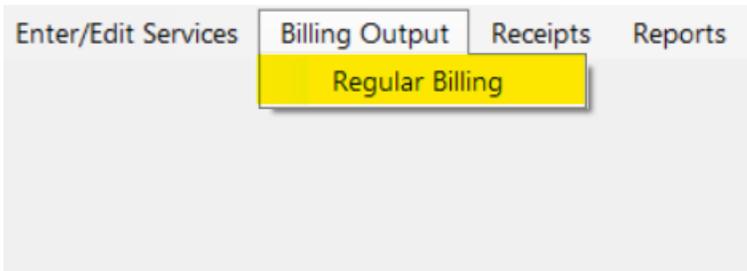
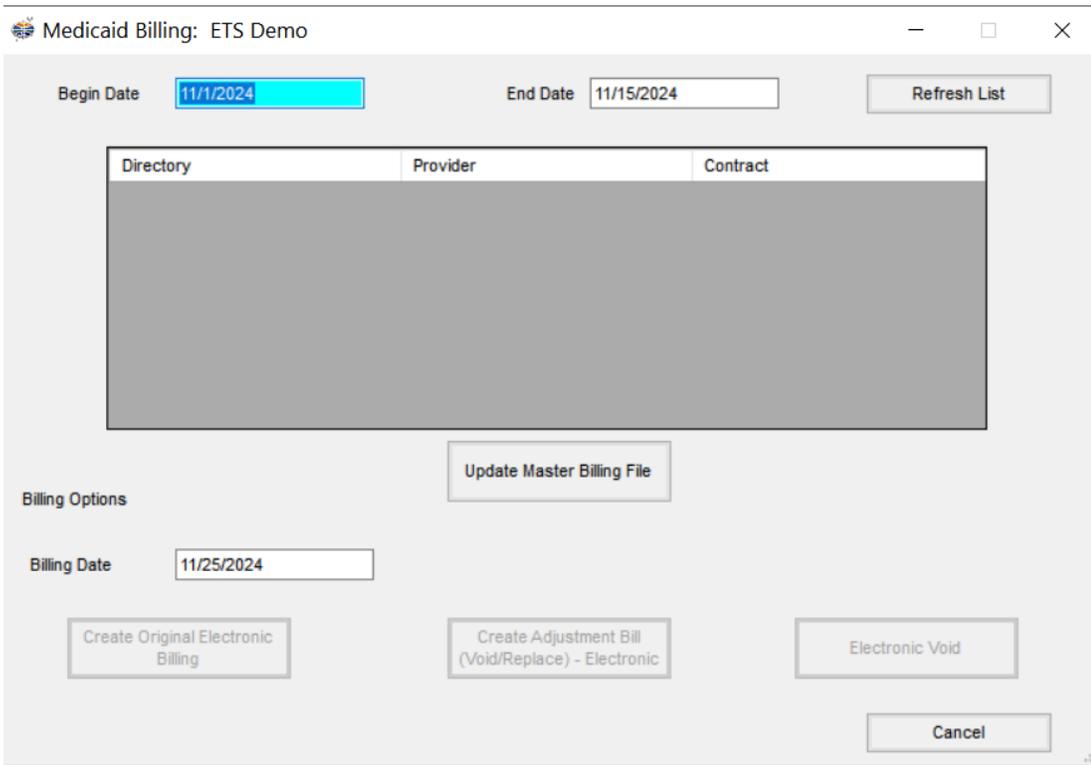


Billing Output: Creating a Submission File

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.



Any contracts that have claims in temp will appear in the box.

Highlight the contract you would like to bill and click on

Update Master Billing File.

Directory	Provider	Contract
ETS Demo	1300610	MAMED999713006100000

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

MMETS

Master Billing File Loaded. Proceed to create Billing.

