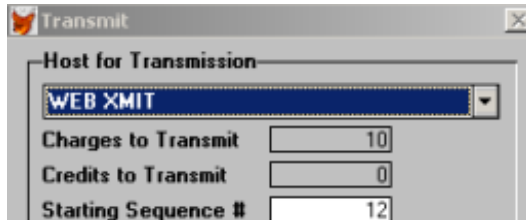


## Web Transmission

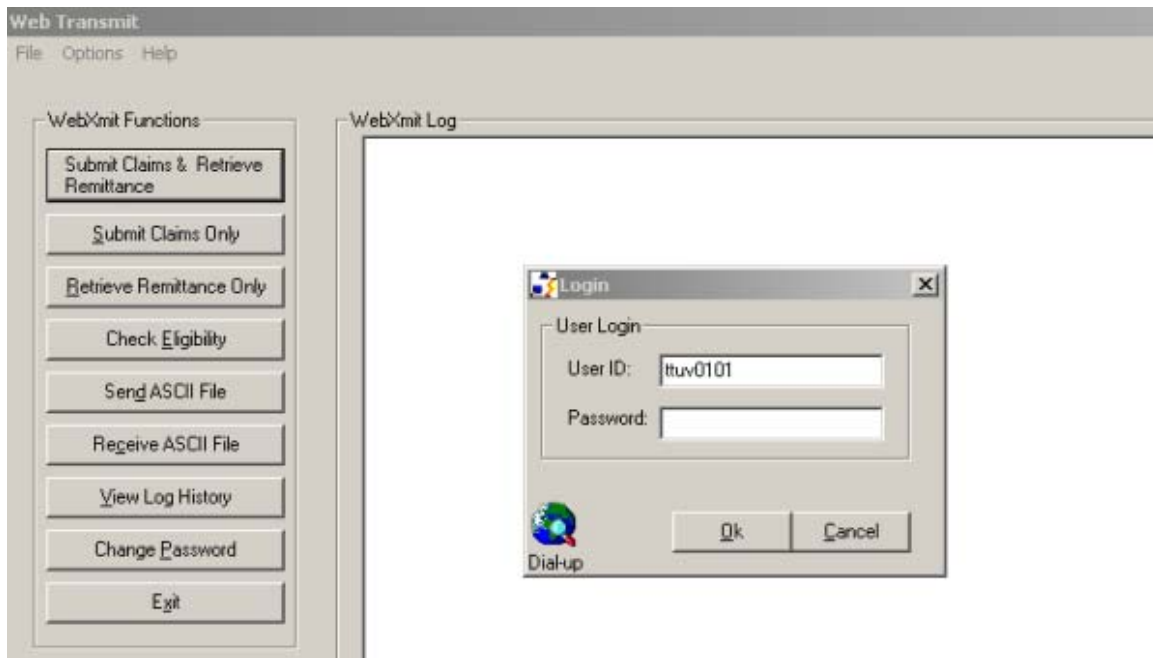
### Step 1

Click on **Make File**

Click on **Transmit** as you have always done in SmartSeries but instead of seeing MSP at the top of the **Host for Transmission** Screen you will now see Web Xmit

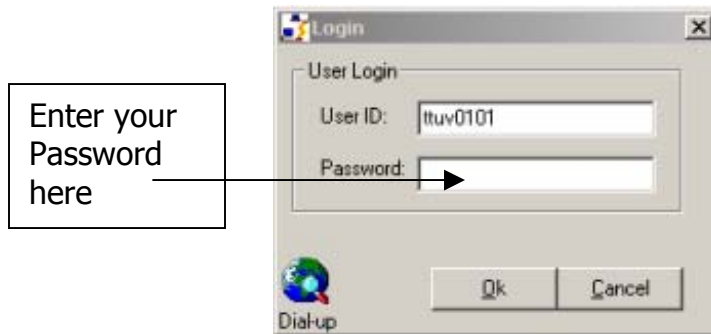


This is what the screen will look like. Notice all the options you had under SIMPC are still there.



