



Billing Guide

Visual Practice

MCEDT



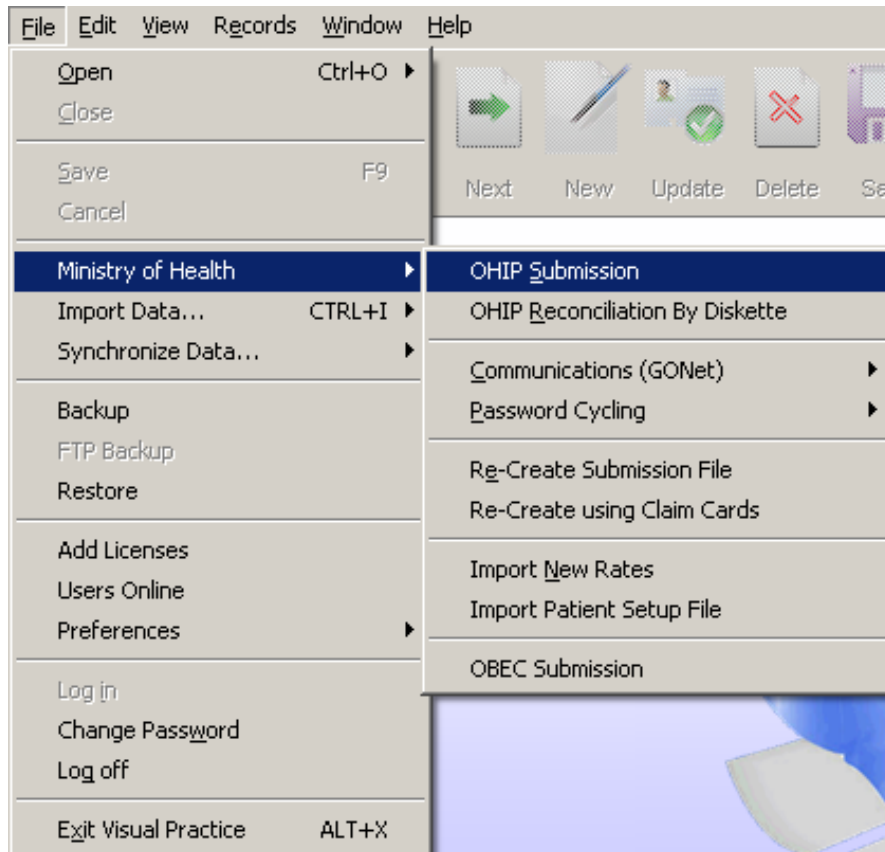
Contents

Sending H-File via MC EDT.....	3
Downloading and Parsing Files.....	8
File Download via MC EDT.....	8
File Parsing.....	12

