

How to make sure that a PC is setup to send to Gateway

Insurance Billing through Gateway setup

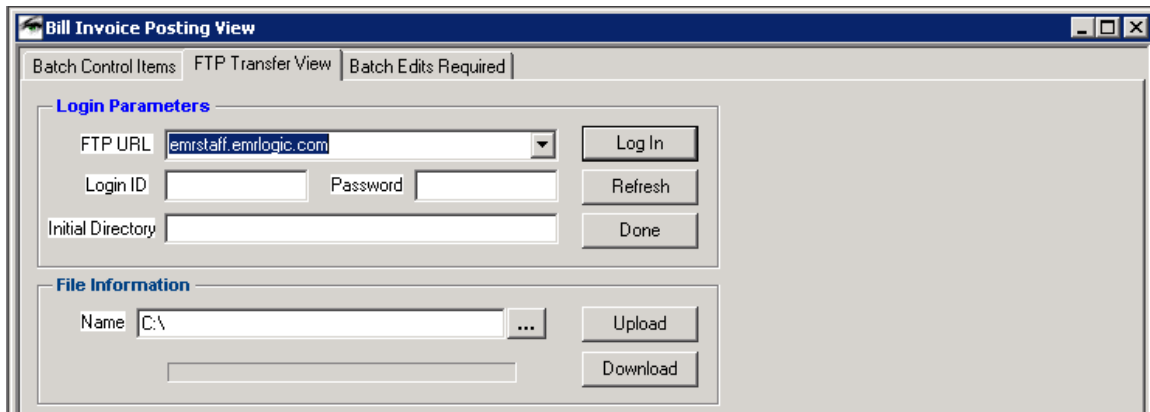
Assumptions:

1. Gateway has confirmed with the client that they can start sending test batches,
2. Insurance companies are setup in OD Professional,
3. Provider Payer table is populated and Payor Group numbers are entered,
4. this is being done from a work station that will be used for Insurance Billing.

1. Click the Start tab in the Workspace Manager, and click on the Back Office / Administration bar at the bottom
2. Click on the Insurance Billing icon



3. Click on the FTP Transfer View tab



4. ensure that the FTP URL box reads: <ftp.gatewayedi.com>
5. ensure that the Login ID matches the clients siteID for the Gateway Website
6. ensure that the Password field has something in it
7. Click on the Login button. Unless the client has signed on with Gateway to do FTP transfers you should get an error here. That is okay, once you get the error message just click on OK.
8. Done, you are now ready to send an Insurance Billing Batch to GatewayEDI.