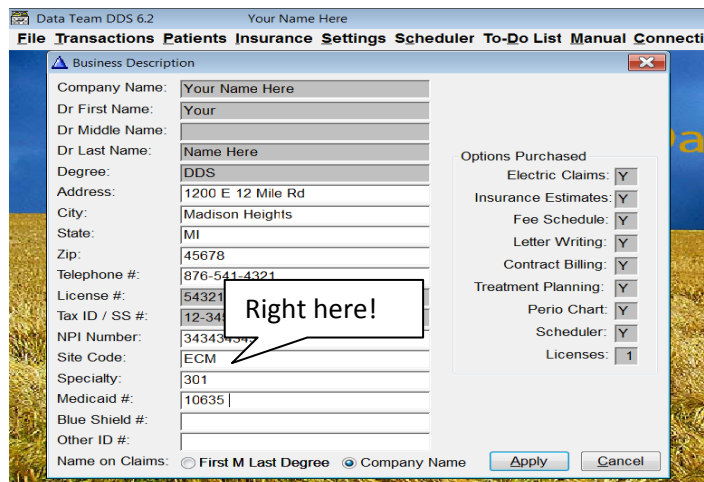


# Data Team DDS *Seven*

Insurance claims through ClaimConnect (Dentxchange.com) using your Data Team Program.

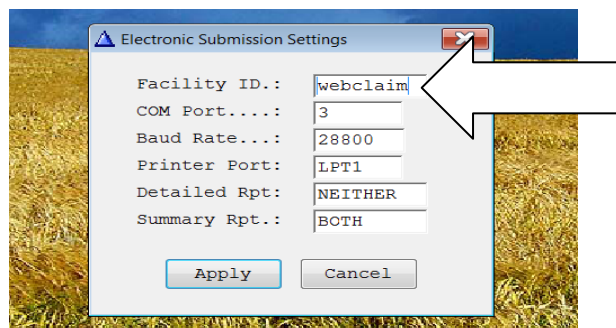
**1) Set Data Team DDS to interface with ClaimConnect:**

Under Settings > Business Description > Site Code > Set Site Code to read “ECM” in caps with no quotes;



Under Settings > System Settings > Insurance Section > Set File insurance electronically to “YES” by clicking on yes bullet;

Under Insurance > Electronic Filing > Settings > Change Facility ID only to “webclaim”;

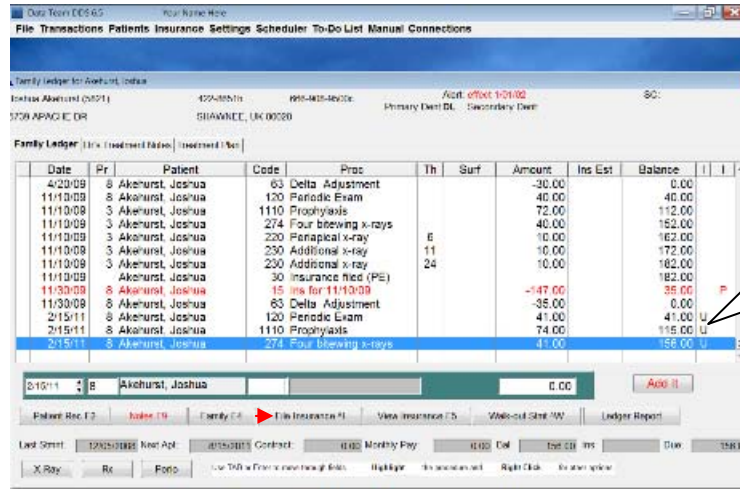


Place “claims.bat” provided by Data Team for Dentalxchange in your dental program directory (usually c:\dds).