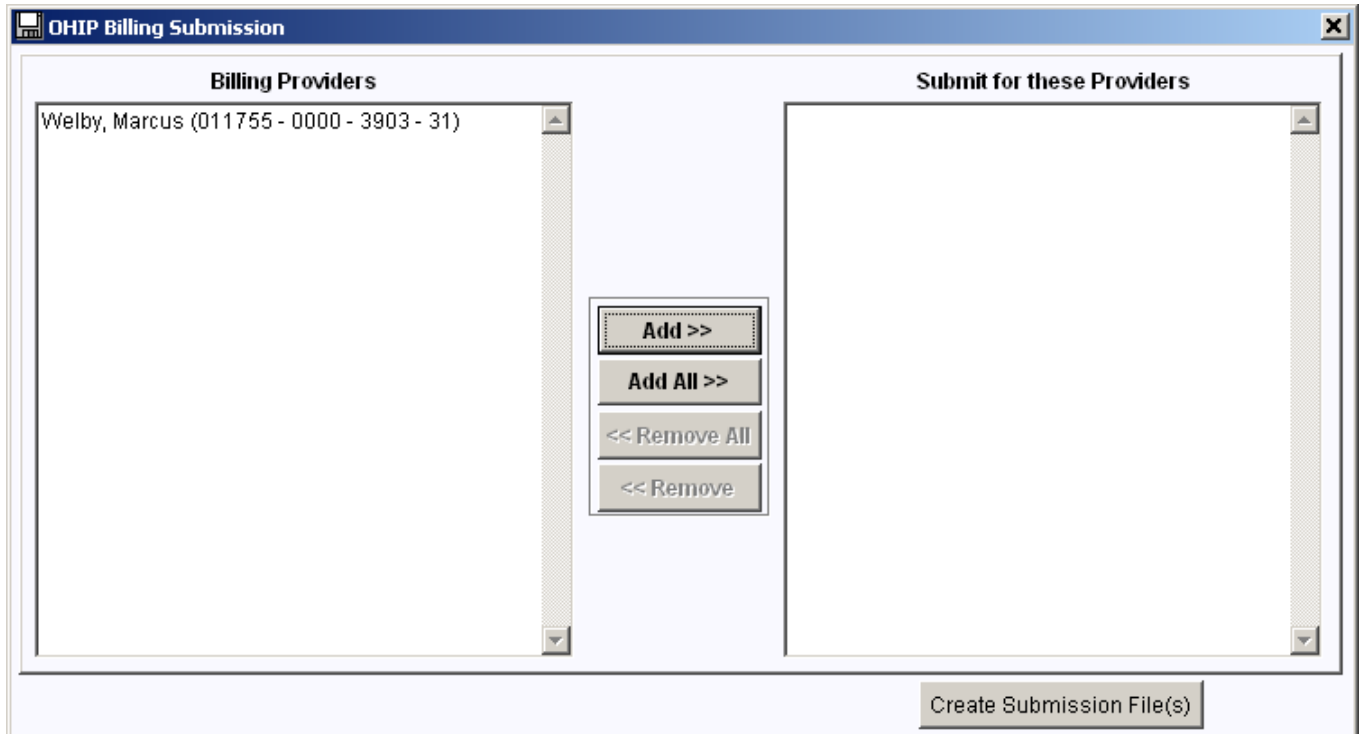


Sending H-File via MC EDT

1. To create an H-file (submission file) in Visual Practice, go in the File menu to Ministry of Health → OHIP Submission.



2. Select one or more providers, and then select Create Submission File(s).



- Visual Practice will display two File Creation Summary reports. You should print both of these by clicking on the Print icon in the Print Preview toolbar. Both of these reports show the Filename of the H-file you created, which you will need later.

OHIP Submission File Creation Summary - Part 1 of 2						
Provider Name : Marcus Welby			OHIP Billing Number : 123456 - 0000 - NONE - 00			
Filename	For the Month of	By	Claims	Records	Amount	
					New	Resubmission
HH123456.001	August, 2013	EDT	2	6	\$30.05	\$0.00
Total Amount for Submission :					\$30.05	

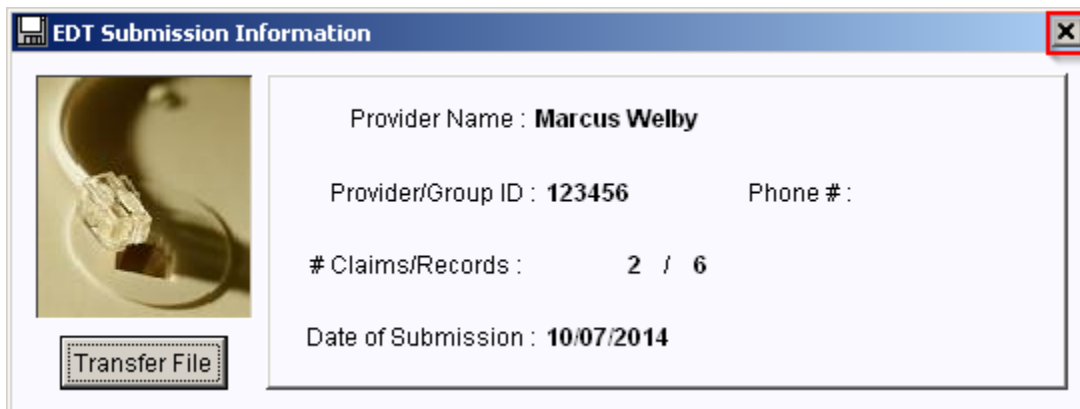
**Transmission of this file to the Ontario Ministry of Health is still pending.
This report is NOT a transmission receipt.**



