

Importing the 271 File (Response to the 270 inquiry file)

Log into the MH POSC.

Under Manage Batch Files (on left side of screen), choose Download Batch File.

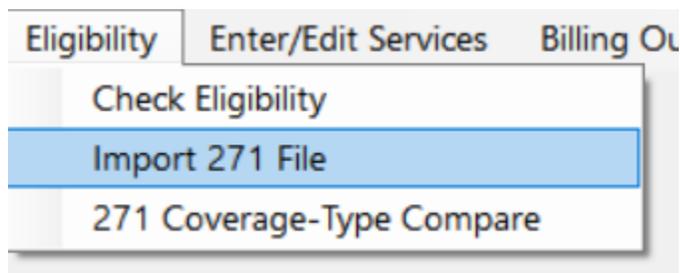
Type in the tracking number you recorded in the designated slot.

Download the file name with the Transaction Type = 271 Eligibility Verification Response

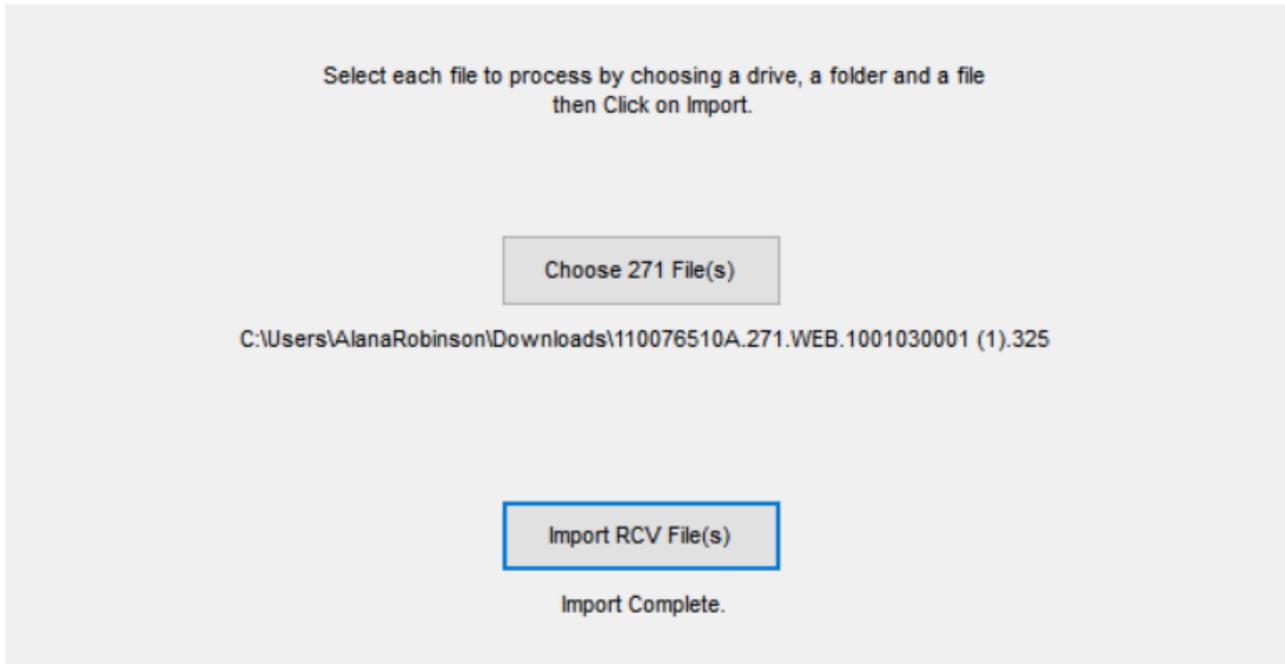
***Note:** Save the file in a location that is easily accessible.

Go back into ETS software.

