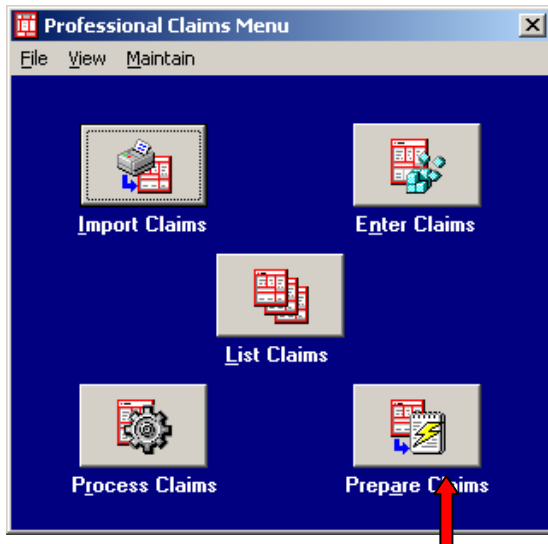


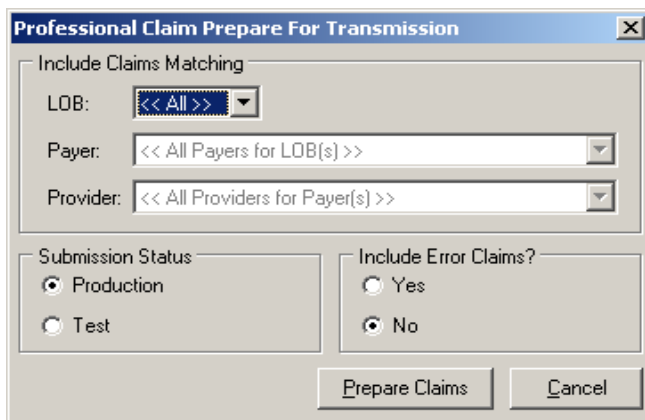
# **CHAPTER 5**

## **File Transfer and Downloading Reports**

## Transmit via Internet Instructions

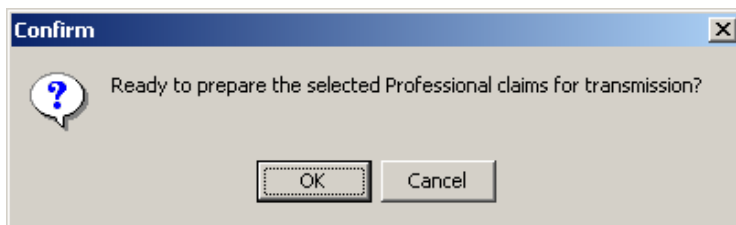


Click on **Prepare Claims** button.

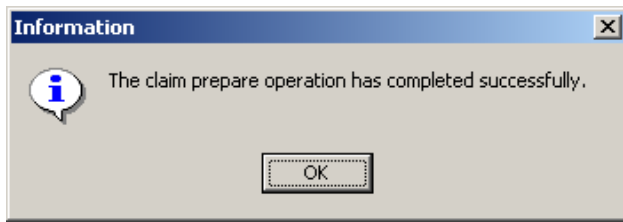


**Submission Status** should default to **Production**.

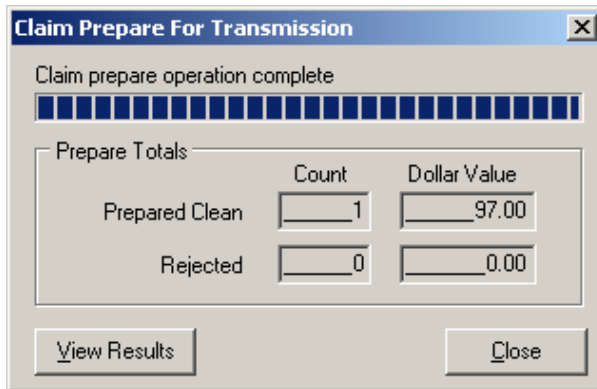
Click on **Prepare Claims**.



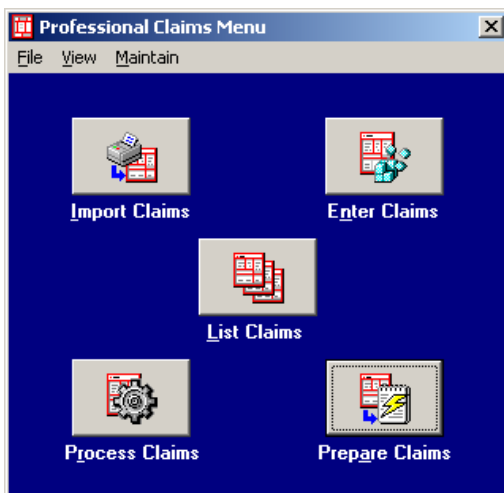
Click on **OK**.