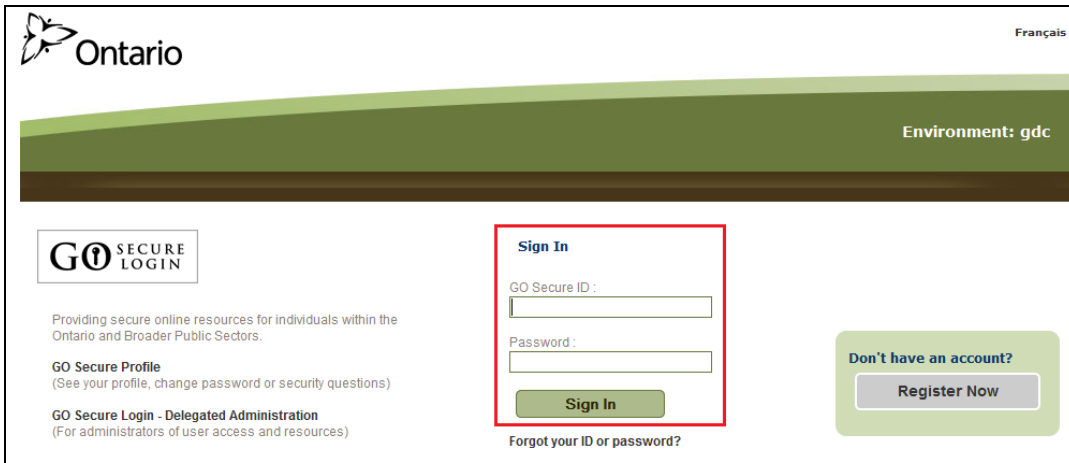
OHIP Submission File Creation Summary - Part 2 of 2		
Provider Name	OHIP Billing Number	Amount
Welby, Marcus	123456 - 0000 - NONE - 00	\$30.05
Total Amount for Submission :		\$30.05

**Transmission of this file to the Ontario Ministry of Health is still pending.
This report is NOT a transmission receipt.**

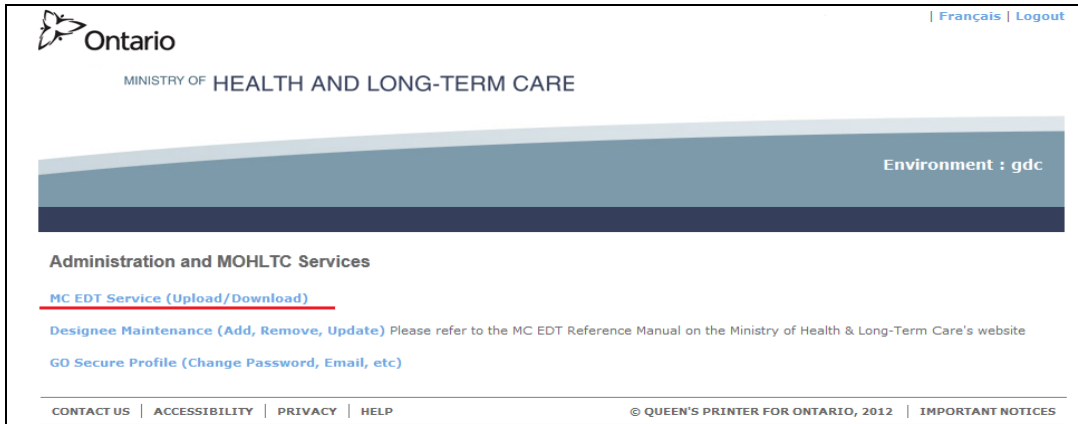
- 4. When the EDT Submission Information window appears, do NOT select Transfer File; just close the window (click on the X in the top-right corner or press Ctrl-F4).



