

EDI Extracts for Manual Claim Submission

Last Modified on 02/27/2024 9:25 am EST

Follow the manual claim submission process to get an EDI Extract.

***NOTE:** Please make sure that you are turning off the auto claim submission.

Step one:

After you have processed your batch, locate it in the [Claim Submission History](#).

Once you have found your batch in the submission history, follow the instructions below to obtain the EDI extract.

***NOTE:** Best practice is to reach out to the payor directly to determine the appropriate headers and footers required for submission in the file. Note also the risk of duplicate ERA and ERA created deposits once Change Healthcare recovers.

Step two:

1. Locate the batch.

9		3894941	09/20/2022 1:57PM (EDT)	Claims	Paper	lellen	1	0	1
10		3997686	12/13/2022 11:20AM (EDT)	Claims	Paper	lamanda	1	0	1
11		3998793	12/14/2022 11:13AM (EDT)	Claims	Paper	lamanda	1	1	0
12		4023682	01/17/2023 2:29PM (EDT)	Claims	Electronic	lwwhite	1	1	0
13		4047762	02/14/2023 2:55PM (EDT)	Claims	Electronic	lkhinkley	1	1	0
14		4047768	02/14/2023 2:57PM (EDT)	Claims	Paper	lkhinkley	1	0	1
15		4055089	02/22/2023 7:00PM (EDT)	Claims	Paper	admin	1	1	0
16		4085989	03/30/2023 5:49PM (EDT)	Claims	Paper	lellen	1	0	1
17		4169418	07/11/2023 10:33AM (EDT)	Claims	Paper	lkrogers	1	0	1
18		4182956	07/26/2023 12:32PM (EDT)	Claims	Electronic	lkhinkley	1	0	1
19		4127613	08/01/2023 1:03PM (EDT)	Claims	Electronic	lmichell	1	0	1
20		4203454	08/18/2023 1:30PM (EDT)	Claims	Paper	lsmack	1	1	0

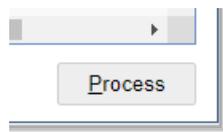
2. Click on the batch to open.

Submission ID: 4182956.34493617 Date: 07/26/2023 12:32PM (EDT) Batch Type: Electronic Claims Created By: Hinkley, Karen
 Claim Total: 1 BillingMD Failed: 0 BillingMD Passed: 1

Submission Details								Row 1 of 1
	Claim	▲ Passed	▲ Payer	▲ Rendering Provider	▲ Patient	Total	Balance	▼ Remove
1	33799	<input checked="" type="checkbox"/>	(1) Medicaid	Lynch, Stephanie MD	Doe, Jane	\$125.00	\$125.00	<input type="checkbox"/>
						\$125.00	\$125.00	

View Submission Open Claim Open Patient EDI Input File **Process**

3. Click on Process



4. Make sure you check the box for Print EDI input file

Submission for 4182956.34493617

Process Submission
 Print EDI Input File
 Process eStatements
 Reprocess Submission
 Remove Submission

OK Cancel

5. Click OK.

6. This box will open. Please note to make sure you click the box to add the header.

EDI Extract ✕

Export File Name Close window after exporting file

ID

Submission To

Payer

Aetna	ID	Active
Aetna (36338)	60054	Y
Aetna (36536)	60054	N
AETNA (39376)	60054	Y
Aetna Test Payer...		Y
SRC an Aetna C... paper		Y
American Community	ID	Active
44 NORTH (865... paper		Y
Benefit Planners	ID	Active
Midwest (93706)	SS	Y

Results

Submission	Date	Claim Count
<input checked="" type="checkbox"/> 4127613	08/01/2023	1

Claim Totals: 1 of 1

Include Header Area Process Submission

Submitter Name

Submitter ID

Receiver Name

Receiver ID

Contact Name

Contact Phone

Include Header Area Process Submission

Submitter Name

Submitter ID

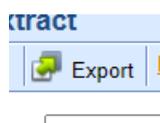
Receiver Name

Receiver ID

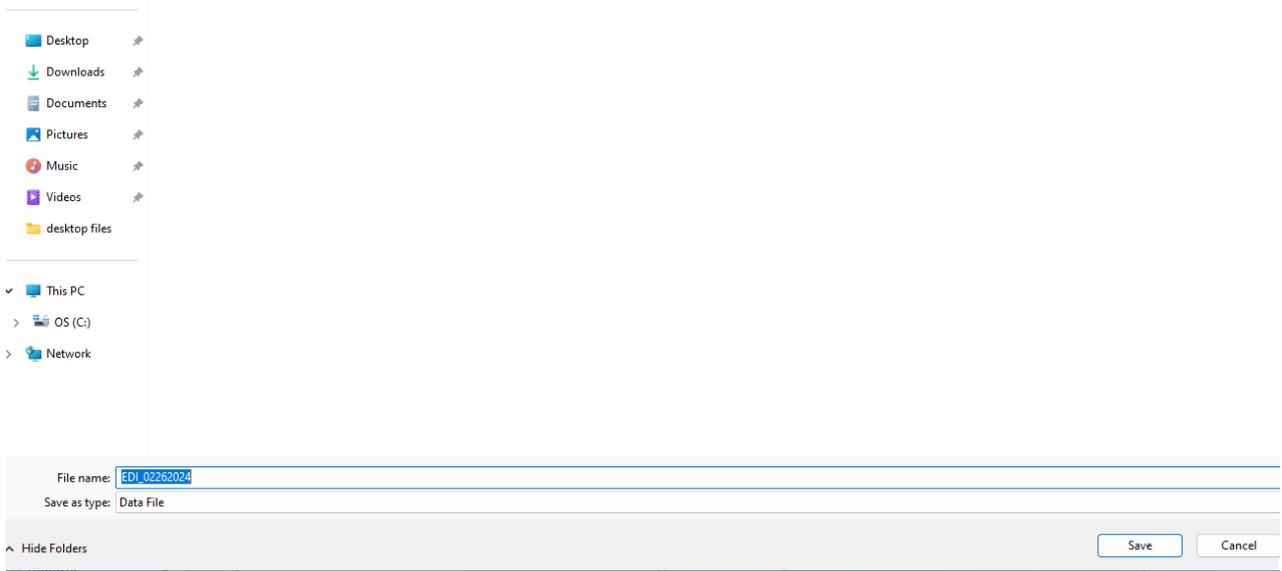
Contact Name

Contact Phone

7. Click on export.



8. Save the file to a folder.



9. Now you have the file available for import to upload to another site. Open up the site and import the file.

