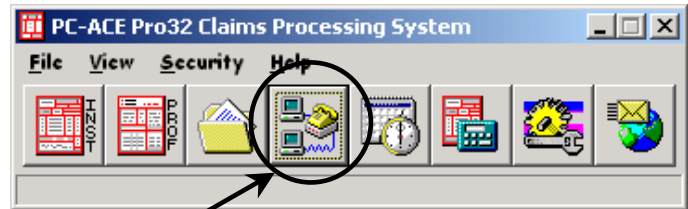


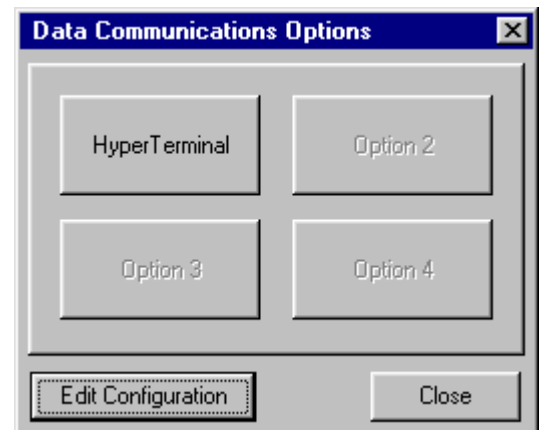
# Connecting to the EDI Support Services' BBS using HyperTerminal

This document defines the process of sending electronic claims using HyperTerminal through the BBS (*Bulletin Board System*). HyperTerminal is a Windows based communications software package. PC-ACE Pro32 will prepare the file in the proper electronic format for transmission to EDISS.

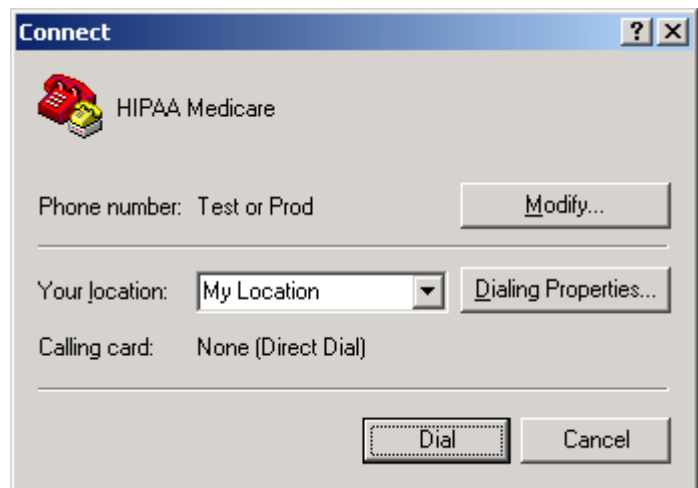
- From the PC-ACE Pro32 Main Toolbar, click on the **Data Communications Functions** Option.



- Select **HyperTerminal** from the **Data Communications Options** menu. If this option is not available, follow the instructions provided in the Htconfig document.

