

MOS-FASTEMC Setup Menu

These steps are for new installations, the normal steps run at each upgrade are included in the steps for the standard install.

A - FastEMC Printer Maintenance

The printer setup for FastEMC is necessary, so the same settings that were done in the MOS Printer Configuration should be done in this option as well.

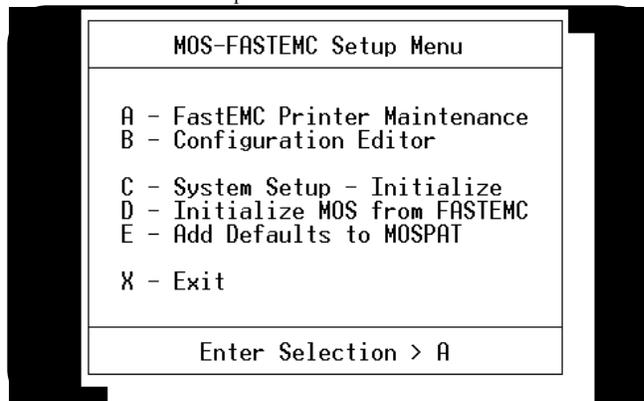


Figure 1-1: FastEMC Setup

B - Configuration Editor

Select this and load the current configuration and verify the options. Press **X** to exit and if any prompts indicate that some variables must be added, select **Y** to add. Press **Y** to export the file and return to the menu.

C - System Setup - Initialize

Select this to enter the System Password and Date as provided by FastEMC. Be careful to enter the exact Tax-ID provided in the registration papers, the Password and Date. This will allow access to the FastEMC system.

D - Initialize MOS from FastEMC

This option is only for customers that were using FastEMC and added the MOS sometime later. The data collected in the patient, diagnosis, insurance companies, procedures and providers will be copied to the MOS system. Default codes are assigned. If you would prefer to start your MOS system from scratch then skip this step.

E - Add Defaults to MOSPAT

This option will enter default answers that might not be posted in the step before. This is to aid in the proper completion of the data.

Installing the FastEMC feature

This menu offers the prompts that are necessary to set up the new ANSI FastEMC. The menu is also available from the main menu keystrokes **E** **U**, this will be easy to return to later once the Provider data and the Insurance data has been cleaned up and reviewed. I have found after some installations that this will save us a lot of time later.

1 - Insurance Company

Select this item to clean up the Electronic data that might already be in the insurance file. Repeat once for each company. This is critical and must be done to complete the ANSI correctly.

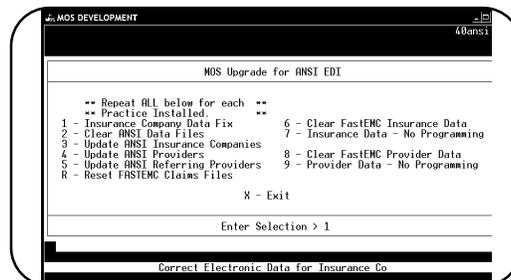


Figure 1-1: EDI Special Menu

2 - Clear ANSI Data Files

WARNING: This option will erase any ISA setup that has been entered. Be sure you have that information before attempting this step.

This option will reset all the electronic work files used to collect claims, the insurance companies and providers. We want to start with a clean slate and correctly load all new data. This only needs to be done once. DO NOT REPEAT for additional practices.

NOTE: *The final steps (3, 4, and 5) are better left for now and done when you have reviewed the Provider and Carrier data as outlined below. This FastEMC Upgrade menu is available from the main menu on the MOS by pressing **E** **U**.*

3 - Update ANSI Insurance Companies

Hold off on this posting and wait until we have reviewed your insurance data before we load this data to the FastEMC Insurance File. It is important that the companies marked for electronic filing have been reviewed and adjusted. Many times the change to this new ANSI filing will alter the carriers that can be accepted electronically. When we return to this function repeat for each company installed.

4 - Update ANSI Providers

Hold off on this posting and wait until we have reviewed the provider data. This will post the providers to the FastEMC Insurance File. When we return to this function repeat once for each company.

5 - Update ANSI Referring Providers

This is an optional posting and unless you do Hold off on this posting and wait until we have reviewed the provider data. This will post the providers to the FastEMC Insurance File. When we return to this function repeat once for each company

Press **X** to exit the menu and complete the installation.

6 - Clear FastEMC Insurance Data

WARNING: This option will erase any ISA setup that has been entered. Be sure you have that information before attempting this step. Proceed to (EZ9) and print the screen (hardcopy) for each record that is in the file.

This will clear the FastEMC Insurance Data so the file can be recreated. Use this with care after your system has been established.

7 - Insurance Data - No Programming

Use this to review the Insurance Data without the normal data entry programming in FastEMC.

8 - Clear FastEMC Provider Data

This will clear the FastEMC Provider Data so the file can be recreated. This step should not cause any problems if you find that the provider data is not working correctly. Be sure to Delete all current claims in FastEMC to make sure the providers will not be incorrectly matched to the claims.

9 - Provider Data - No Programming

Use this to review the Provider Data without the normal data entry programming in FastEMC.

G:\MOSman40\FastEMC_SetupMenu.wpd