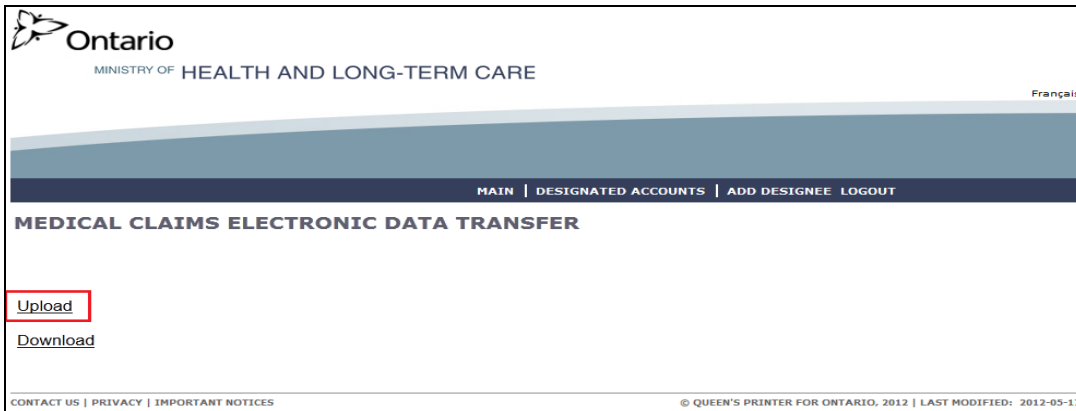
- 5. Launch an internet browser. NOTE: These instructions are designed for Google Chrome. We do not recommend using Microsoft Internet Explorer. If you're using a different web browser such as Mozilla Firefox, the procedure will be slightly different. For more information, check your web browser documentation, or contact your Internet provider.
- 6. Go to <https://www.edt.health.gov.on.ca/>. Log into your Go Secure account with your username and password. If you have difficulty with the MC-EDT web site, call the EDT Help Desk at (800) 262-6524.



7. Select the Upload/Download option.



8. Select the Upload option from the screen that follows.





- 9. Select a Billing number if it is different from the default shown. Select Browse to search for and select the H file for upload.

File Upload

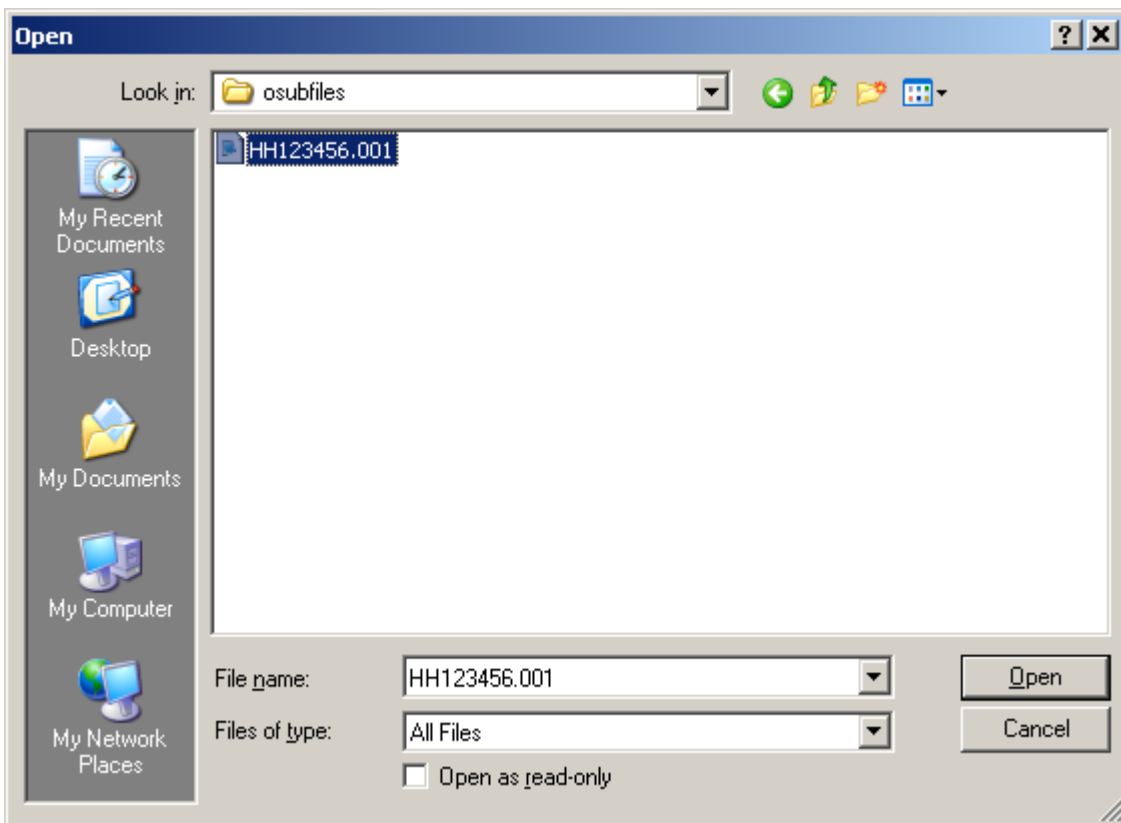
Select a Billing Number * 123456

Select file to upload: * Browse...