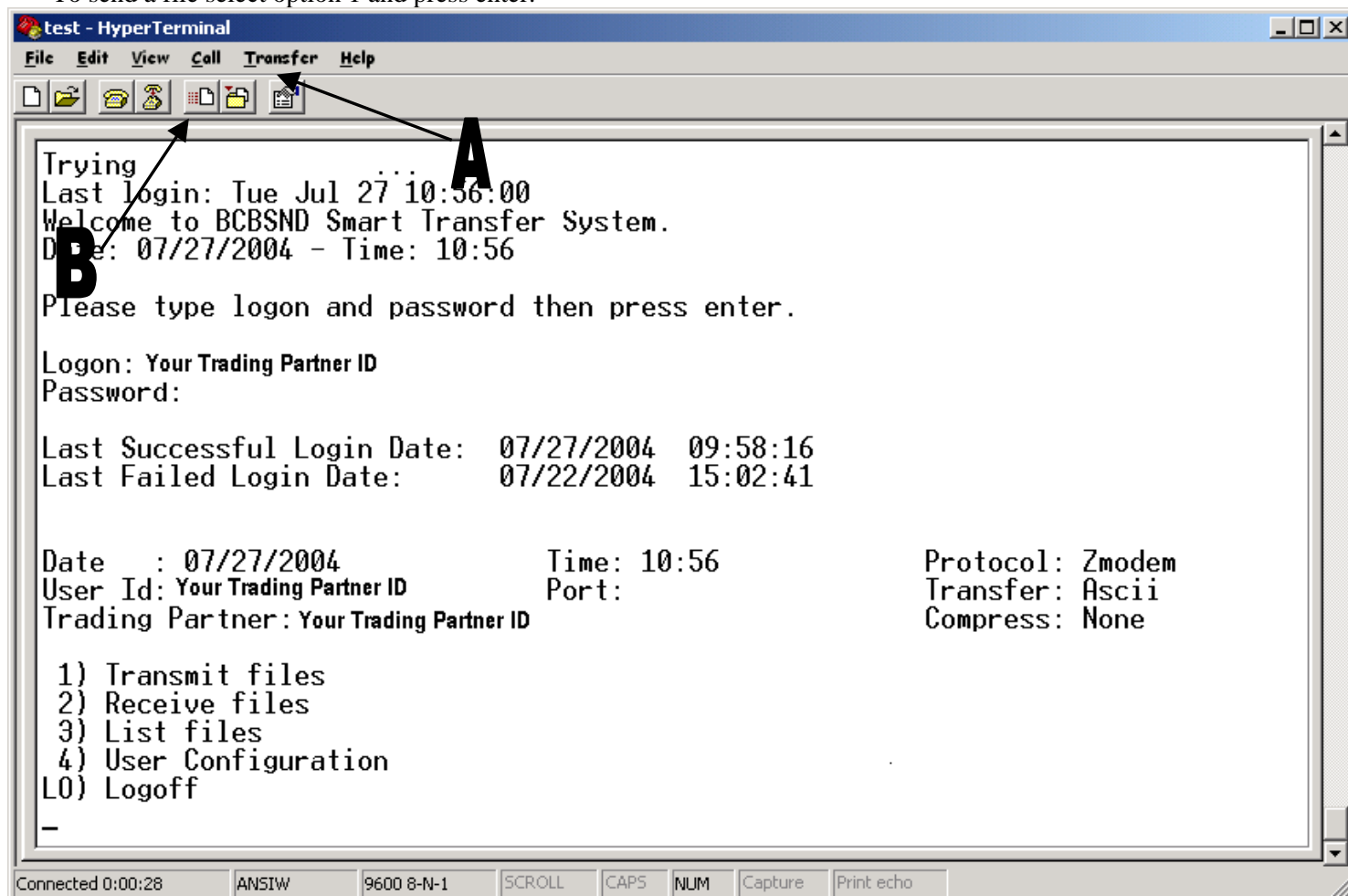


- The **Connect** dialog box will appear.
- Click **Dial** to connect to EDISS.
- The computer will dial and the modem will signal a connection.



## Logging onto the BBS

- At the login prompt, enter the appropriate login and password (*login is case sensitive*).
- Press the **Enter** key.
- This will bring up the main menu of the BBS.
- To send a file select option 1 and press enter.

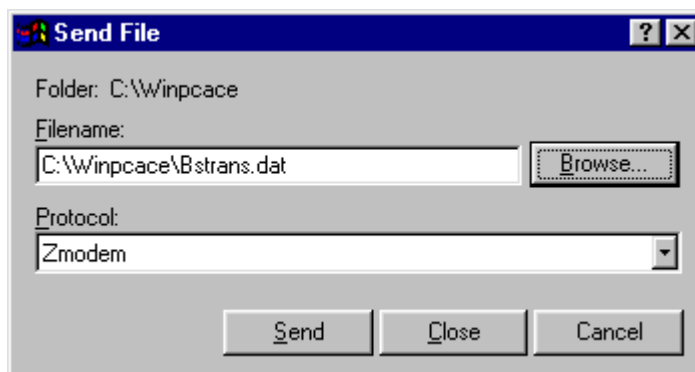


## Sending the electronic claim file

- Click on the word **Transfer** (*letter A in figure above*) in the menu bar. A drop down box will appear. Next, click on the **Send File** option.
  - Another way to do this is to click on the send file icon toward the top of the screen (*letter B in figure above*).



- The path and the file name for the electronic claim file will need to be entered on the Filename line. One way to do this is to browse the correct path to the file. Another way to do this would be to type out the actual path, if the location of the file is known. For PC-ACE Pro32 the default location of the file will be **X:\winpcae\bstrans.dat** (*'X' is to be replaced with the drive letter where PC-ACE Pro32 is installed*). Once the file to be sent is selected the send button will become active. (Bstrans.dat is the filename associated with the HCFA-1500 and Bctrans.dat represents UB-92 claims.)



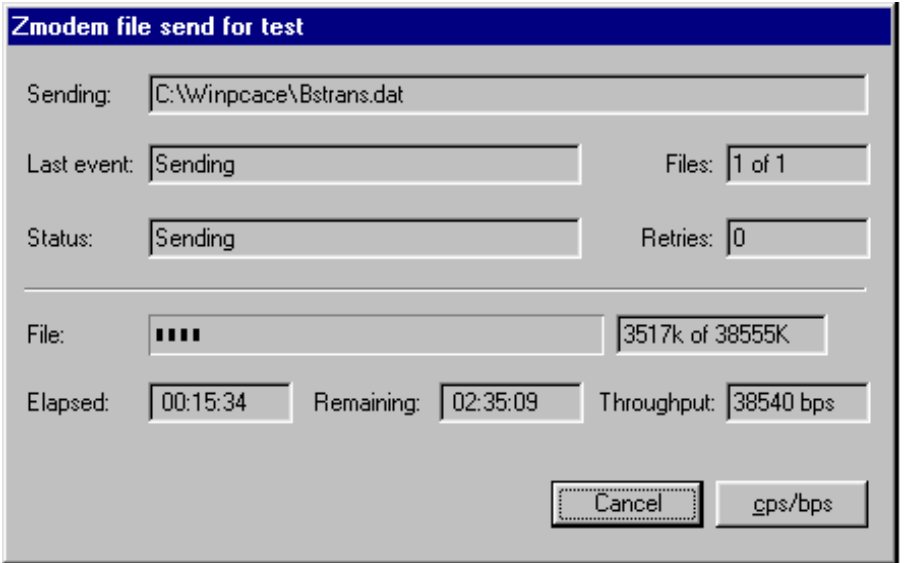
- Verify that Zmodem is specified in the **Protocol** box.
- Click on the **Send** button.

### **After the file is sent**

Once the file has been successfully received by EDISS' front-end collection system a notification screen will be displayed acknowledging the file was successfully received.

### **Exiting the program**

To exit HyperTerminal, click on the word **File** in the menu bar, and then click on the word **Exit**. Another way to exit the program is to click on the '**X**' in the upper right hand corner.



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