DATATEC POWERSOFTMD Certified

Apex EDI Installation Steps

Initial Setup

1) Ensure Latest Updates are installed; be sure to update work stations.
2) Make sure FireFox or Chrome browser is installed.
3) Run the Reports Menu, "***Insurance Tracking***", then blue button "***Insurance Carriers Payment Totals Analysis***" report. Then click on entries used a lot that don't have Payer-ID's and assign one. If you can't find one, try using the "Payer List Web Site" button for the latest info. If you still can't find the carrier note all the address information and email or call Apex-EDI for them to add it to their list.

Insurance Claims

1) On the Forms Menu click the top toolbar "***Tools***" option, select "***Apex EDI***"
2) Click the Red "***Apex EDI***" button
3) Click the top toolbar "***Tools***" option then select "***Edit Web Select Button***"
4) Change the path to the OneTouch program path,
   i.e. ***C:\OneTouch\OneTouch.exe***
5) Click the top toolbar "***Tools***" option then select "***Edit Output File Name***"
6) Click the "***Defaults***" button, then "***Save/Exit***" button.

Electronic Patient Statements

1) After the Forms option has been set up to "***Apex EDI***" as in step 1 above, open the "***Billing Statements***" option.
2) If they are going to use Apex EDI, then they would use the new Magenta colored ***Option #4***.
3) Sample statements must be sent and mapped.