OK

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 separated, 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 batch number is 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 Invoice Type: Medical Services
Submitted By: Economised Time Serv Submitter ID Number: [REDACTED]
P.O. Box 2404 NPI Number: [REDACTED]
Acton, MA 01720

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

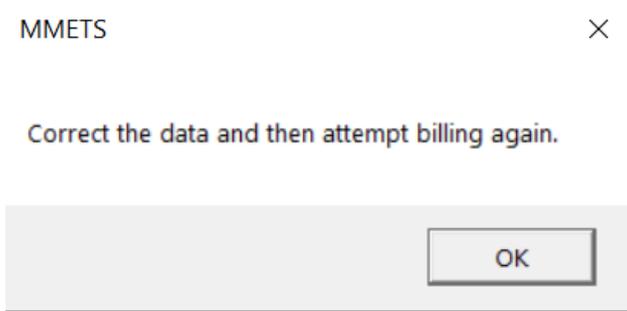
After printing or saving, X out of the page.

You will be asked a series of questions starting with:

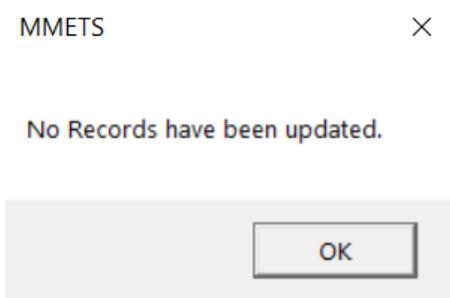
MMETS [X]

Do the Submission Recap report(s) balance to the provider data entry edit?

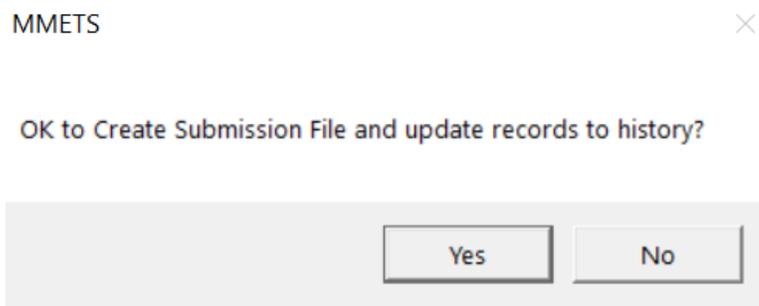
If you click No, then you will get the following message to correct your data:



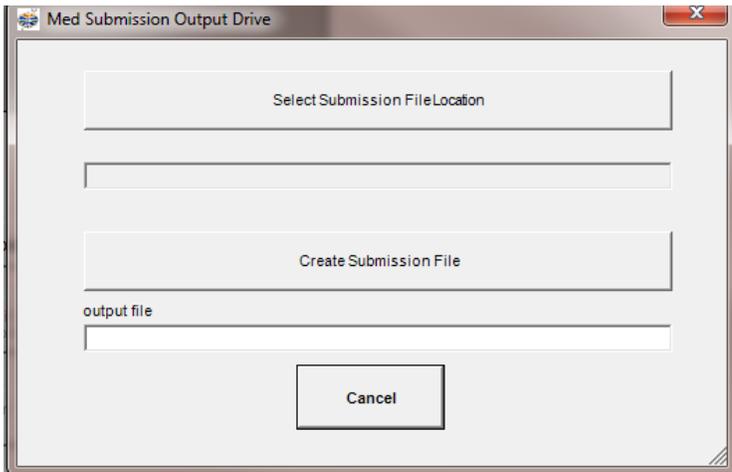
No records will update at this time.



If you click Yes, you will be asked if it is 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.



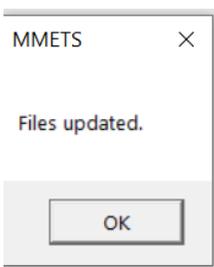
Your file is now created and ready to be uploaded to MH.

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 it from your chosen location. Hit Upload File. MH will assign a tracking number. 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 are 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.

Next Step: See instructions on 999 Process