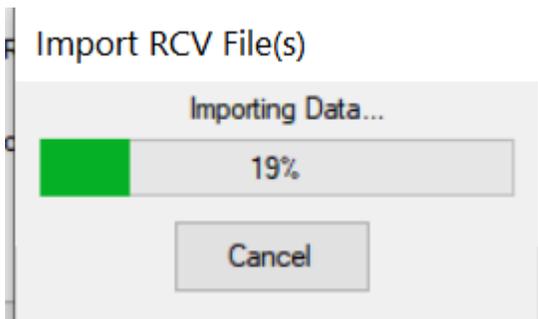
Go to the Eligibility Tab, select Import 271 file:



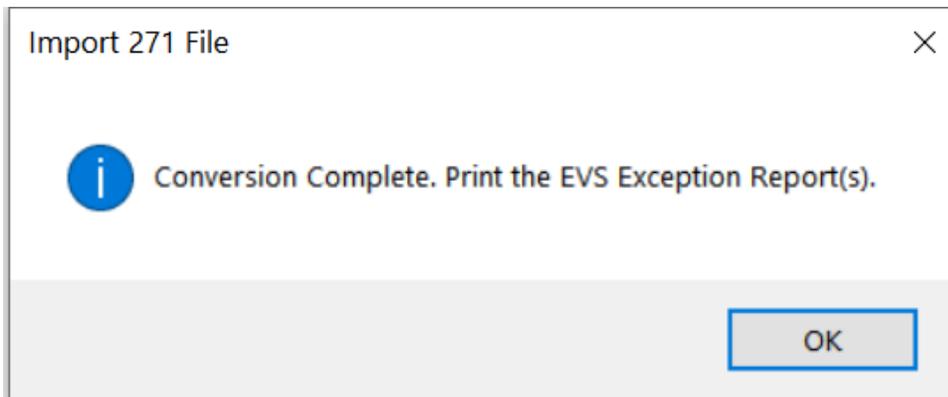
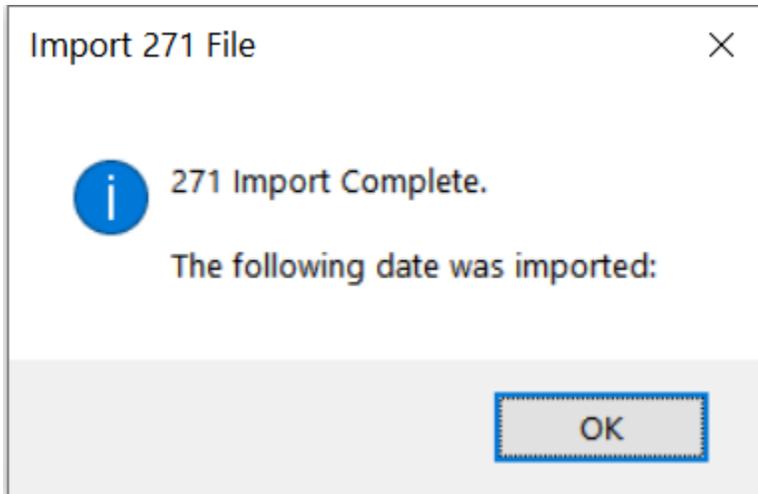
Click on Choose 271 File(s) and retrieve the 271 response file you downloaded from MH.