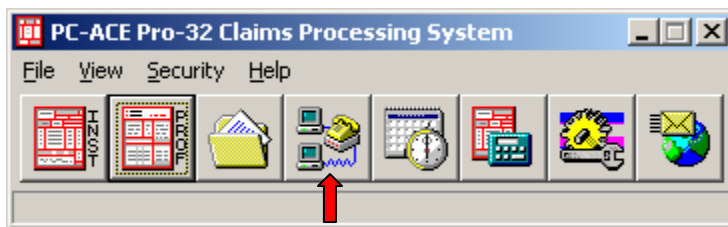
Click on **OK** once the claim prepared operation has completed.



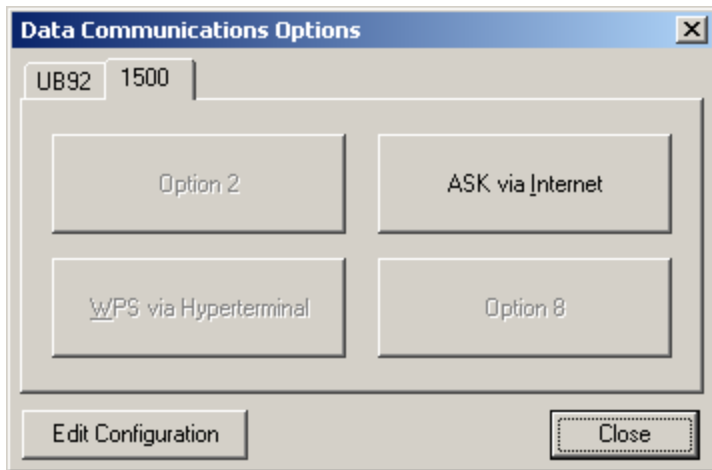
Click on **Close** if you do not want to review the results or click on **View Results** to print a status report of the claims.



Click on the **X** to close the window.



Click on **Data Communications** button.