### Step 2

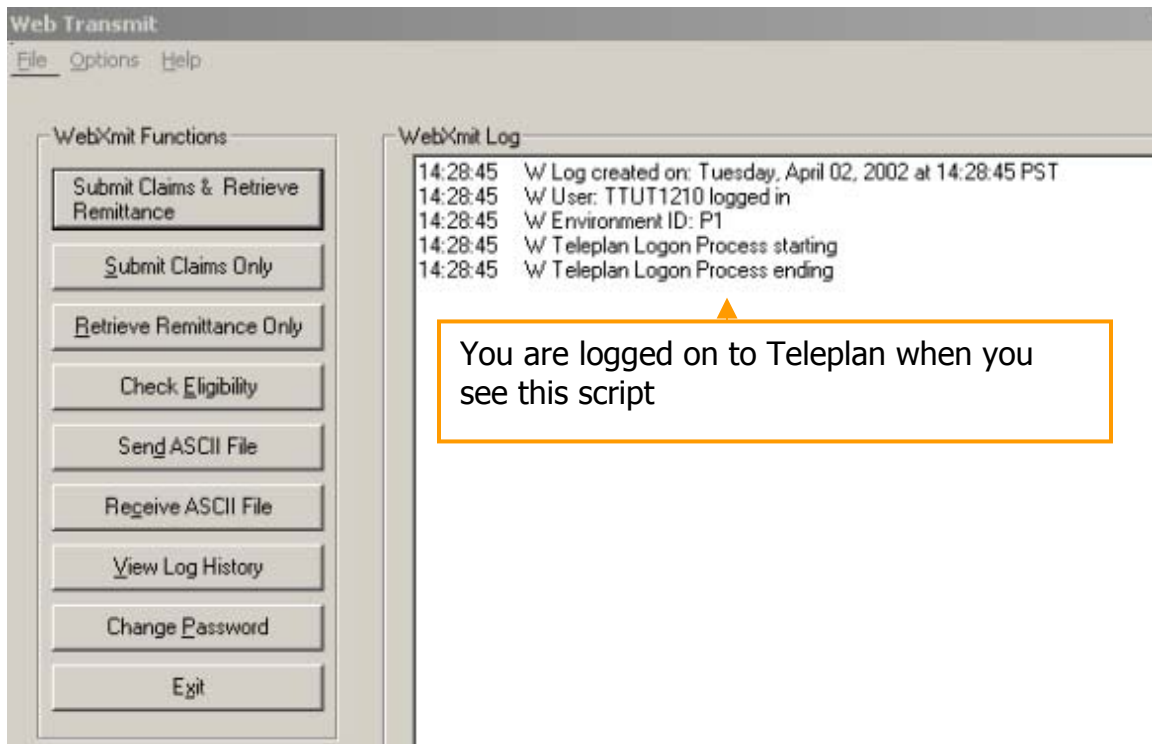
The next step is to log into Teleplan.



- For High Speed Internet Service Your **User ID** will already be present. Type your **Password** in and click **OK**
- For Dial Up Internet Service or Span Dial you will need to click on the Dial Up Icon to initialize your service.