Select file type: *

Upload Clear Home

- 10. Locate the file by selecting the My Computer icon to the left (or in the "Look in" drop-down list). Then open (e.g. double-click on) C:, then Program Files, then VP, then OSUBFILES. Select the desired file (filename must match the name from step #3 above) and then select the Open button.





11. Once chosen, select Claim File (or Stale-Dated Claim file if the claims are more than 6 months old) as the File Type and click on Upload.

File Upload

Select a Billing Number * 123456

Select file to upload: * C:\Users\j.brown Browse...

Select file type: * Claim File

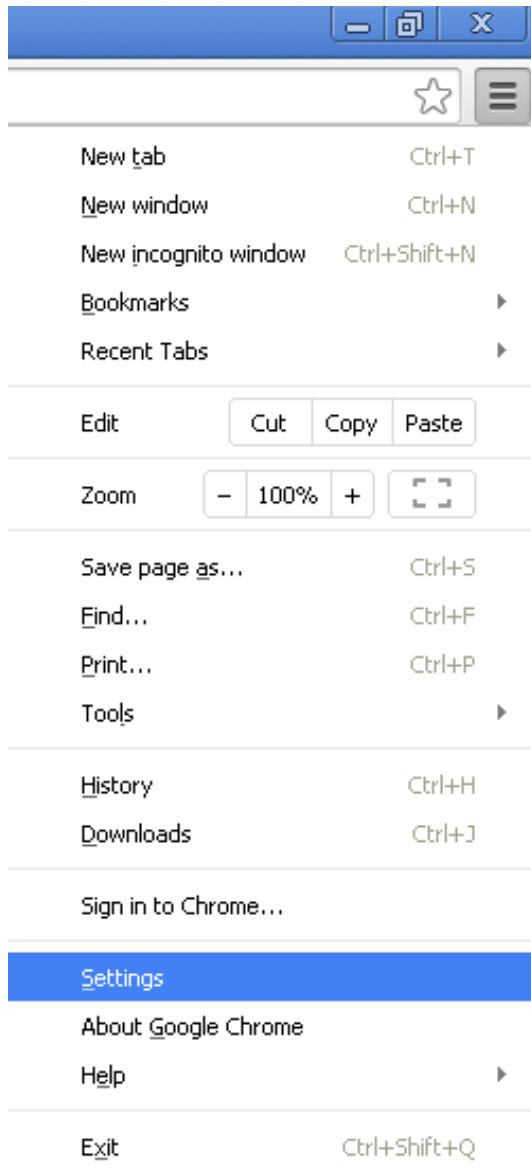
Upload Clear Home

12. An upload confirmation will be displayed on the screen.

Downloading and Parsing Files

File Download via MC EDT

1. Launch an internet browser. NOTE: These instructions are designed for Google Chrome. If you're using a different web browser such as Mozilla Firefox or Microsoft Internet Explorer, the procedure will be slightly different. For more information, check your web browser documentation, or contact your Internet provider.
2. NOTE: Before you download files via MC-EDT, we recommend that you configure your web browser to ask you where to save each file (instead of automatically saving all files to a default folder, e.g. Downloads). You should only need to do this once. If you're using Google Chrome, go in the Chrome menu to Settings. At the bottom of the screen, select "Show Advanced Settings". Under Downloads, turn on "Ask where to save each file before downloading."