**2) Insurance filing person’s responsibilities:**

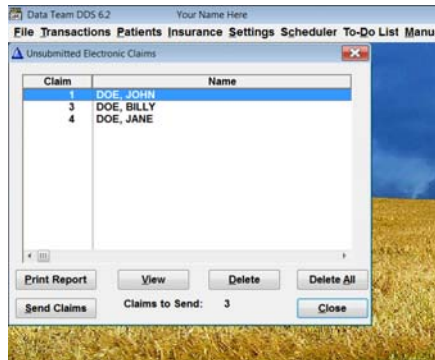
Using your Data Team program, charge procedures to a ledger of a patient whose insurance information is accurately defined. When you enter a procedure, the program checks to see if the patient has insurance and places an “U” at the end of the procedure line. This tells the

system this procedure needs to be filed to the insurance company. When you have entered all the procedures performed,



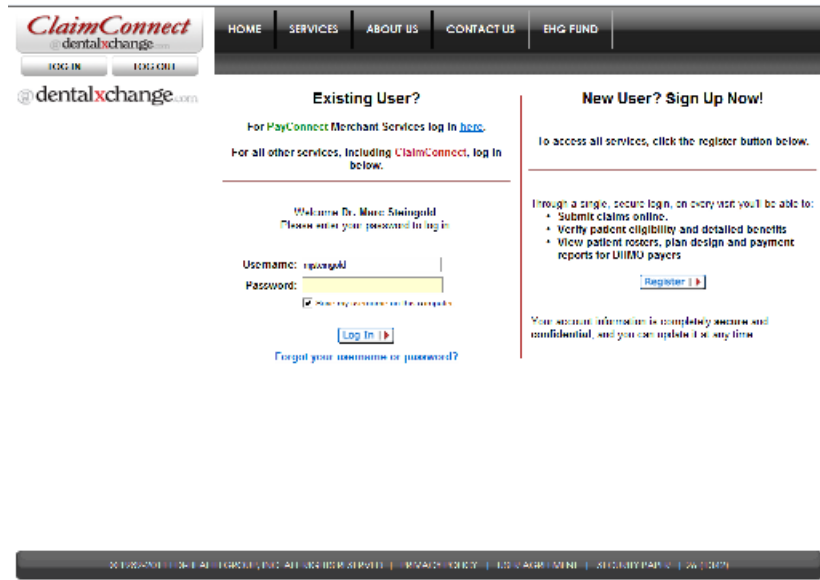
“U’s” indicate insurance unfilled

Click “File Insurance” and a new box appears offering to file it electronically. When you accept file electronically, the claim is sent to “Claims awaiting Submission” in the Insurance section of your program.

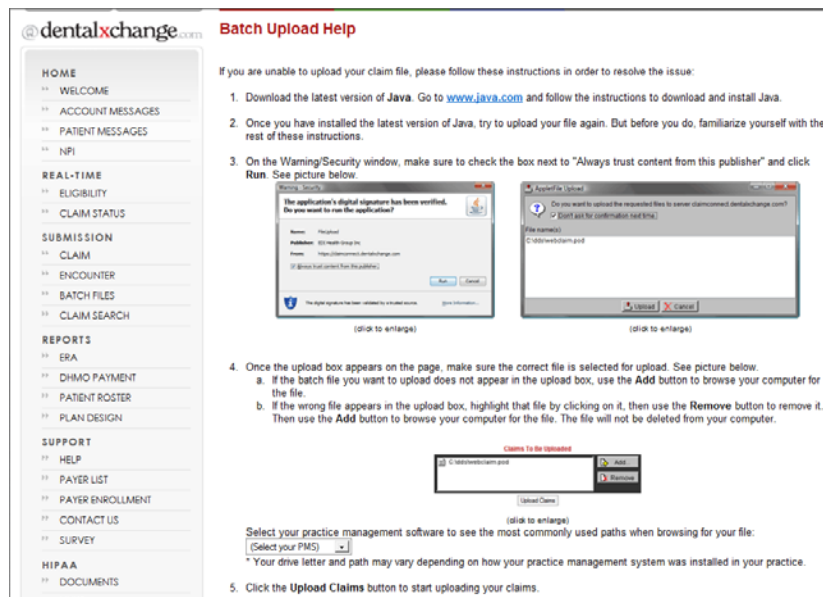


In Claims awaiting submission you examine the claims, print a list, delete claims you do not want to send the insurance company. Then you click on “Send Claims”. This will open your Internet Explorer and take you to the Dentalxchange website for you to sign in.

- 3) Your ClaimConnect account should be setup prior to your first sending so you will have a username and password. If you have already done this, skip to “Batch file”
- 4) Enter the User name and put the check mark where it says remember the User Name on this computer, Enter the password and it will take you to the Insurance services screen.