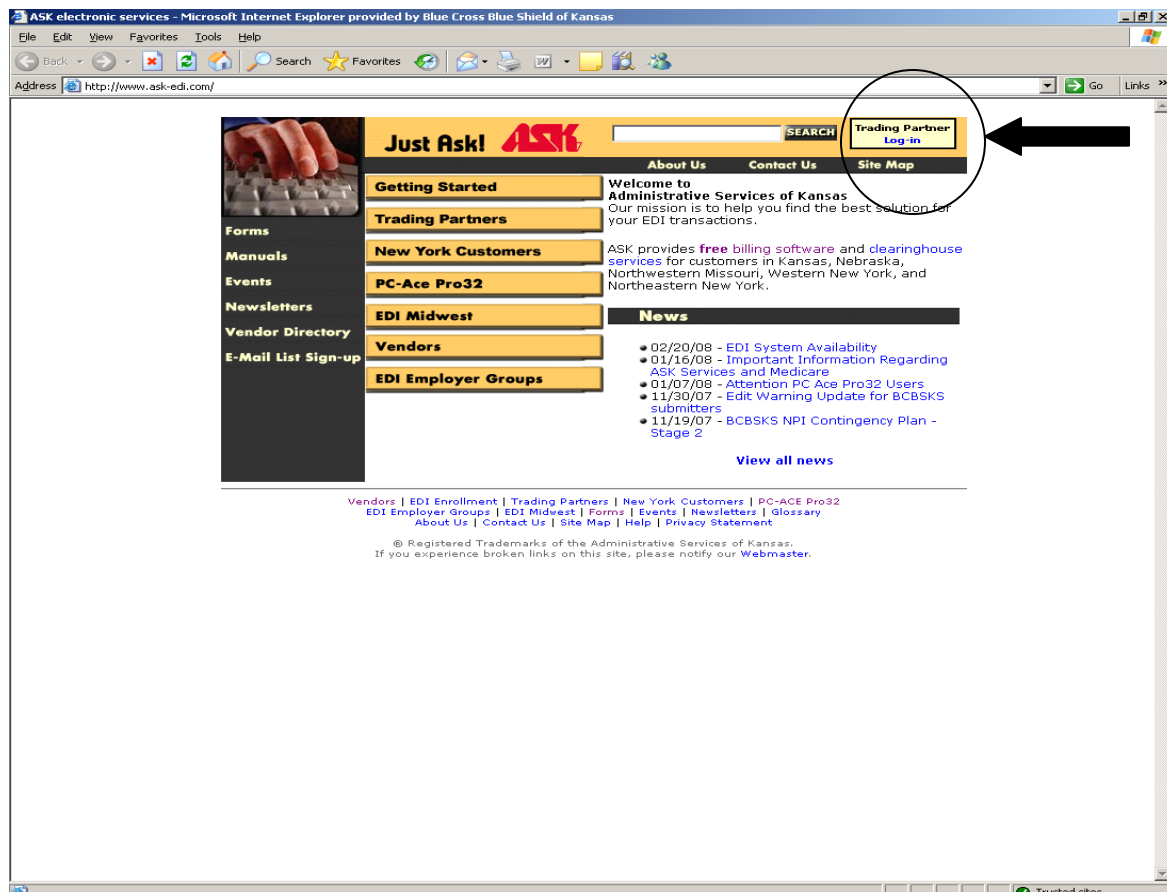


Click on **UB92** (institutional claims) or **1500** (professional claims) tab and select:

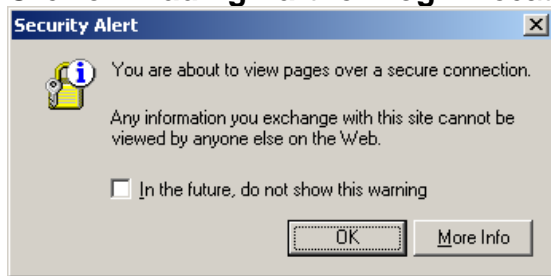
**Transmit via Internet-** This option allows users with Internet access to submit ANSI transactions.

**Note:** You may use DSL or Cable modem if transmitting via the Internet. If you have Dial-up, please make sure you are connected with your ISP before you select **Transmit via Internet**.

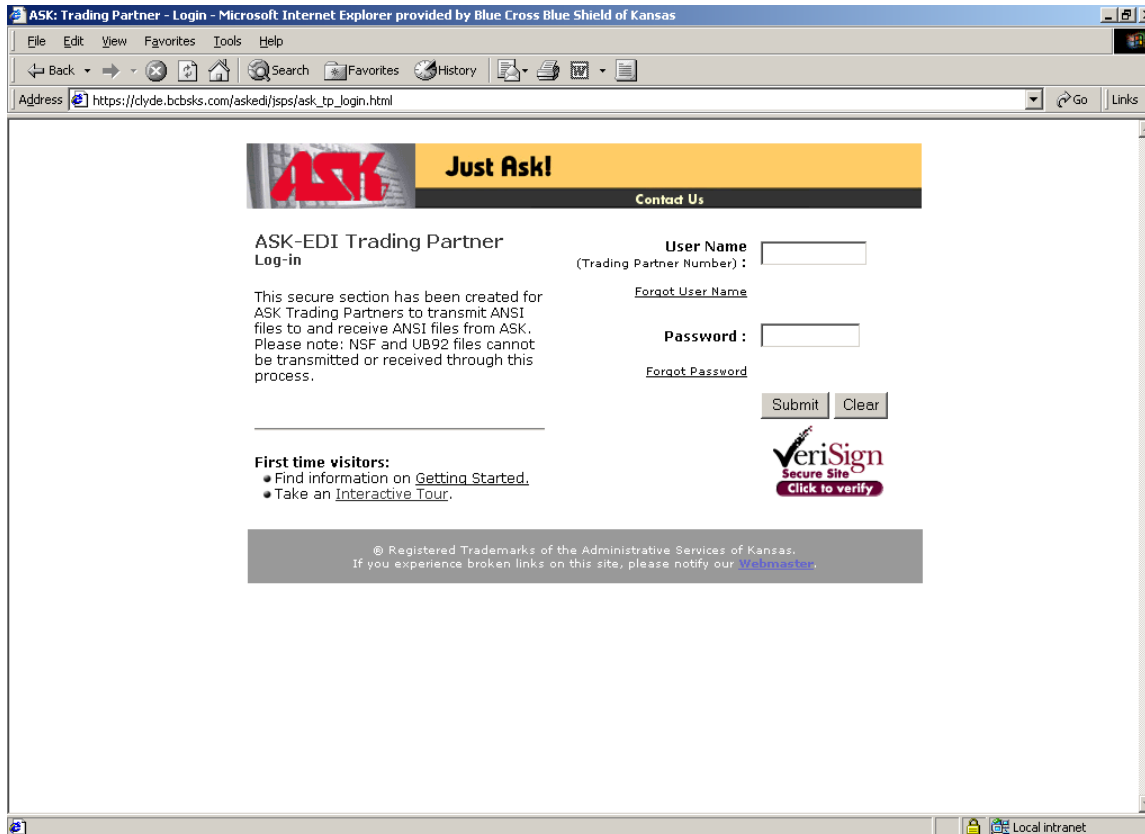
Click on **Transmit via Internet** button.



