

Submitting CAHABA Claims

September 2009

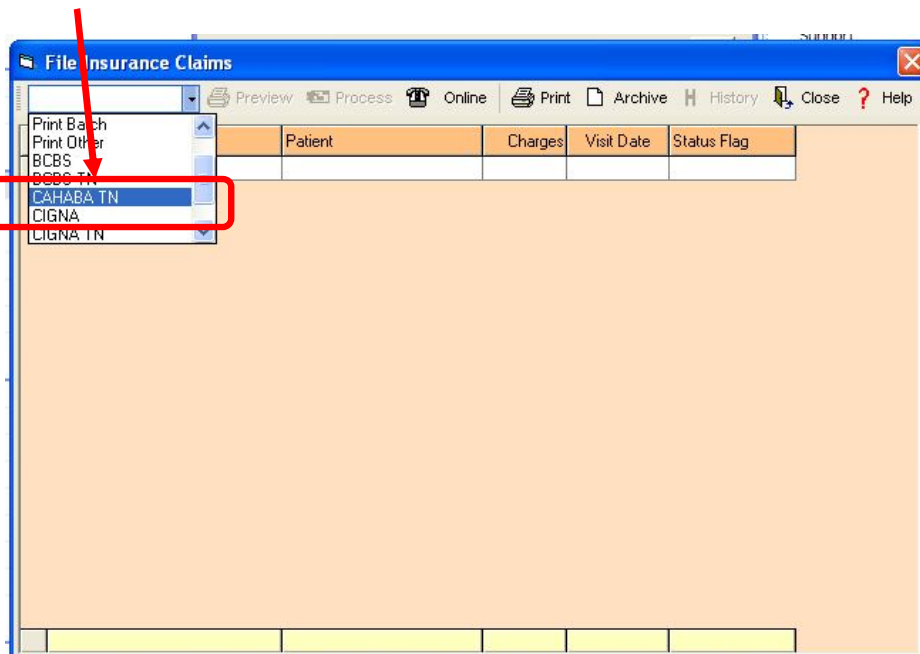
Procedures for submitting claims to CAHABA Clearinghouse are similar to those of other clearinghouses with some important differences. You must be running **DA Version 23.904 or higher**.

These differences include:

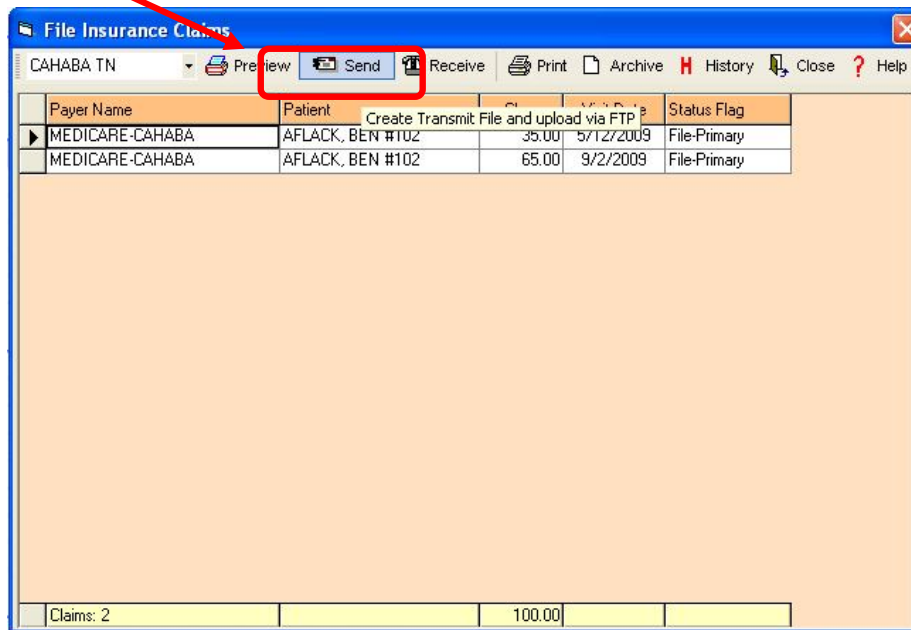
1. No user input is required while connected to the clearinghouse. Everything is automatic.
2. The “Send” button performs both the upload of the claims and the download of any available reports all in one step.
3. Confirmations are automatically posted to the Confirmation check box.
4. An archive is kept of both the file sent and the reports that are downloaded. These are available by viewing them in the “History” screen (click the “History” button on the claims screen).
5. All downloaded reports are processed and posted to the History record in the History screen. The possible status codes for a batch are “Transmitted”, “Accepted”, “Processed-OK” or “Processed-Errors”.
6. Use the “Receive” button when you want to download reports and you have nothing to send.
7. Click “View” to look at a readable version of the upload file. This is useful for diagnosing errors and finding “loop” names that are mentioned in Audit reports.