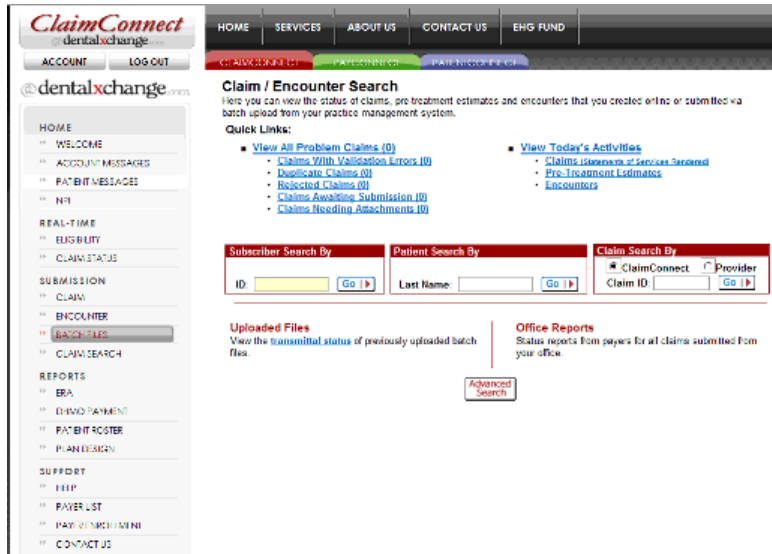


- 5) Select “Batch files”, the Upload screen appears. The first use, click on Add file to Upload, and a browse box appear on the upper left quadrant of the screen (if this does not occur you need to download “java” from Java.com for your computer). Click on browse for file. Click on C: if the Data Team program is on your computer. Browse to c:\dds\webclaim.pod and highlight it and click “Open”. This will inform the ClaimConnect website the location of your claims on your computer.



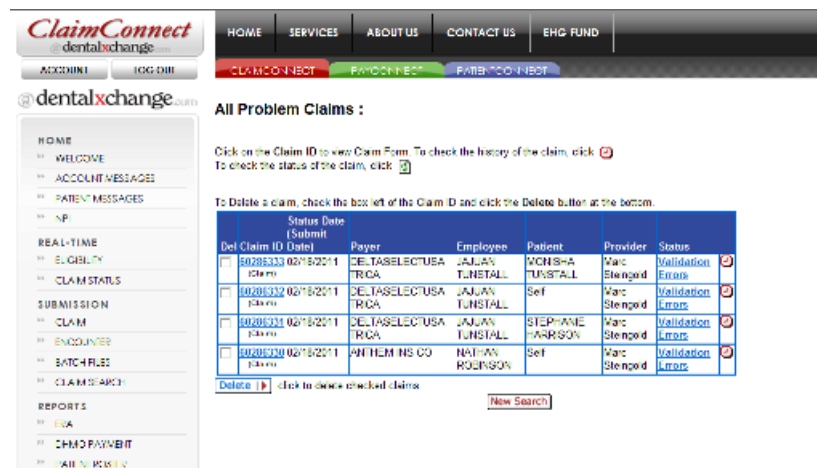
- 6) Each time you send claims you Sign in > click “Batch files” > highlight “webclaim.pod” > click “Upload Claims” > when you receive “Claims successfully transmitted” > click on “Transmittal Status”. When the number of claims received match the number of claims sent them you can “delete all” in the Claims awaiting Submission under Insurance> Electronic filing> Claims Awaiting Submission.

- 7) After you successfully upload claims, you go to transmittal status to look at your claims. It takes approximately 20 minutes for the website to check your claims so you may want to look at them at a later time. You must check problem claims every time you send or you will have many unpaid claims.



- 8) You will find the deposition of unsatisfactory claims and the tools to either edit or delete them on the website. View **“problem claims”** under claims search. The list of problem claims can be examined by clicking on the claim under the view column. After you click on the claim it will tell you the problem in red at the top. You then go to the section indicated and click on “edit”. Correct the error if possible if not delete the claim until you have the correct information. After you correct the claim, click on “Submit Claim” at the bottom of the page.

Electronic claims difficulty is usually the result of no follow up. Claims are sent but not examined to see if they are being forwarded or they have validation errors or are duplicates. Instead of a report rejecting claims you are able to view problem claims about 20 minutes from the time they are received by the clearinghouse.