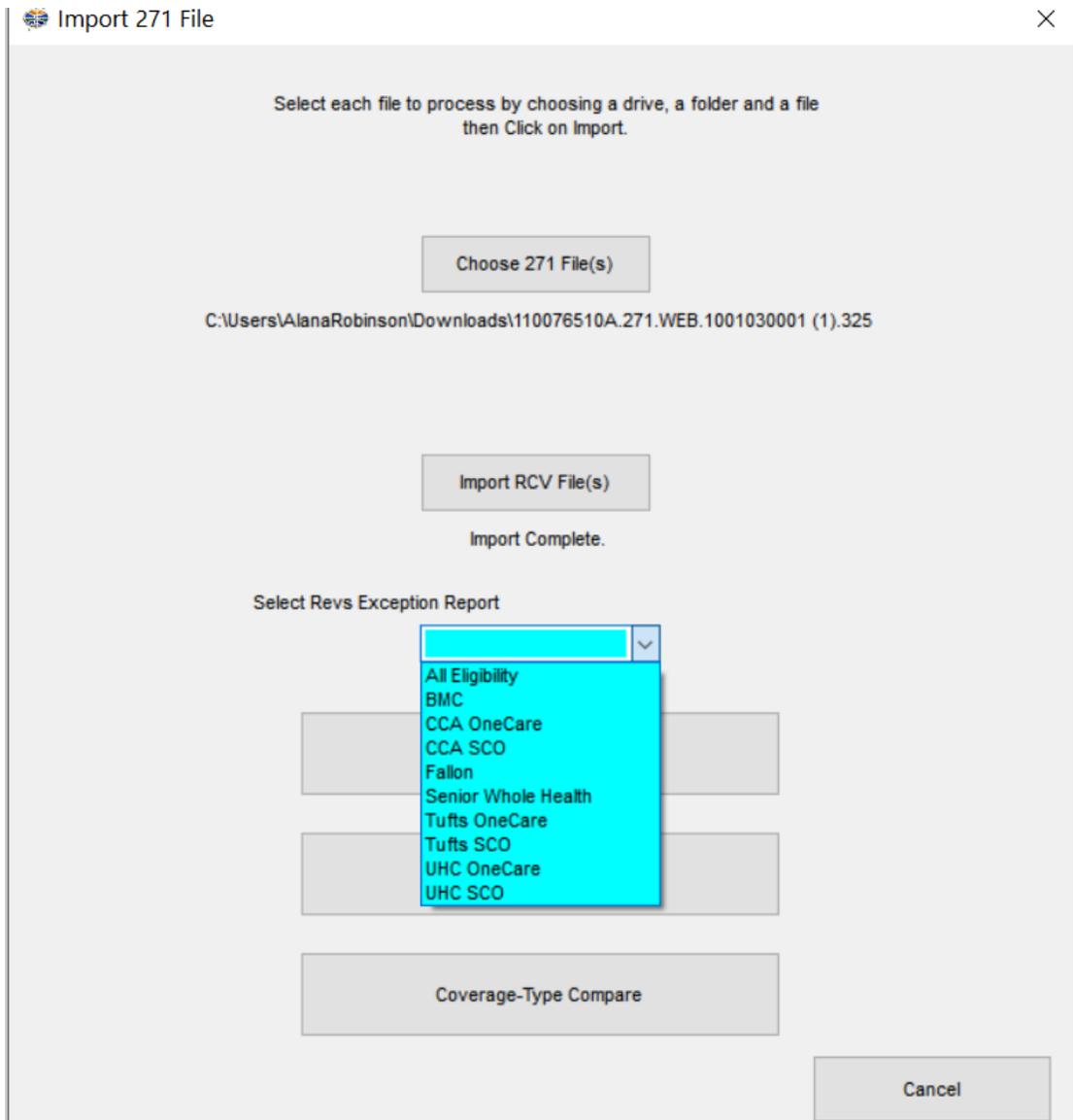
Click on Import RCV File(s). A box will pop up with the import status:



Once the file has been imported, the below messages will appear:



You can then print any of the reports in the dropdown menu:



Or if you prefer to run a report that ONLY shows individuals who are not currently eligible, choose Print NOT Eligible Report

Select each file to process by choosing a drive, a folder and a file then Click on Import.

Choose 271 File(s)

C:\Users\AlanaRobinson\Downloads\110076510A.271.WEB.1001030001 (1).325

Import RCV File(s)

Import Complete.

Select Revs Exception Report

Print NOT Eligible Report

Export Eligibility Info to Excel

Coverage-Type Compare

Cancel

You also have the option to export the file into an excel format for easy manipulation of the information.

Next Step: 271 Coverage-Type Compare