

Preparation:

- Create a desktop folder labeled *AIA Claim Files*
- Determine which file security method is best for your organization: PGP Encryption, WinZip, or FTP
 - If using WinZip file security method:
 - Purchase then install WinZip 10.0 or better
 - Files must be encrypted using eh2aia file password (password is case-sensitive)
 - Send electronic claim files to lapp@mapinc.com attention kenk@mapinc.com
 - Until approved for transmission, CC Marta Contreas at marta@mapinc.com
 - If using Secured FTP file transfer method:
 - You must be using a static IP address
 - Contact Minh Ho at AIA to configure your company FTP account
 - 562 908-4567 x 540 and via e-mail at minh@mapinc.com
 - If using PGP Encryption method, first contact Ken Kohler at 562 908-4567 x 517 or kenk@mapinc.com to obtain a PGP public key; then email the encrypted files to kenk@mapinc.com

Patient Registration:

- Payer Type (formerly Patient Type) = County Program
- Insurance Company = AIA either as Primary or Other

Encounter Creation:

- Today's Payer Type = County Program
- Medicaid Visit Type = PPP

Claim Creation:

- Claim Type = Medicaid
- Claim Format = NSF/ANSI
- Claim Payer Type = County Program
- Primary Insurance = AIA
- Medicaid Visit Type = PPP

Other Claim Entry Hints:

- Do not forget Sign-Off doctor, if needed
- Do not flag line items as *Bill to Patient only* or *Hold Line Item*
- Do not flag claim as *Do not bill electronically*
- Remember to click *Save/Batch*
- Never mix fiscal year end dates of service with fiscal new year dates of service

Creating claim:

- Using the *Claims Submission* system tab, create your claim file as shown in the following image(s):

The screenshot shows a web-based form for creating a claim. The form includes several sections: 'Claim Form' with a dropdown menu set to 'ANSI 837 Institutional' and buttons for 'Process', 'Clear', and 'Find Patient'; a 'Process Unprocessed Claims' checkbox which is checked, and a 'Renderer' dropdown set to 'All'; 'Billing' dates with 'Any Billing Date' selected; 'Entry' dates; 'Claim # From' and 'Claim # To' fields; 'Claim Format' dropdown; 'Select a Facility' dropdown set to 'Your Service Facility'; 'Insurance Company' dropdown set to 'All'; 'Receiver' dropdown; 'Destination(s)' dropdown set to 'AIA'; and a 'Please select Medicaid visit type(s)/County Program:' section with radio buttons for various programs, where 'PPP' is selected. A dashed black arrow points from a text box to the 'ANSI 837 Institutional' dropdown. Another dashed arrow points from the text box to the 'Your Service Facility' dropdown. A third dashed arrow points from the text box to the 'AIA' dropdown. A fourth dashed arrow points from the text box to the 'PPP' radio button. A text box on the right contains the following text: **processing PPP claims selection. Critical to select correct FACILITY and DESTINATION as this will decide which ID to use.**