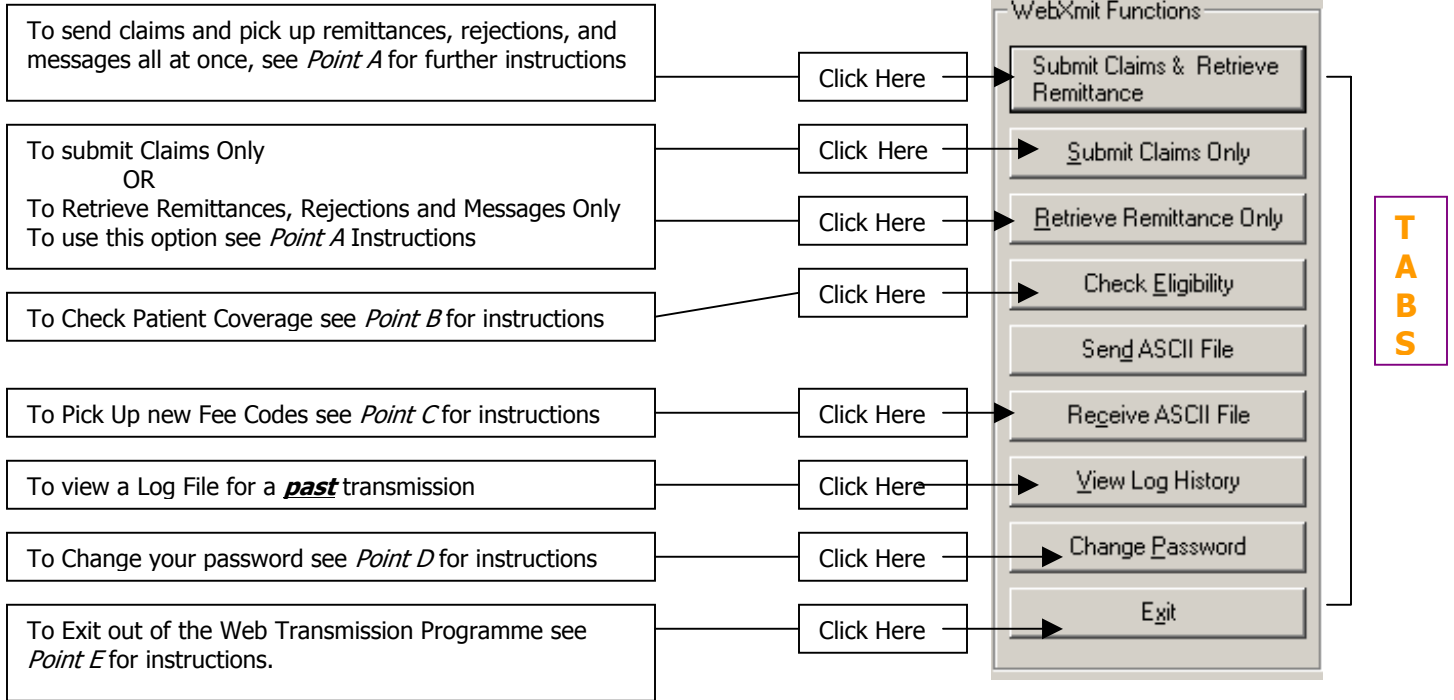


You will know that you have connected to Teleplan because a *login script* will appear in the **Web Xmit Log Window**



### Step 3

Choose the option you want to use:



### Point A

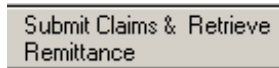
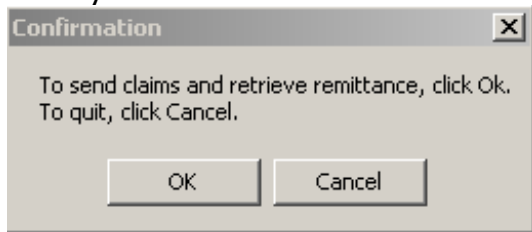


