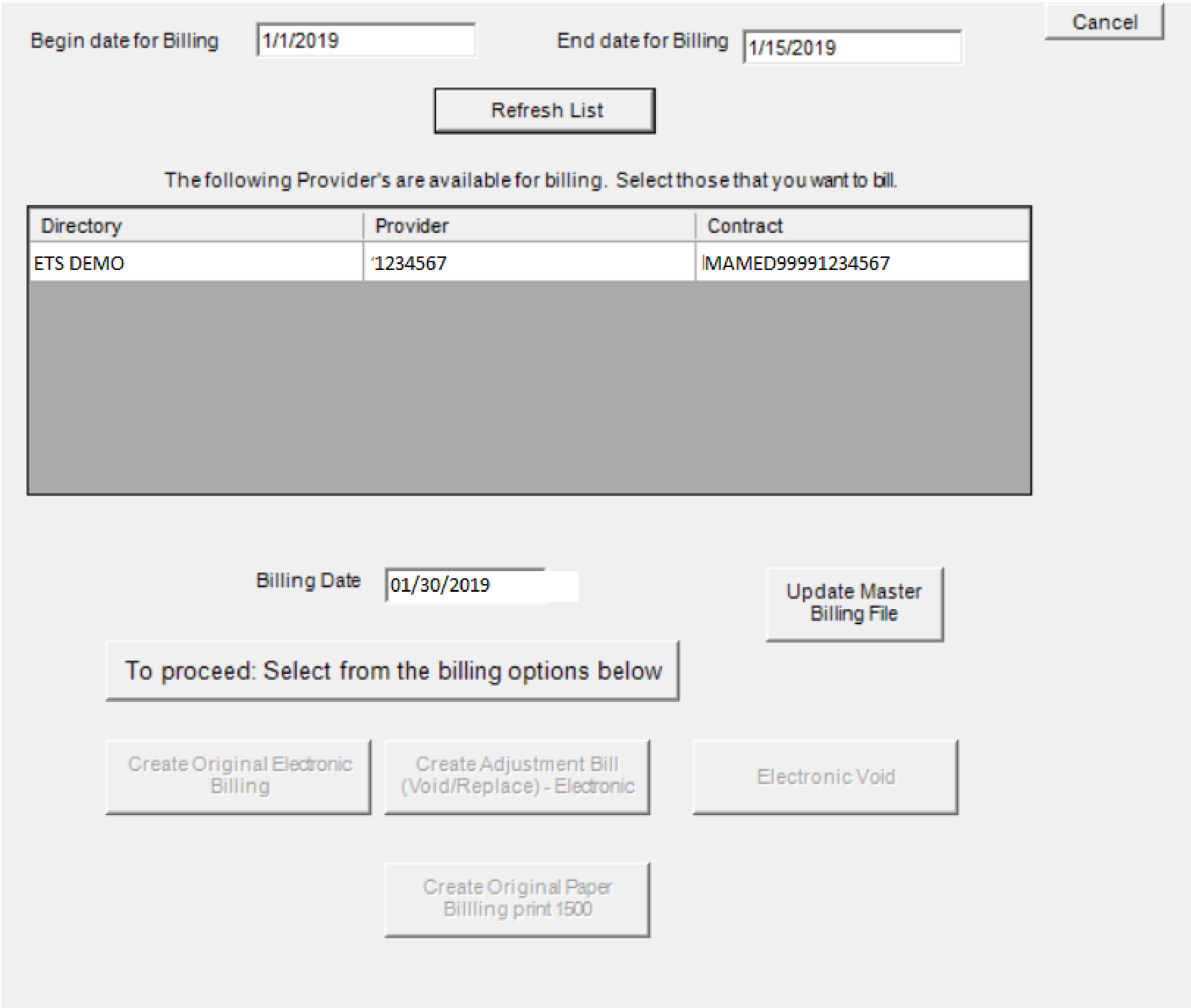
Go to Billing Output and select Regular Billing:



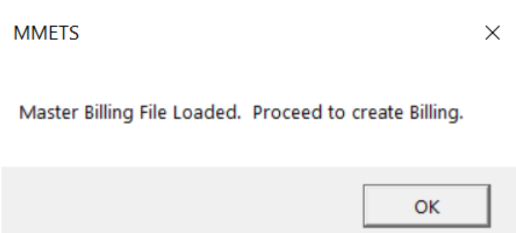
On the next screen, enter the Begin date and End date for your billing and click on Refresh List.



