

# Setting up MOS for ANSI

The following steps are done after the installation functions are completed. Start the MOS in the normal way, by typing “mos” or selecting your desktop icon.

Now we need to setup the carriers for electronic filing and register the new FastEMC installation.

## Step 1

### System Setup

From the main menu in MOS, press **[E][Z][6]** to start the System Setup for FastEMC. Enter your practice information. Refer to the MOS documentation, Chapter 20 on pages starting at 20-23. We have not had time to redo the section, but most of the descriptions are correct. The Practice Name, address and provider numbers are used for Solo practices from this screen. Supply all the information on this screen. This is where we load the registration passwords necessary to activate the new system. You will need to call MOS SUPPORT to get these passwords. Submitter Numbers will need to be entered in another place and will probably need to be different, for this data format.

## Step 2

### MOS Carriers

The carriers that will be set as electronic carriers, must be set up. From the main menu in MOS, press **[6][1]** to update the carrier information. For many customers, Medicare will be one such carrier. Find the Medicare carrier record. Press **[E]** to update the electronic data for Medicare. The following data must be entered:

#### Payor ID

Any carrier that will be included in electronic claims must be assigned a Payor ID. This applies to both primary and secondary carriers. Omitting this data will cause the claims to be unable to post to FastEMC. Secondary Carriers no longer stop a claim from filing electronically because the Payor ID is blank.

#### Download Edits Qualifier

This should be AND for DME claims, and ANS for all other claims.

#### Download Edits Filename

This should be AN-DMERC for DME and AN-ANSI for all other claim types.

**OCNA#/Medigap ID#** This number should only be filled for Medigap Carriers. As part of the Insurance Carrier upgrade this number was erased. More bad data than good was in this field so it was most efficient to just clear out the old data.

Press **[ESC]** to record this screen and a second screen will appear for each carrier that is marked electronic.

MOS Support will gladly help you enter the appropriate data on this screen. Many of the fields will default to the appropriate values.

## Step 3

### MOS Providers

The provider data must be reviewed. Some new data is required for providers.

Press **[6][2]** to review the provider information. The following information will be necessary to submit electronically.

#### Taxonomy

This code should be left blank until Medicare is ready to use it. When you are required to supply this code, return to each provider record and update the record and move to this field, press **[F6]** to select the correct code from the list. (Most doctors' code will start with 2, type a 2 then hit **[F6]** and it may save you time.)

#### Group Codes

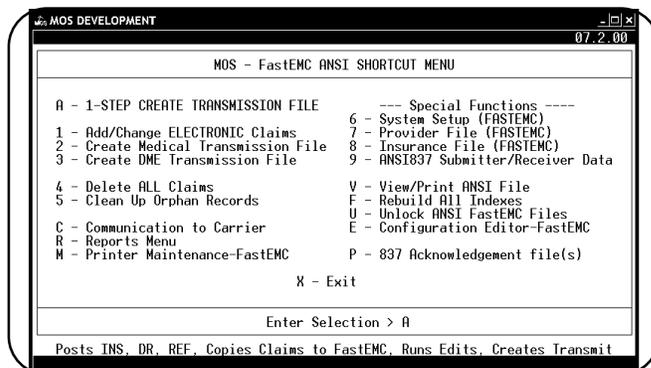
Enter the correct group codes for this provider. The ANSI format will use the group numbers to indicate pay to information for the claims. If a provider works under different group numbers, or different provider numbers, it is important to add them once for each appropriate group.

Any Cross-Reference records for this provider will also create a provider record in FastEMC using all the defaults on this screen and changing whatever you have listed in the Cross-Reference list. For example, if this provider has a special id number for BS carrier, then a provider record is created with all the numbers you see on this record and just the BS numbers changed as indicated in the cross-reference list, billing or rendering. Billing would change the Group Number and Rendering would change the PIN number. If the number was for ALL it would change both numbers. That provider record would be used whenever a claim for BS is posted to FastEMC.

## Step 4

## Updating ANSI

Now that you have corrected all the information in the MOS provider and insurance carrier files, it is important to post them to the ANSI Side of the system. Select **E 2** to update the providers, include the referring providers if you will need to specify ordering providers. Select **E 3** to update the insurance carrier files. This option will create a master ISA record for each category of claims that is marked electronic. For example, if the only carrier you currently submit to electronically is Medicare, then only a master Medicare ISA record will be created. If you also marked a Blue Shield carrier as electronic, then a master Blue Shield ISA record will be created. This record defines the information that would define your submitter data and the receiver data.

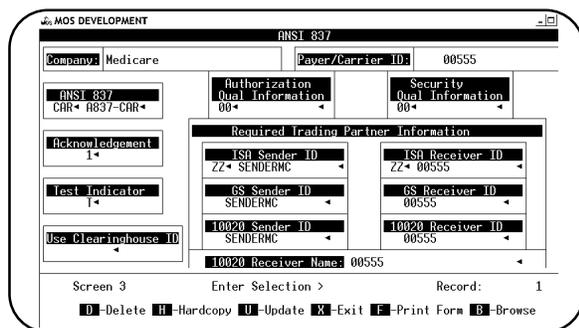


MOS ANSI Shortcut Menu

## Step 5

### ISA Records

The ISA Receiving and Sending codes must be entered next. Press **E Z 9** to update the master carrier type records. These records are created, if needed, when you updated the Insurance Carriers the first time. Each type of carrier that would be sent electronically would have a record created. It is important that the ISA Receiver ID match the Payor ID for the carriers included under that carrier type. For example, if you have three Blue Shield carriers that are filed electronically, and they are all Type 3 carriers, then they must all use the same Payer ID. Commercial Carrier is always given a ISA Receiver ID of 55555 and a GS Receiver ID of 55555. More help on this data is attached to this document for your state.



ISA Data Entry Screen

## Step 6

### Test Claims

Prepare a test batch of claims to be sent. This process is the same as before. Press **E Z A** to run thru all the steps at once. It will be possible to select a batch that was previously submitted. You will need about 20 claims and it is recommended that a test batch be sent first. It is not necessary to update the providers and carriers, you just did that for this run. If you want to proceed more slowly, press **E 1** to move the claims to FastEMC and run the download edits. Review those reports and if any claims passed the edits create a transmission file by pressing **E Z 1**.

Contact your carrier and tell them you will be sending a test batch.

**THIS IS IMPORTANT** - Do not run a new set of claims for electronic filing until the test is accepted. These claims will wait until testing is complete.

Communications - The system will create claims in as many as 6 files. These can be distributed to the electronic carriers as needed, by whatever means they require. If ftp is available, this is very simple. We have added menus that we can set up to combine the files and upload them to the carrier.

hcfaCARE.dat	-Medicare Claims file
hcfaSHLD.dat	-Blue Shield Claims file
hcfaCAID.dat	-Medicaid Claims File
hcfaCOMM.dat	-Commercial Claims File
hcfaCHAM.dat	-Champus Claims File
hcfaDME.dat	-Medicare DME Claims File

## Final Items to Complete

After you have finished all the installation steps and before you start entering any additional data.

### *Step 1*

Run a Recap to make sure that all the accounting for the Workers' Comp carrier move is completed. This will give you a separate report for this adjustment.

### *Step 2*

Make sure you have converted the insurance forms. This is part of the installation, but it may have been overlooked.

### *Step 3*

Put the installation CD away.

G:\MOSman40\ANSI\_Setup\_Steps.wpd