Figure 1

Once you have clicked on this screen you will be prompted to



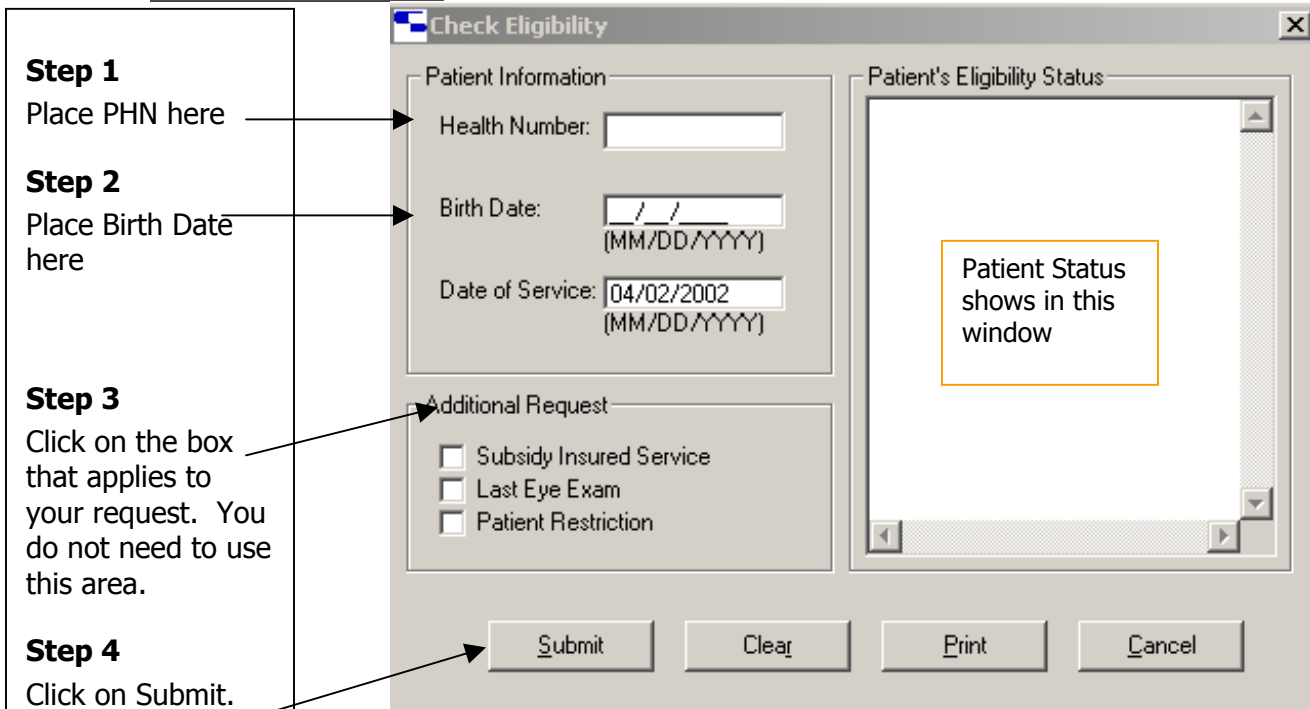
Click on **Ok** and it will send your claims and retrieve your remittances.

If you click on Cancel no claims, remittances, or rejections will be sent or retrieved.

If you want to perform another operation click on the Tab you want to use, otherwise click the Exit Tab. See figure 1 and Point E Instructions.

## Point B

Check Eligibility



**Step 1**  
Place PHN here

**Step 2**  
Place Birth Date here

**Step 3**  
Click on the box that applies to your request. You do not need to use this area.

**Step 4**  
Click on Submit. The Eligibility of your Patient(s) will show up in the **PES Window**

**Check Eligibility**

Patient Information

Health Number:

Birth Date:  /  /   
(MM/DD/YYYY)

Date of Service: 04/02/2002  
(MM/DD/YYYY)