The contract that you are billing for will appear in the box. Highlight the contract and click on Update Master Billing File.



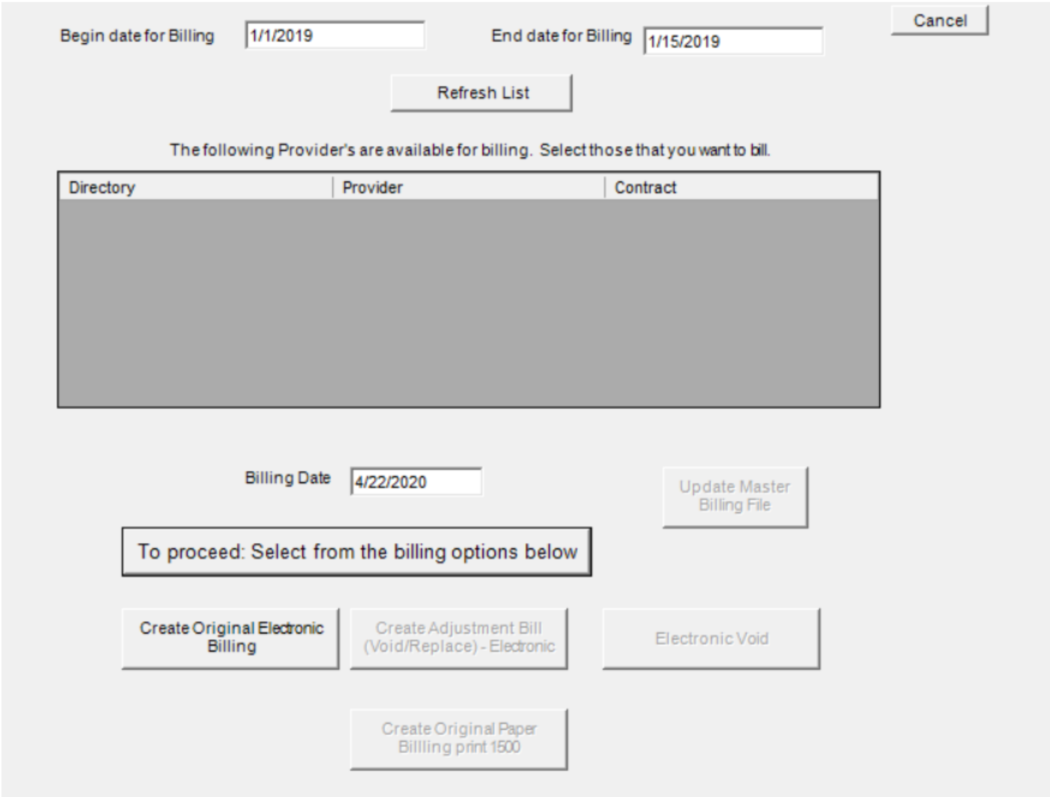
A small box will appear letting you know that you can proceed to create billing.



Select OK.

