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Renaissance/Emdeon Electronic Claims

Initial, First-Time Setup

- 1) From the **Posting Screen**, select the **"Tools"** button, then select **"Options Setup"**
- 2) Under the **"Insurance Options"** section along the right side, check **"Prompt before adding to Electronic List"**
- 3) From the **Forms Menu**, click the Blue **"Primary"** button, located inside the "Electronic Claims NPI" box.
- 4) On this screen, check the box, in the upper-right, labeled **"Run RSS Manually."** Also, check the **"Check to Use Last Insurance Date"** field.

How to Submit Electronic Claims

- 1) From the "Forms" Menu, click the Blue "Primary" button in the Electronic Claims NPI box.
- 2) Press the **#1** "Non Submit" button.
This finds accounts that need to be processed and adds them to the screen.
- 3) Press the **#2** "Submit All" button and follow the on-screen prompts.
This generates the claims file.
- 4) The EasyDent screen will minimize to the taskbar.
- 5) From your Windows desktop, start the "Remote" RSS/Emdeon software Icon. There will be a prompt in the middle of the screen you should **not** click until the following step has been completed.
- 6) Follow the processing instructions that RSS/Emdeon provided to submit your claims.
Once all the claims are submitted, exit the "Remote" software.
- 7) Click the prompt in the middle of the screen from step #5, then you will receive a couple prompts to verify that the claims went through correctly. These allow EasyDent to update the Patient records properly.