Additional Request

Subsidy Insured Service  
 Last Eye Exam  
 Patient Restriction

Patient's Eligibility Status

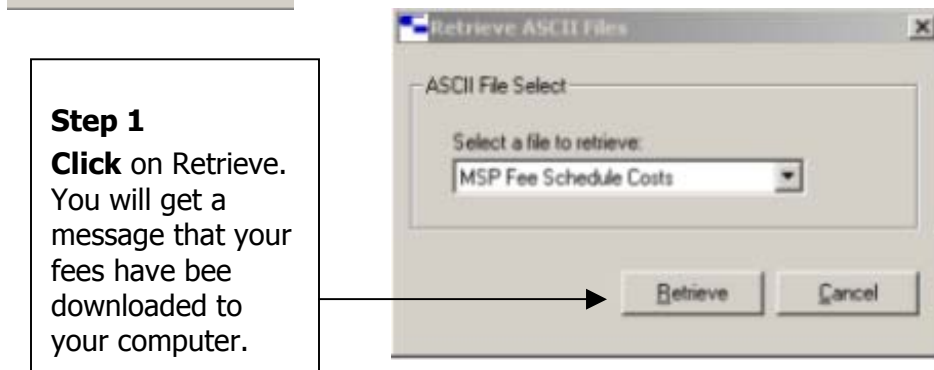
Patient Status shows in this window

- If you want to do more than one eligibility check click on clear and enter the next patient's information. If you are doing multiple requests, each request will show up in the **PES Window**.
- Press **Print** to print the **Patient Eligibility Status Window**

If you want to perform another operation click on the Tab you want to use, otherwise click the Exit Tab. See figure 1 and Point E Instructions.

## Point C (Picking up New Fee (Item) Codes)

Receive ASCII File



**Step 1**  
**Click** on Retrieve. You will get a message that your fees have been downloaded to your computer.

**Retrieve ASCII Files**

ASCII File Select

Select a file to retrieve:

MSP Fee Schedule Costs

If you want to perform another operation click on the Tab you want to use, otherwise click the Exit Tab. See figure 1 and Point E Instructions.

## Step 2

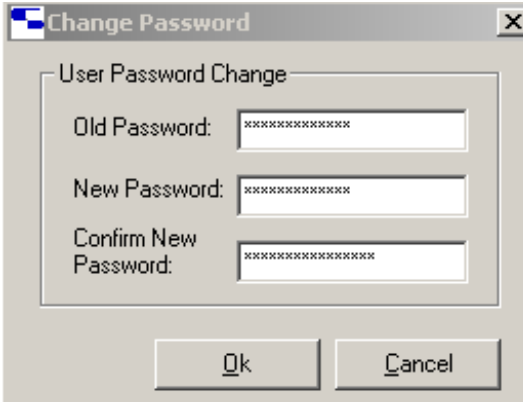
1. Exit out of Web Transmission. You are returned to the Transmit dialog as usual.
2. Select the **Process** button to process the transmission. Note that Process tells you that it is "Unable to locate a current log file..." IGNORE THIS MESSAGE.
3. Select **Done** to exit out of Transmit.
4. Exit out of SmartSeries, select **File** then **Exit**

## Step 3 Updating Fee Table

5. From your Window's Desktop select **Start, Run** and type C:\Smart\Fees and click on **Ok**. C:\Smart being the drive and directory where SmartSeries is installed.
6. Follow the Fees programme gives you. If you are not in the directory where your billing programme resides, the Fees programme asks you to enter the drive and directory. If Fees cannot find the Teleplan programme or the fee file you picked up through Teleplan, it tells you.
7. Fees tell you if your fee codes have been updated successfully. The new item codes are added to the Item Code Table.
8. Only run this update once per medical plan fee change. This update appends all the new medical plan fee items to your Item Code Table.

## Point D

Change Password



1. Type your old password in **Old Password**
2. Type your new password in **New Password**
3. Retype your new password in **Confirm New Password**
4. Click on **Ok**

According to Teleplan your password expires every 42 days. You can change your password at anytime when you are logged into Teleplan. When you choose your passwords, please remember that:

- ❖ Passwords must be six (6) or more characters long.
- ❖ Passwords must contain at least one letter.
- ❖ Passwords must contain at least one non-letter. A non-letter is a number or symbol.
- ❖ You cannot re-use an old password.
- ❖ Passwords are case sensitive.

Remember: The password is changed separately from sending your claims. Suggestion, change the password at the beginning of each month.

## Point E

Exit

Exit Tab will take you back to your **Host for Transmission Screen** where you can process your work into SmartSeries, print your log and your messages.