Click on **Trading Partner Log-in** located in the top right hand corner.



Click on **OK** if you receive an alert about viewing pages over a secure connection.



Type **User Name** (This is your Trading Partner number that is identified on your confirmation letter)

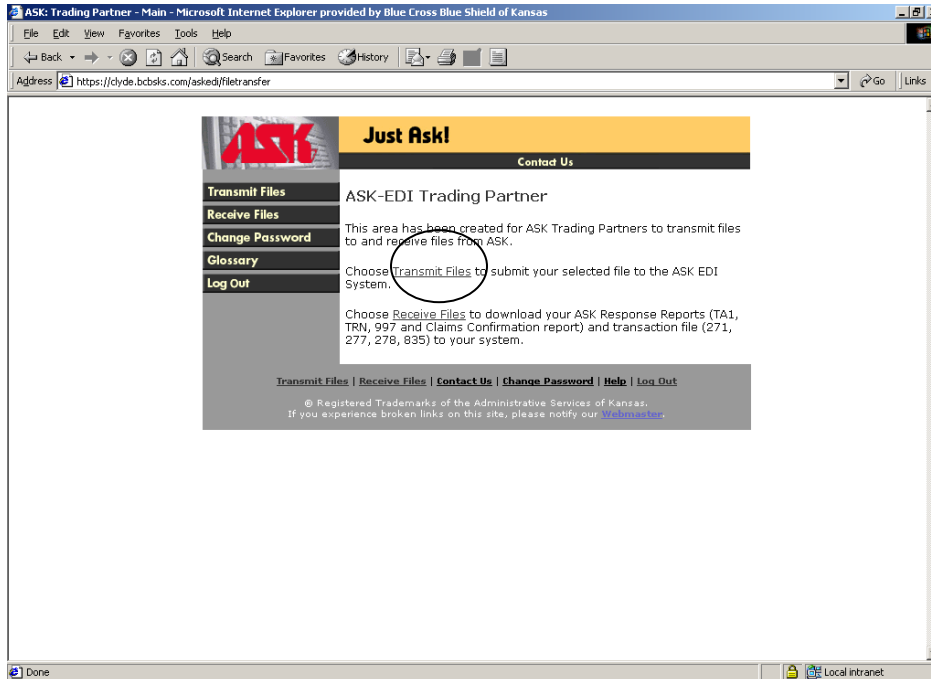
Type **Password** (lower case please)

**NOTE:** A first time user will type in the password of **welcome1**. After clicking on Submit, you will then be prompted to enter a new password. Your password must be eight characters in length, no more and no less; must contain both alpha and numeric characters; and cannot be reused for at least 6 generations. The password will expire every 60 days.

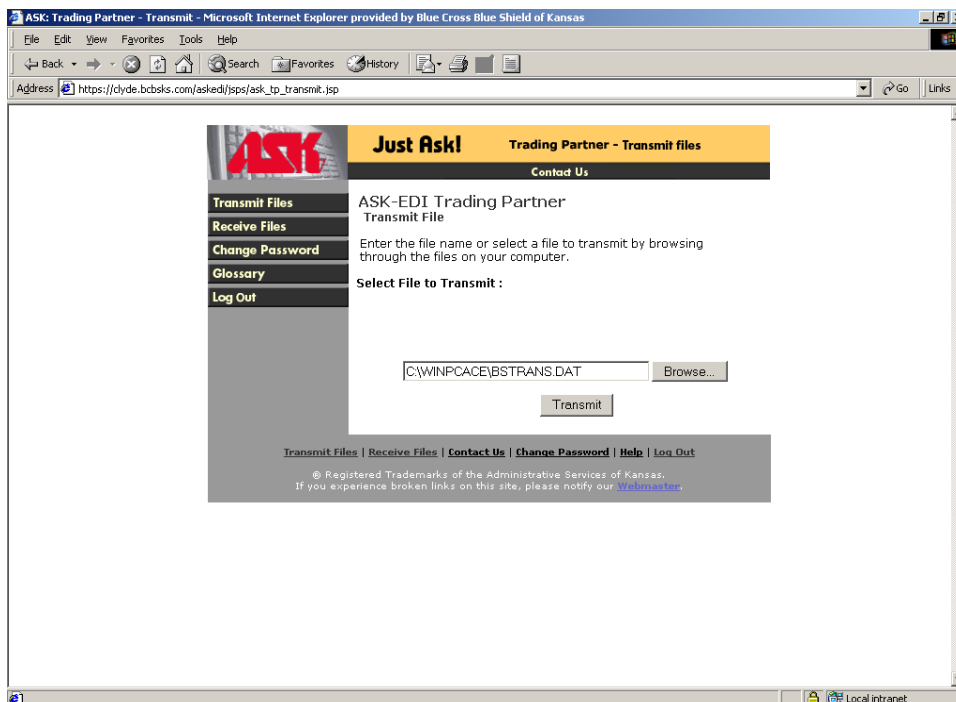
Special characters may be used in your password but are not required. If you choose to use special characters in your password, the following is a list of valid characters to use.