[Show advanced settings...](#)

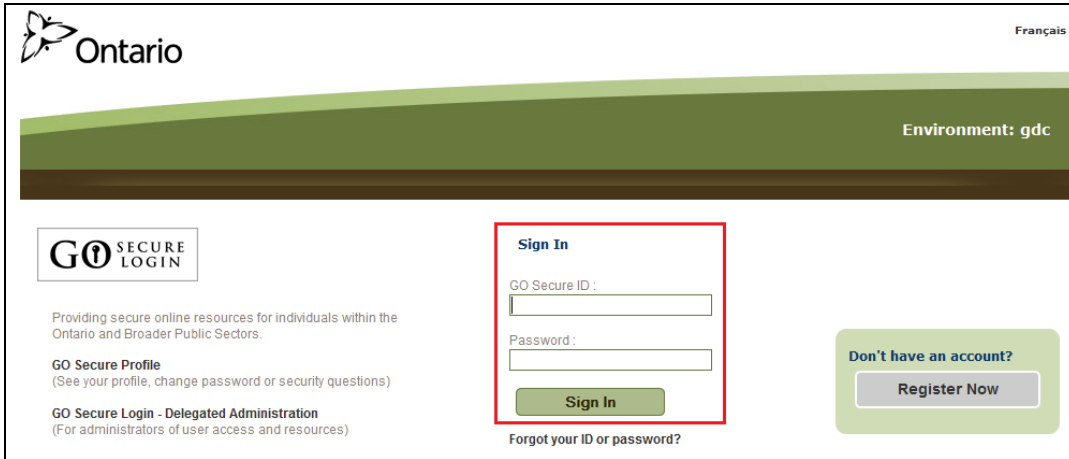
Downloads

Download location:

Ask where to save each file before downloading



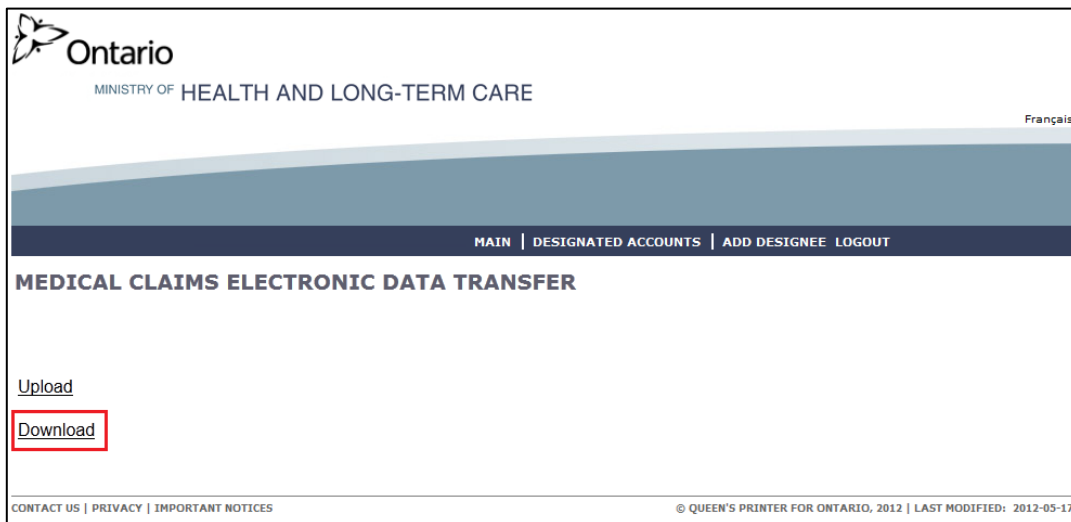
- 3. Go to <https://www.edt.health.gov.on.ca/>. Log into your Go Secure account with your username and password. If you have difficulty with the MC-EDT web site, call the EDT Help Desk at (800) 262-6524.



- 4. Select the Upload/Download option.



- 5. Select the Download option from the screen that follows.