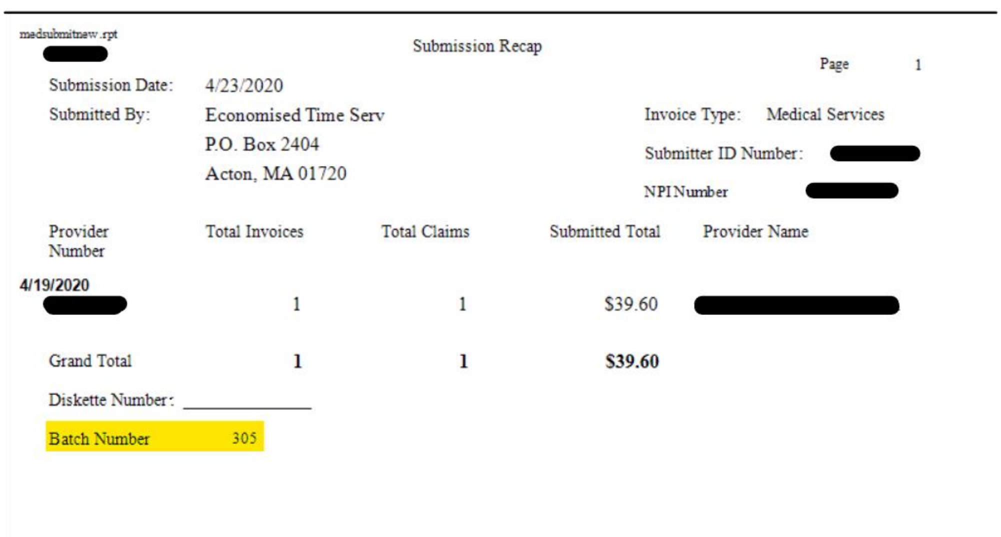
Under the “To proceed: Select from the billing options below” bar, select Create Original Electronic Billing.

NOTE: If you are submitting an adjustment or a void, they will have to be done separately, in different submission files. You may NOT combine any of the 3 options: regular billing, adjustments or voids.



You will be brought directly to your Submission Recap Report. This will show you the claim and dollar totals that represent the file that is being created to be sent to MH. Make sure the totals match what you are billing (check edit report).

Make note of the Batch Number that appears at the bottom of the report. A different number assigned to each individual submission. You may need to reference this in the future, and it is highly recommended that you print this page out for your records (or save it as a pdf).


medsubmitnew.rpt
[redacted]
Submission Recap
Page 1

Submission Date: 4/23/2020
Submitted By: Economised Time Serv
P.O. Box 2404
Acton, MA 01720

Invoice Type: Medical Services
Submitter ID Number: [redacted]
NPI Number [redacted]

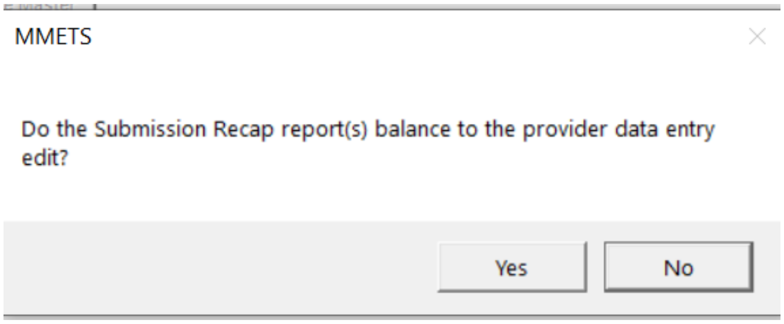
Provider Number	Total Invoices	Total Claims	Submitted Total	Provider Name
4/19/2020 [redacted]	1	1	$39.60	[redacted]
Grand Total	**1**	**1**	**$39.60**	

Diskette Number: ____________

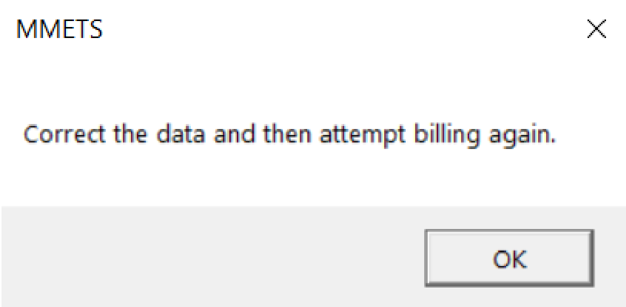
Batch Number 305

After printing or saving, X out of the page.

