

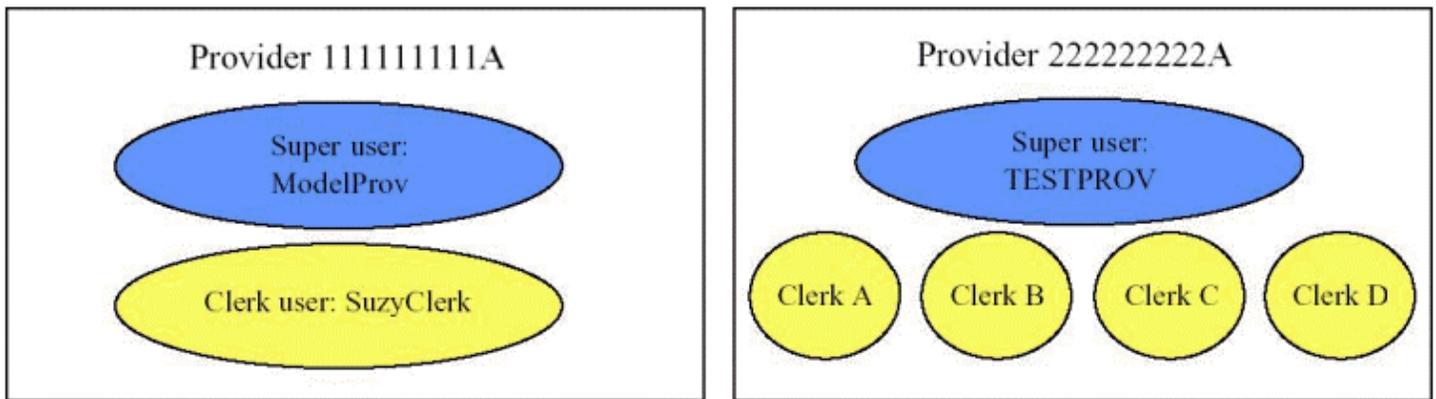


KANSAS 835 MAINTENANCE GUIDE

HOW TO ROUTE AN 835 TO ANOTHER ENTITY

Providers log into the KMAP web site with a username and password. There are super users and clerk users. A provider can have many clerks, but there is only one super user per provider number. The super user is created using the PIN letter sent from EDS.

Normally, the super user for provider 111111111A would need to log in and download the 835 and, likewise, the super user for provider 222222222A would need to log in and download their 835 as well. For businesses with multiple provider numbers, this can be cumbersome. The KMAP web site allows providers to route 835s. It also allows providers to choose whether they want joined or split 835s (explained later).



Example scenario: Provider 222222222A wants to route their 835 to provider 111111111A.

Solution: The super user for provider 222222222A (named **TESTPROV**) would need to log in and click the Account link. On the Account Maintenance screen, the user would scroll down to the Receiver box (see below) and add the super user name for provider 111111111A (named **ModelProv**) into the 'Provider/Business Assoc.' box. Add two entries, one for Remittance Advice and another for Pended Claims. Each provider that needs to forward their 835 will need to repeat this process. Click Save at the top of the web page when done.

The screenshot shows the 'Receiver' configuration screen. It features a table with columns for Transaction Type, Provider/Business Assoc., and Confirmed. Two entries are listed: Remittance Advice and Pended Claims, both associated with ModelProv and marked as Not Confirmed (N). There are 'Add' and 'Remove' buttons next to the table. Below the table, there is a form with a 'Receiver' label, a 'Transaction Type' dropdown menu set to 'Remittance Advice', and a 'Provider/Business Assoc.' text box containing 'ModelProv'.

Transaction Type	Provider/Business Assoc.	Confirmed
Remittance Advice	ModelProv	N
Pended Claims	ModelProv	N

Receiver
Transaction Type: Remittance Advice
Provider/Business Assoc.: ModelProv



The next time the intended receiver of the 835s (named **ModelProv** in this example) logs in, they will need to click the Account link. Then, they will need to scroll down to the Confirmation box to either confirm or deny what provider 22222222A has chosen to route to provider 11111111A. The user can click Confirm All, Deny All, or highlight each item in the Confirmation box and change the Y/N indicator as needed. Click Save at the top of the web page when done.

Transaction Type	Provider	Confirmed	
Remittance Advice	TESTPROV	N	<input type="button" value="Confirm All"/> <input type="button" value="Deny All"/>
Pended Claims	TESTPROV	N	

Confirmation

Transaction Type Provider ID Provider Confirmed

Conclusion: After completing the steps above, any 835s generated will appear under the super user account that has confirmed receipt. If confirmation has not been given, the 835s will remain under the billing entity's super user account.

HOW TO SPLIT OR JOIN 835s

Log into the super user account that is receiving 835s and click the Account link. In the User Profile box, notice the 'Split Receiver file by Provider' indicator. If 'Yes' is checked, any 835s routed to this user will continue to be generated separately. If 'No' is checked, any 835s routed to this user will be joined into one file.

TESTPROV					
User Profile					
User Name	<input type="text" value="TESTPROV"/>	New Password	<input type="text"/>	Confirm Password	<input type="text"/>
Security Level	<input type="text" value="Provider"/>	Status	<input type="text" value="Active"/>	Last Logged On	<input type="text" value="02/23/2004"/>
Contact Name	<input type="text"/>	E-Mail	<input type="text"/>	Phone Number	<input type="text"/>
Split Receiver file by Provider Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
					<input type="button" value="Save"/>

Conclusion: After completing the steps above, any 835s generated will be split or joined as indicated in the User Profile box of the super user receiving the 835s.