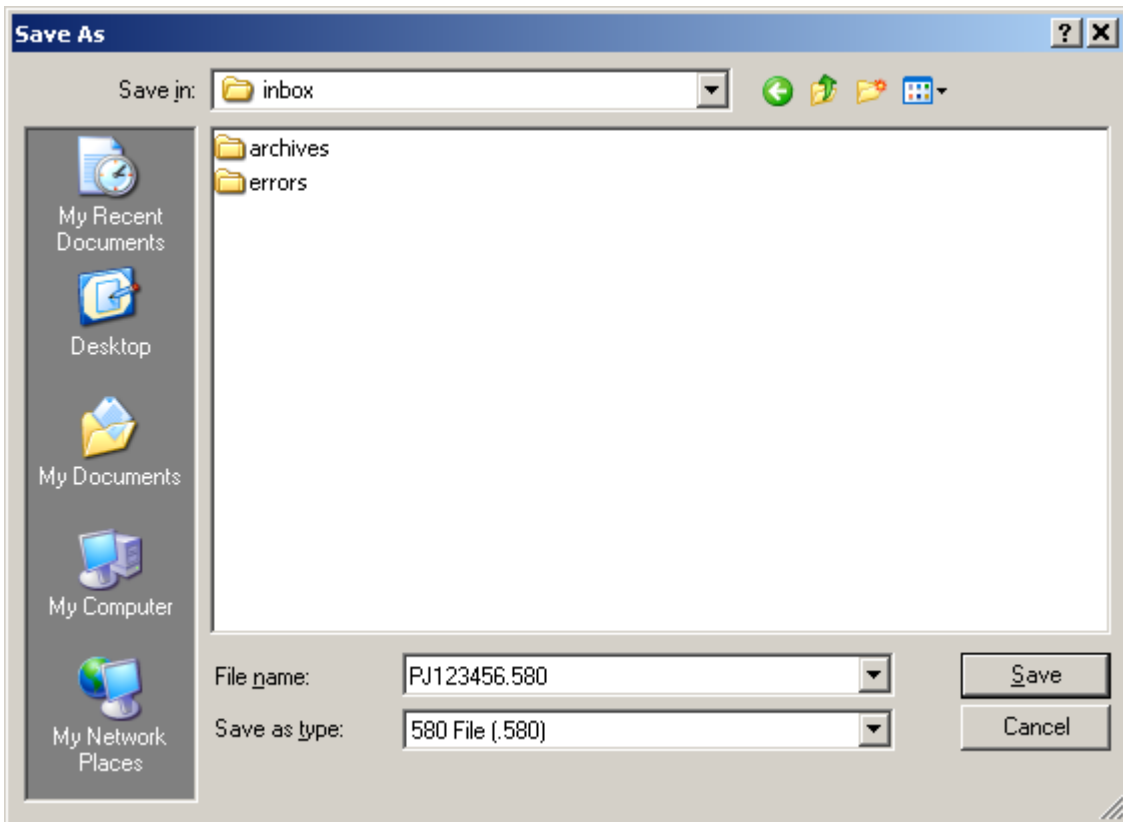
- 6. A list of all billing files available for download will be displayed. Click on the Download option for each file you want to download. Most likely you should download every file that was created after your last download (e.g. every file marked as Available, not Downloaded).