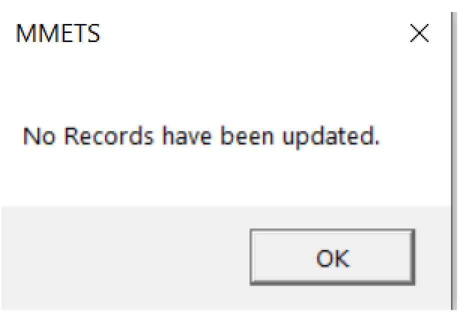
You will be asked a series of questions starting with:



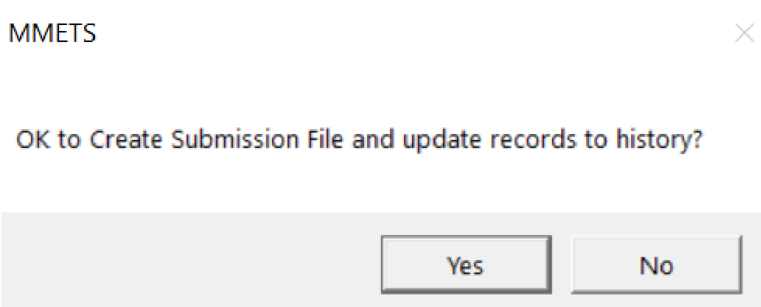
If you click No, then you will get the following message to correct your data:



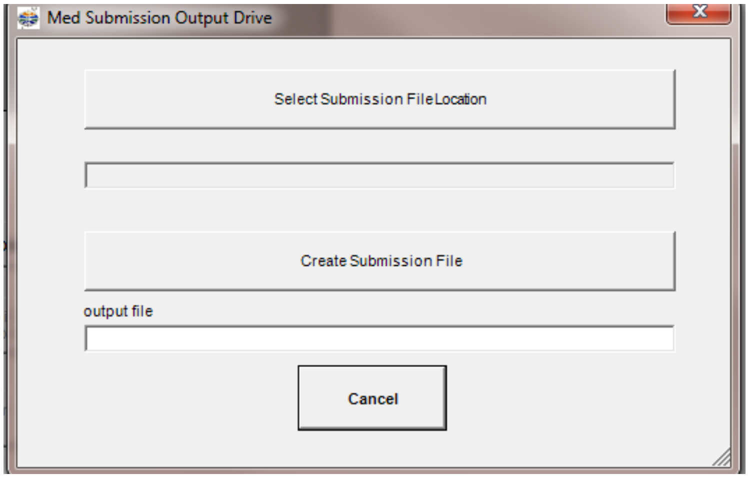
No records will update at this time.



If you click Yes, you will be asked if it’s OK to create the submission file:



If you select Yes, you will get the following box: Select Submission File Location. Once you decide on a location, click on Create Submission File (it will create an 837 file) and follow the prompts.



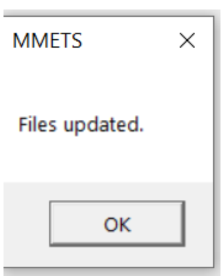
Your file is now created and ready to be uploaded to MH.

Log into the POSC and upload your claims via Manage Batch Files/Upload Batch file:

- Home
- Provider Search
- Manage Batch Files
  - ***Upload Batch File***

Choose your provider in the dropdown box. Select transaction type: 837 -Health Care Claim-Production. When you browse for your file, you will retrieve if from your chosen location. Hit Upload File. A tracking number will be assigned by MH. Print this page or write down the number as you will NOT be able to retrieve it once you leave that page.

When you return to the software, the box below is the final message you will receive to let you know that the claims you submitted are now in the history file marked as Open and awaiting payment.



After a varied length of time (could be anywhere from 15 min to several hours depending on MH), log back into the POSC and select Download Batch File:

- Home
- Provider Search
- Manage Batch Files
  - ***Upload Batch File***
  - Download Batch File

Enter your Tracking number and hit Search.

*See instructions on 999 Process for next step.