**Batch Claims:**

- HOME
- WELCOME
- ACCOUNT MESSAGES
- PATIENT MESSAGES
- HR
- REAL TIME
- ELIGIBILITY
- CLAIM STATUS
- SUBMISSION
- CLAIM
- ENCOUNTER
- BATCH FILES
- CLAIM SEARCH
- REPORTS
- ERA
- OHV PAYMENT
- PATIENT REGISTER
- PLAN DESIGN
- SUPPORT
- HELP
- FAQ
- POWER ENROLLMENT
- CONTACT US

File ID	Submit Time	Status	Total Claims	Total Fees	View
6782214	02/08/2011 06:10 AM	Batch processing success	24	\$6,272.00	<a href="#">Claims List</a>
6761662	02/03/2011 03:00 PM	Batch processing success	16	\$3,614.00	<a href="#">Claims List</a>
6754963	02/02/2011 05:37 AM	Batch processing success	26	\$6,448.00	<a href="#">Claims List</a>
6722266	01/26/2011 09:28 AM	Batch processing success	40	\$7,376.00	<a href="#">Claims List</a>
6722222	01/26/2011 09:23 AM	Batch processing success	40	\$7,376.00	<a href="#">Claims List</a>
6702657	01/25/2011 05:13 AM	Batch processing success	2	\$399.00	<a href="#">Claims List</a>
6701797	01/25/2011 04:02 PM	Batch processing success	36	\$8,676.00	<a href="#">Claims List</a>
6692956	01/25/2011 07:01 AM	Batch processing success	26	\$10,115.00	<a href="#">Claims List</a>
6674271	01/21/2011 06:02 AM	Batch processing success	5	\$2,320.00	<a href="#">Claims List</a>
6670986	01/20/2011 02:14 PM	Batch processing success	69	\$16,342.00	<a href="#">Claims List</a>
6655678	01/19/2011 05:56 AM	Batch processing success	23	\$6,505.00	<a href="#">Claims List</a>
6645799	01/18/2011 06:19 AM	Batch processing success	27	\$6,422.00	<a href="#">Claims List</a>
6635606	01/17/2011 05:04 AM	Batch processing success	11	\$2,121.00	<a href="#">Claims List</a>
6624184	01/13/2011 07:53 PM	Batch processing success	23	\$5,219.00	<a href="#">Claims List</a>
6611193	01/12/2011 10:21 AM	Batch processing success	3	\$903.00	<a href="#">Claims List</a>
6607152	01/11/2011 04:20 PM	Batch processing success	29	\$6,199.00	<a href="#">Claims List</a>
6607080	01/11/2011 04:23 PM	Batch processing success	28	\$5,769.00	<a href="#">Claims List</a>
6595652	01/11/2011 07:33 AM	Batch processing success	21	\$10,493.00	<a href="#">Claims List</a>
6590753	01/10/2011 08:01 AM	Batch processing success	201	\$90,665.00	<a href="#">Claims List</a>
6580313	12/07/2010 06:16 AM	Batch processing success	29	\$35,592.00	<a href="#">Claims List</a>
65790276	12/07/2010 06:11 AM	Batch processing success	23	\$6,636.00	<a href="#">Claims List</a>
6574476	12/03/2010 09:00 AM	Batch processing success	23	\$6,454.00	<a href="#">Claims List</a>
6565117	12/01/2010 07:37 AM	Batch processing success	35	\$12,784.00	<a href="#">Claims List</a>
6529569	11/24/2010 09:59 AM	Batch processing success	29	\$8,152.00	<a href="#">Claims List</a>
6513497	11/22/2010 01:49 PM	Batch processing success	59	\$12,985.00	<a href="#">Claims List</a>
6294610	11/16/2010 09:31 AM	Batch processing success	40	\$12,364.00	<a href="#">Claims List</a>
6293276	11/10/2010 09:09 AM	Batch processing success	26	\$6,421.00	<a href="#">Claims List</a>
6292626	11/09/2010 05:34 AM	Batch processing success	35	\$7,725.00	<a href="#">Claims List</a>
6214240	11/01/2010 09:26 AM	Batch processing success	3	\$617.00	<a href="#">Claims List</a>