List of Reports/Files for Billing Number 123456

1 / 1 first previous next last

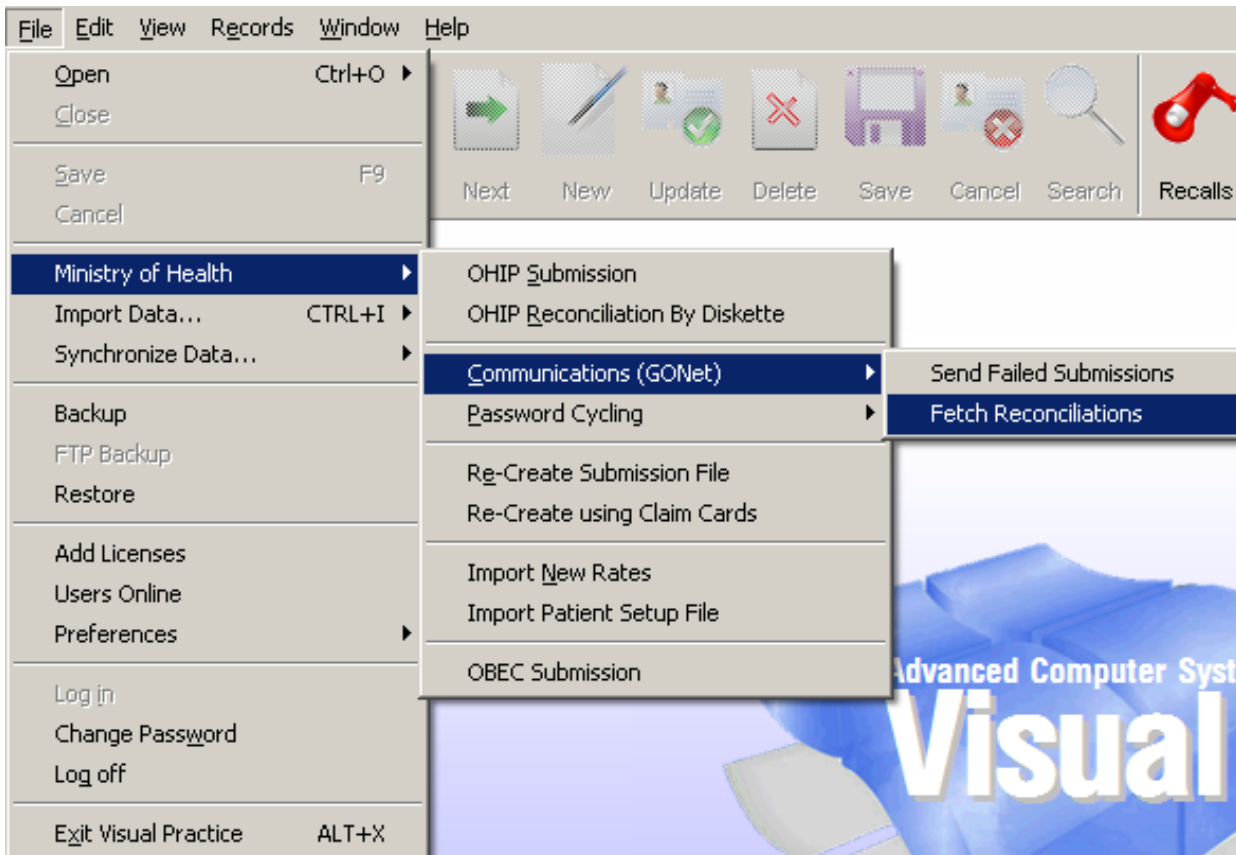
File Type	Subject	File Name	Date	Status	
BE	Batch Edit	BC00230.150	2013-03-26	Available	Download
BE	Batch Edit	BC00084.150	2013-03-26	Available	Download
BE	Batch Edit	BC00083.150	2013-03-26	Available	Download
ER	Error Reports	EC123456.131	2013-03-25	Downloaded	Download
ER	Error Reports	EC123456.132	2013-03-25	Downloaded	Download

- 7. Select the My Computer icon to the left (or in the “Look in” drop-down list). Then open (e.g. double-click on) C:, then Program Files, then VP, then EDT. Then select the folder whose name corresponds to the doctor’s billing number (6 digits) or group number (4 alphanumeric characters), possibly followed by a 2-digit specialty code. Then select Inbox. Then click Save.



File Parsing

1. All files received need to be parsed (processed). In Visual Practice, go in the File menu to Ministry of Health → Communications (GONet) → Fetch Reconciliations.



2. Select one or more providers. You can also choose whether you want reports of the downloaded files to be shown on-screen (Manual View) or sent directly to your printer (Auto Print). Then select Fetch File(s) Now. **NOTE: Visual Practice will attempt to connect to OHIP’s server using your dial-up modem and phone line, which is unnecessary and may occupy your phone line and incur long distance charges. To prevent this, you can disable your modem, or disconnect it from your computer and/or phone line, or turn it off.** For information on how to configure Visual Practice so that it won’t have access to your modem, contact us.
3. The files you downloaded will be automatically processed and the results reports either displayed on-screen or sent directly to your printer (as per your selection in step #2 above).
4. Files that can be parsed in the application are:
 - a. Batch Edit Report
This file, also called the B file, comes as an acknowledgement from the OHIP office that the submission (H) file sent was received.



b. Claims Error Report

This file, also called the E File, will contain a list of rejected claims that need to be fixed and resubmitted if possible. Contact us if you need assistance in correcting and resubmitting error claims.

c. Remittance Advice

This file, also called the P file or the RA, will contain the details of service payment, non-payment and adjustments for the physician for any given billing cycle. If an RA is processed, Visual Practice will give you an opportunity to run an RA report (to see what was in the RA).