\* : " ; \ @ # \$ % ^ & ( ) \_ - + = { } [ ] | ' < > , . ? / `

After successfully logging into the system, you should see the following screen.



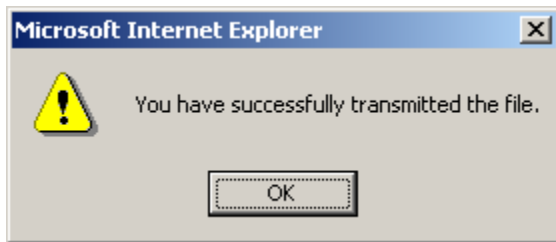
Select **Transmit Files**.



Click on **Browse**.

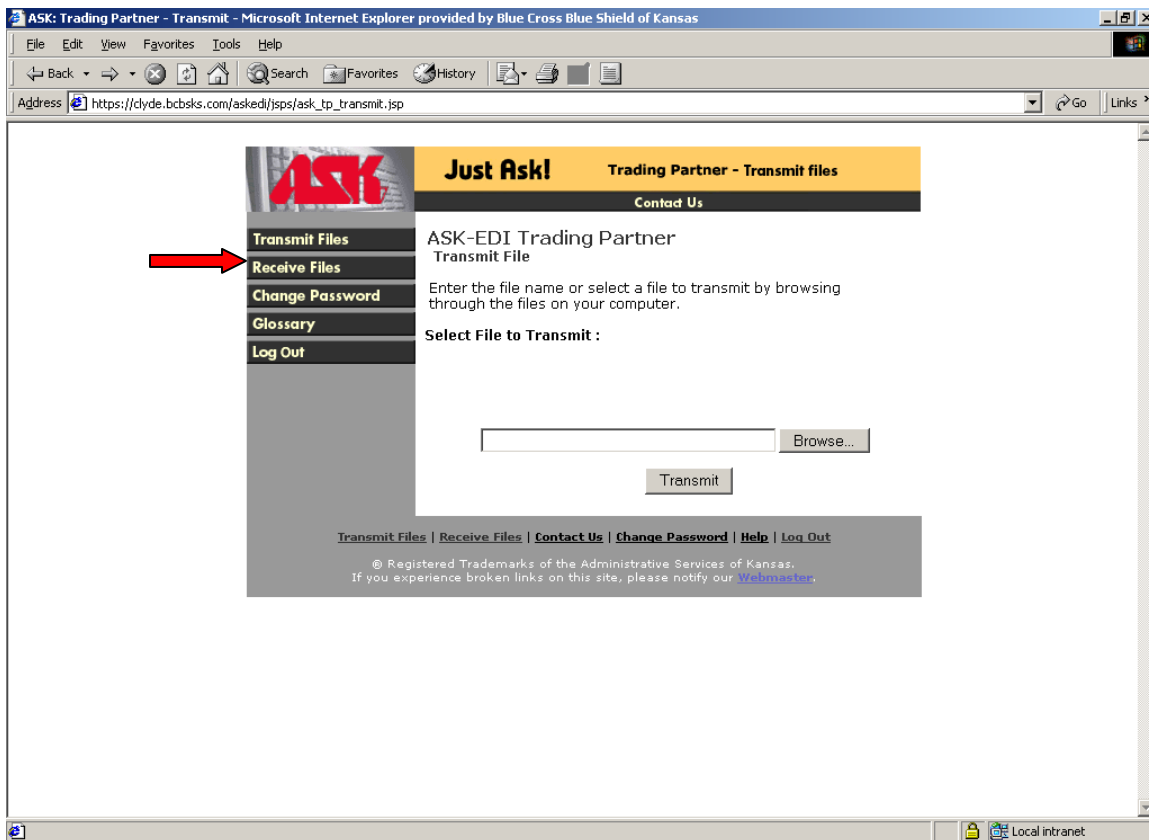
Select the **BSTRANS.DAT** (professional claims) or **BCTTRANS.DAT** (institutional claims) file that is located in the **c:\winpcace** directory.

