



Document Number FOD - 4009  
**ePACES Application**  
**Building and Submitting Claim Batches**



## Overview

A completed claim is saved as *Finished* 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](http://www.emedny.org/selfhelp/ePACES/ePACES_Help.pdf).

### Included in this document:

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[Submitting a Batch](#)      [Confirmation of Current Submission](#)

[Deleting a Batch](#)

### A. 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.

The screenshot shows the eMedNY ePACES application interface. At the top, the header includes the eMedNY logo and 'ePACES' text. Below the header, the user's provider name 'MEDICAL CTR HOSPITAL - 1234567890' is displayed. A 'Change Provider' dropdown menu is set to the same provider name. The left sidebar contains a menu with categories: Claims (New Claim, Find Claims, Real Time Responses, Build Claim Batch, Submit Claim Batches, Status Inquiry, Status Responses), MEVS (Eligibility Request, Eligibility Responses, SA Request, SA Responses, SA Confirmation, SA Confirm Responses, DVS Request, DVS Responses, DVS Confirmation, DVS Confirm Responses), Prior Approval (PA Request, PA Response, PA Roster, PA Roster Downloads), Support Files (Provider, Other Payer, Submitter), and User Admin (Add/Edit Users). The main content area displays a large 'ePACES' logo and a welcome message from the New York State Department of Health. It includes instructions on how to use the application, a note about the 'Change Provider' dropdown, and links for further information.



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**A. 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.

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

Selects Claims by Provider and User ID.

**Change Provider:** MEDICAL CTR HOSPITAL - 1234567890

**Build Claim Batch**

**Claim(s) by User ID:** BBURKE

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

<a href="#">UnCheck All</a> <a href="#">Check All</a> <b>Add to Batch</b>	<b>Patient Control #</b>	<b>Entry Status</b>	<b>Client ID</b>	<b>Client Name</b>	<b>Type of Claim</b>	<b>Total Charges</b>
<input type="checkbox"/>	<a href="#">001</a>	Draft	AA00000Z	DORA DELACOSTA	Professional	
<input type="checkbox"/>	<a href="#">TEST1</a>	<a href="#">Errors</a>	ZZ00000A	ANDRE RIVENAIRE	Professional	

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 Batch Built**

TSN:

<b>Claim Type</b>	<b>Batch Number</b>	<b>Total Claims</b>	<b>Total Batch Charges</b>
Professional	<a href="#">0000055</a>	2	\$2308

← Once the *Complete* claims 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.

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.



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**B. Reviewing Batch Details**

Change Provider:

**•• Batch # 2286**

TSN: 686  
 Batch Date: 10/13/2003

Patient Control#	Client ID	Client Name	Type Of Claim	Total Charges
<a href="#">4444444</a>	/AA00000Z	DELORES LACOST	Institutional	\$ 125.00
<b>Patient Control#</b>	<b>Client ID</b>	<b>Client Name</b>	<b>Type Of Claim</b>	<b>Total Charges</b>
<b>Total Batch Charges</b>				<b>\$ 125.00</b>

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.

**C. Submitting a Batch**

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

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.



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Claim(s) by User ID:

[View Previously Submitted Batches](#)

<a href="#">Check All</a> <a href="#">Submit</a> <a href="#">UnCheck</a> <a href="#">All</a>	Batch Number	Batch Date	Type Of Claim	Total Claims	Total Batch Charges	Remove
<input type="checkbox"/>	<a href="#">5334</a>	08/05/2008	Professional	2	\$ 350.00	

Click on check box for batch(es) 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.

**•• Claim Batches Submitted**

Claim(s) by User ID:

The following table lists all claim batches that you have submitted:

Batch Number	Submit Date	Type Of Claim	Total Claims	Total Batch Charges	Total Rejected
<a href="#">1100000058</a>	05/16/2008	Professional	1	\$ 659.33	0
<a href="#">1100000057</a>	05/16/2008	Professional	1	\$ 2234.75	1
<a href="#">1100000056</a>	05/16/2008	Professional	1	\$ 2234.75	0
<a href="#">1100000055</a>	05/16/2008	Professional	1	\$ 396.50	

Total Rejected column displays how many claims were rejected in that batch.

← If '0' the batch has no rejected claims.

← If > '0' the batch has rejected claims.

← If blank the batch was not processed.

**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.



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•• **Batch # 1100000083**

TSN: C94

Batch Date: 6/20/2008

Error Text will give a brief explanation of why the claim rejected.

Patient Control#	Client ID	Client Name	Type Of Claim	Total Charges	Error Text
1198	AA00000Z	DELORES LACOST	Institutional	\$ 453.00	Claim requires signature-on-file indicator.
Patient Control#	Client ID	Client Name	Type Of Claim	Total Charges	Error Text
				<b>Total Batch Charges</b>	<b>\$ 453.00</b>

#### D. 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.



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Claim(s) by User ID:

[View Previously Submitted Batches](#)

<a href="#">Check All</a> <a href="#">Submit</a> <a href="#">UnCheck</a> <a href="#">All</a>	Batch Number	Batch Date	Type Of Claim	Total Claims	Total Batch Charges	Remove
<input type="checkbox"/>	<a href="#">5334</a>	08/05/2008	Professional	2	\$ 350.00	
<a href="#">Check All</a> <a href="#">Submit</a> <a href="#">UnCheck</a> <a href="#">All</a>	Batch Number	Batch Date	Type Of Claim	Total Claims	Total Batch Charges	Remove

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.