eMedNY   ePACES - Building and Submitting Claim Batches

Overview

A completed claim is saved as *Finish*ed and validated for correctness of all data fields. If no errors are found, the status of the claim changes to *Complete*. This status change is displayed in the *Entry Status* column of the subsequent screens as a completed claim is processed for batching. Once claims attain a *Complete* status, they are ready to be compiled for batch submission to the eMedNY system for processing. The following is an annotated version of the screens Providers/Callers will see on the actual ePACES application when working creating claim batches in ePACES. For more detailed information, please see the Help Documentation available on the eMEDNY website: http://www.emedny.org/selfhelp/ePACES/ePACES_Help.pdf.

Included in this document:

Building a Batch

The web address for the Home Page is http://www.emedny.org/epaces.

The Submitter may create a claim batch by clicking on the *Build Claim Batch* option on the left-side menu bar of the main screen.
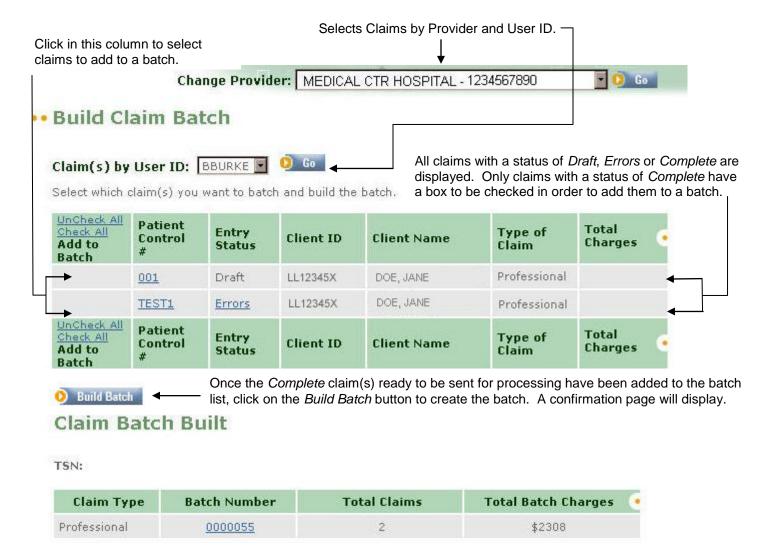
eMedNY · ePACES - Building and Submitting Claim Batches

Build Claim Batch Page

To add a claim to a batch, click in the same line as the claim under the left-most column titled *Add to Batch*.   A checkmark will appear in that column next to the claim. As before, to batch claims created by a specific User, select the User ID from the drop down list. **Note:** Only Administrators or Supervisors may batch claims generated by all Users. General Users may only batch the claims that they entered.

Selects Claims by Provider and User ID.

Click in this column to select claims to add to a batch.

Change Provider: MEDICAL CTR HOSPITAL - 1234567890 · Go

·· Build Claim Batch

All claims with a status of *Draft*, *Errors* or *Complete* are displayed. Only claims with a status of *Complete* have a box to be checked in order to add them to a batch.

Claim(s) by User ID: BBURKE · Go

Select which claim(s) you want to batch and build the batch.

UnCheck All Check All Add to Batch	Patient Control #	Entry Status	Client ID	Client Name	Type of Claim	Total Charges	
	001	Draft	LL12345X	DOE, JANE	Professional		
	TEST1	Errors	LL12345X	DOE, JANE	Professional		
UnCheck All Check All Add to Batch	Patient Control #	Entry Status	Client ID	Client Name	Type of Claim	Total Charges	

Build Batch ← Once the *Complete* claim(s) ready to be sent for processing have been added to the batch list, click on the *Build Batch* button to create the batch. A confirmation page will display.

Claim Batch Built

TSN:

Claim Type	Batch Number	Total Claims	Total Batch Charges	
Professional	0000055	2	$2308	

The Claim Batch Built section shows the number of claims and total charges in the batch.

Note: Claim batches only contain claims of a single type (i.e. Dental, Institutional and Professional) with the same location code or zip +4. For example, if a provider had professional claims for two different location codes or zip + 4 sites, two professional claim batches are produced, one for each location code or zip + 4 site.
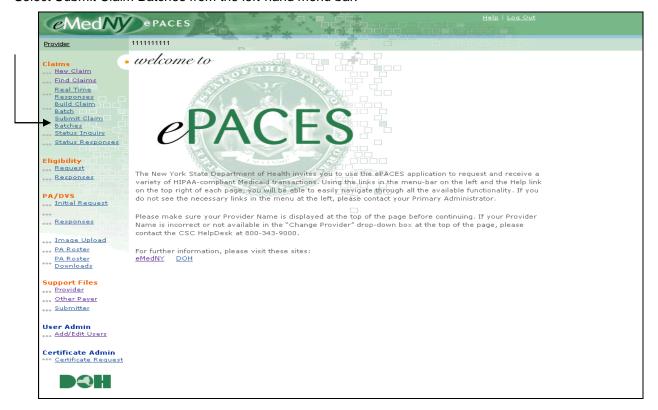
eMedNY   ePACES - Building and Submitting Claim Batches

Reviewing Batch Details

Once a batch is built, it may be necessary to view claims that are contained in a specific batch. Additionally, if a claim with a *Batched* status needs to be edited or deleted, the batches may be reviewed to determine in which batch the claim to be corrected or deleted is. Click on the *Patient Control* # hyperlink to view the claim information. The Initial Claim Status/Response and the Error Text columns will not be hyperlinked or populated until the batch has been sent and received for processing.