Click on **Transmit**.



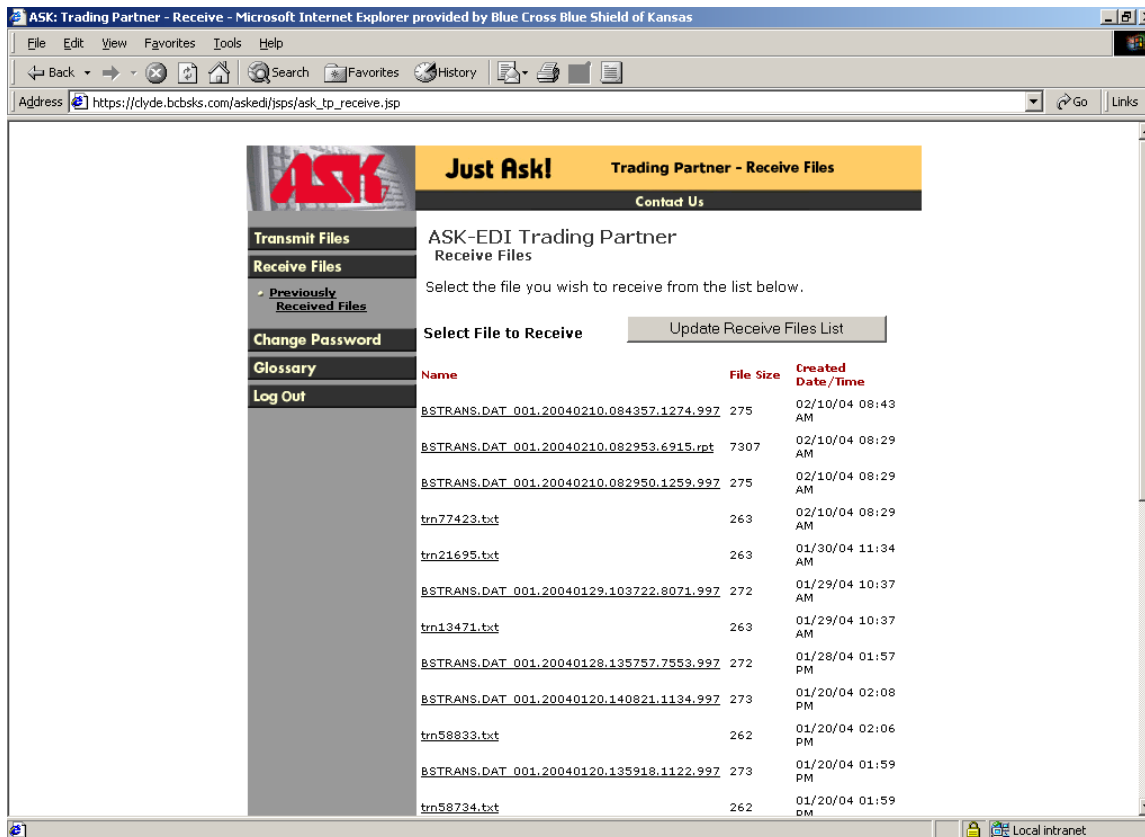
Click on **OK**.

## Downloading Reports via Internet



Click on **Receive Files**.

To download reports, double click on the file you wish to receive. Windows will give you the option of saving to disk or open and view in notepad. Click on **Update receive Files List** to see the latest files in your mailbox. File name, size and date and time are shown.



Files to be downloaded:

**trnXXXXX.txt** = Report indicating ASK has accepted file for further processing or errors in file.

**BSTRANS.DAT XXX.XXXXXXXXXX.XXXXXX.XXXX.997** = verifies that a file is syntactically correct.

**BSTRANS.DAT XXX.XXXXXXXXXX.XXXXXX.XXXX.rpt** = indicating file acceptance along with any errors the file contained.

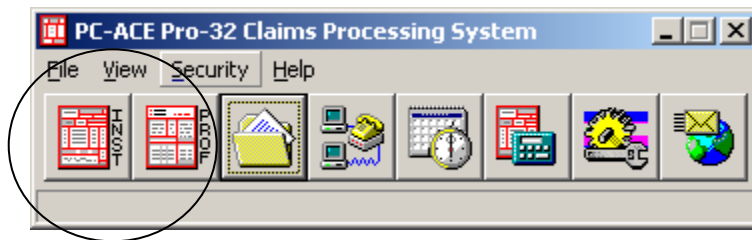
When you have completed file transfer, **Logout**.

