

Electronic Submission of Insurance Claims Gateway EDI

1. Open Back Office / Administration in ODPro
2. Click Insurance Billing
3. Click New Batch
4. Enter Batch Parameters (**Hint:** Batch parameters are based on Invoice Date not Encounter Date)
5. Click OK
6. Correct Invoices with Errors (typical errors; missing sex, etc.)
 - a. Select Batch Edits Required tab
 - b. Select Invoice to correct and press F2
 - c. Correct Invoice. If necessary, run another batch after correcting invoice errors. (Remember that the second batch will only process those invoices corrected above, and to provide a unique description for the second batch, i.e. 11/20/07 #2)
7. Select batch created
8. Click Submit
9. Select Submission Type (i.e. Gateway, VSP, etc)
10. Click OK
11. (no encryption necessary and observe User ID in upper left hand side of report)
12. Close report
13. Open Browser (i.e. MS Internet Explorer or Firefox)
14. Navigate to Gateway site (<https://www.gatewayedi.com>)
15. Enter User ID and Password
16. Click Login
17. Click Send/Receive (left hand top menu item)
18. Click Claim Files / Click Here (Alternate Send Method / located on bottom of screen)
19. Browse for file to upload ([H:\EMBFIL](#))
20. Select File (note .fil extension and date of file to upload)
21. Click Open
22. Click Upload
23. After upload, click on View your Sent File Status Report
24. Navigate to Gateway home page
25. Click Log Off (upper right hand side of screen)