Submitting a Batch

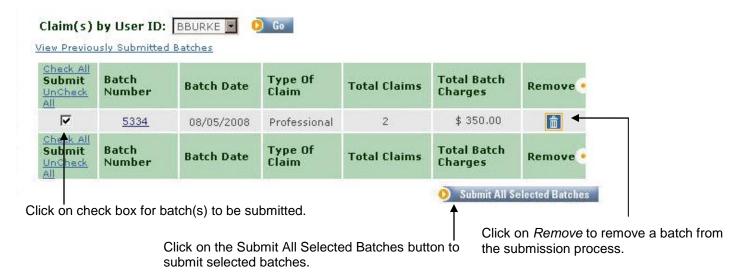Select Submit Claim Batches from the left-hand menu bar.

eMedNY   ePACES - Building and Submitting Claim Batches

A page with all claim batches ready for submission to eMedNY for processing is displayed. Some or all of the batches displayed on this list may be submitted. **Note:** Only Administrators or Supervisors may submit claim batches generated by all Users. General Users may only submit the claims that they entered and batched.

Click on check box for batch(s) to be submitted.

Click on the Submit All Selected Batches button to submit selected batches.

Click on *Remove* to remove a batch from the submission process.

Confirmation of Current Submission

A confirmation page is displayed containing the details of the batches just submitted. Clicking on *View Previously Submitted Batches* to display a table of all the batches submitted within the last 120 days. Batches are listed with the most recent claim first.
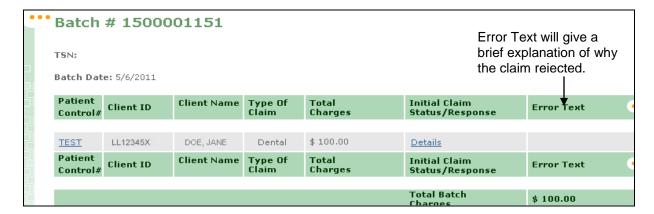

Total Rejected column displays how many claims were rejected in that batch.
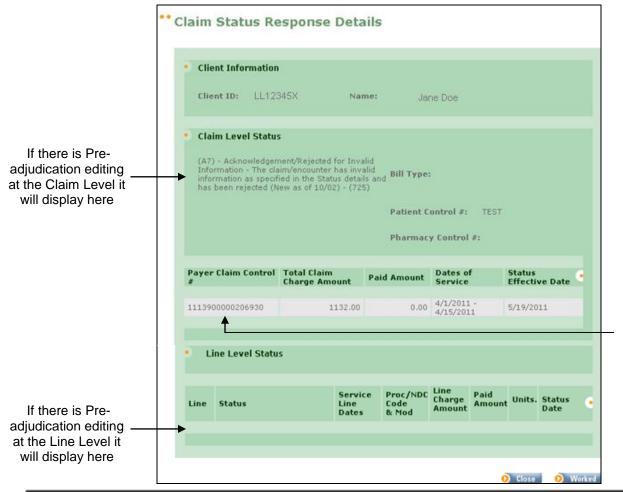
ePACES - Building and Submitting Claim Batches

Total Rejected Functionality

If there are any rejected claims, clicking on the batch number will allow you to locate what claim has the rejection and what the rejection reason is.

The screen on the next page will display when the Details hyperlink is clicked.

eMedNY — ePACES - Building and Submitting Claim Batches

This will return any initial response for front-end edits. If there is no initial rejection, the screen will display a message of: **No Responses Found, Please Submit a Status Inquiry**. This means that normal processing time should be allowed before checking status inquiry/status response for the claim(s). If there was an initial rejection, the fields on this screen will be populated. You will need to click on Details for each claim within the batch in order to see if there was a front-end edit for any of the claims.

Deleting a Batch

A batch may need to be deleted **prior** to submission because one or more of the claims within the batch contains erroneous information and must be edited or deleted. Deleting a batch does NOT delete the claims contained within it. Deletion reverses the batching process and returns all claims within the batch to an individual claim state. To delete a batch follow these steps:

1. Click on the *Submit Claim Batches* hyperlink on the left-hand menu of the Home page.
2. If you know the batch number to be deleted skip to step 6, otherwise continue to step 3.
3. If you are looking for a batch containing a specific claim, use the Claim Type and the approximate date on which the claim may have been batched to determine the Batch Number.
4. Click on the *Batch Number* hyperlink to view the claims contained within the batch.
5. Determined the Batch Number to be deleted.
6. Click on the *Remove* icon for the batch to be deleted. The claims formerly in the batch may now be edited or deleted as needed.

Note: Once a batch is submitted to eMedNY for processing, you may not delete a batch in ePACES. You must replace or void the affected claims and resubmit to eMedNY for reprocessing.

Check All Submit UnCheck All	Batch Number	Batch Date	Type Of Claim	Total Claims	Total Batch Charges	Remove
☑	5334	08/05/2008	Professional	2	$ 350.00	🗑
Check All Submit UnCheck All	Batch Number	Batch Date	Type Of Claim	Total Claims	Total Batch Charges	Remove

Claim(s) by User ID: BBURKE   Go
View Previously Submitted Batches

Submit All Selected Batches

Click on the Batch Number to view claims within a batch.

Click on the Remove icon to remove (delete) the claims associated with this batch from a "batched": status. This allows individual claims to be edited or deleted prior to submission for eMedNY processing.