To re-download a report that has previously been downloaded or viewed, click on **Receive Files** and then click on **Previously Received Files**.

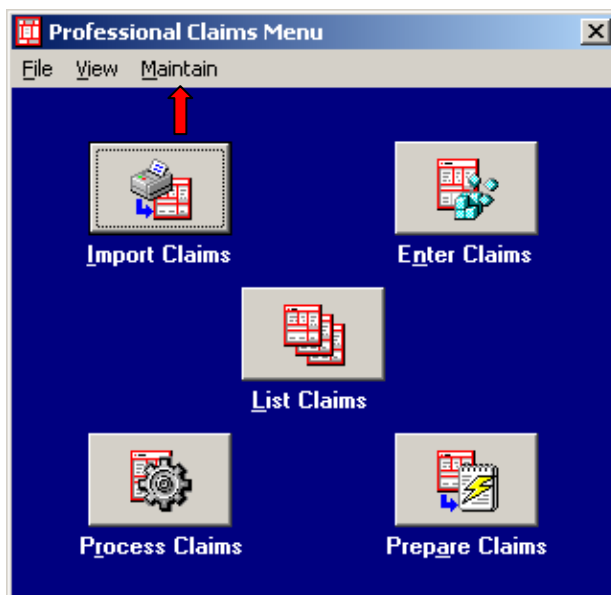
## INSTRUCTIONS FOR VIEWING THE ANSI-997 ACKNOWLEDGEMENT REPORTS USING PC-ACE PRO32

\*\*\*If ANSI file transfers are made through the ASK website, viewing of the ANSI-997 report is simplified for the user. When downloading the 997, be sure to save it in the *c:\winpcace\ansi997\ack1500* for professional claims or *c:\winpcace\ansi997\ackub92* for institutional claims. Once the downloading of the 997 is complete, follow the steps below to view it.

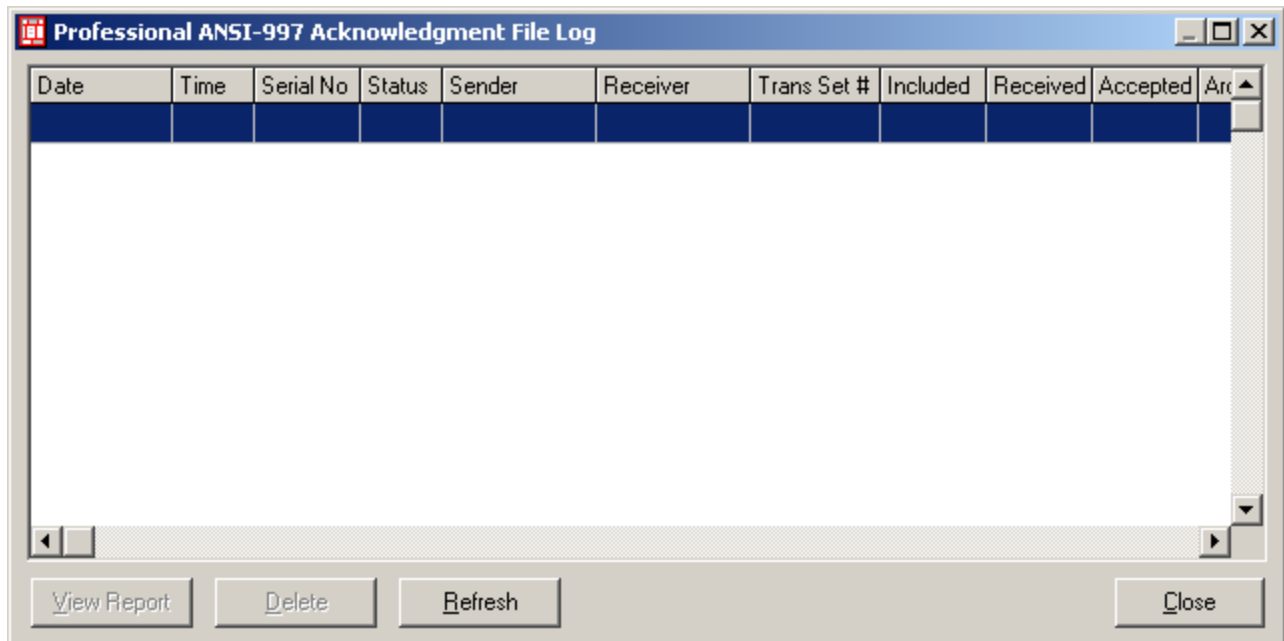
1. Double click on the **PC-ACE Pro32** icon on your desktop.



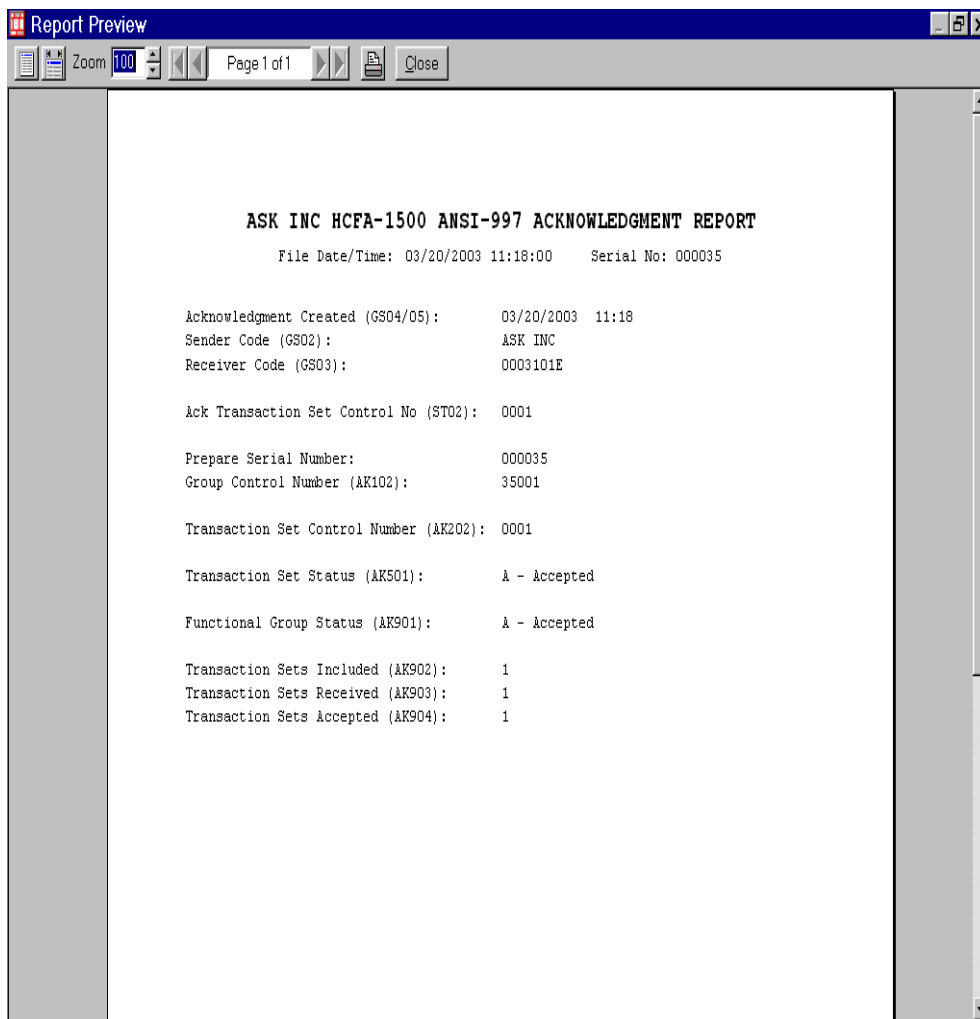
2. On the PC-Ace Pro32 toolbar click on the **Institutional** or the **Professional** button.



3. In the Institutional or Professional Claims Menu **Click** on **Maintain** and choose **Acknowledgement File Log**.



4. Select the ANSI-997 file you wish to review and click on the **View Report** button.



The PC-ACE Pro32 ANSI-997 Acknowledgement Report will display the information for the selected Functional Acknowledgement (ANSI-997) Report file.

5. Click on the **Print** button in the Report preview if you wish to print a paper copy of the report.

6. Click on the **Close** button in the Report preview if you wish to close the window.

**\*\*\*To review The Response Reports Manual go to: [www.ask-edi.com](http://www.ask-edi.com), click on Trading Partners, click on Response Reports.**

**[http://www.ask-edi.com/trading\\_partners/response\\_rprts.htm](http://www.ask-edi.com/trading_partners/response_rprts.htm)**

**This will give you a detailed description of the reports available electronically.**