To “Send” (upload claims) to CAHABA

1. Select the CAHABA TN clearinghouse in the claims screen.



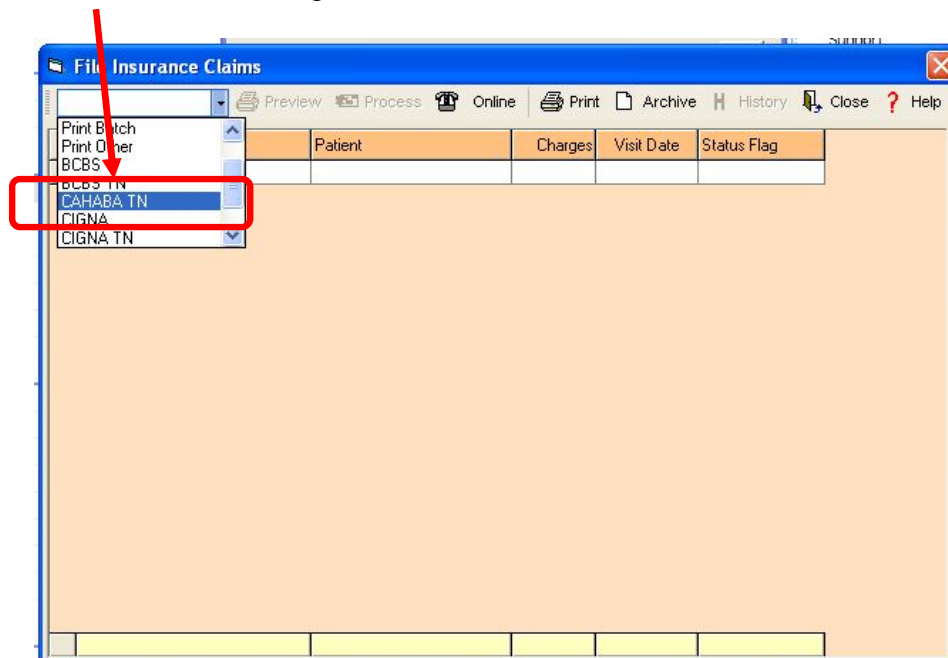
2. Click **Send**. Claims will be sent and reports will be downloaded in one session.



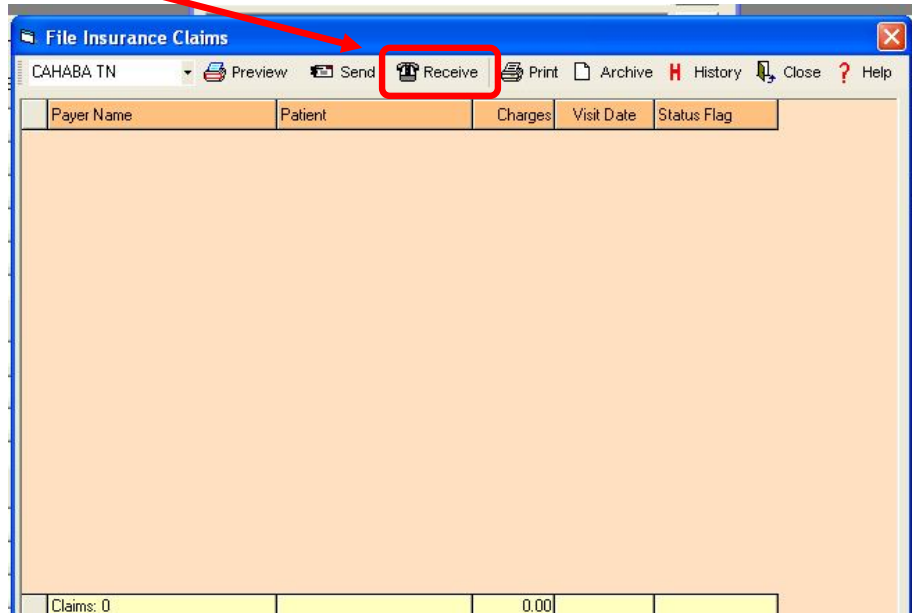
3. Wait for it to finish. Watch the progress and make a note of any rejections or batches with errors. Fix and resend if necessary.

To “Receive” (download reports) from CAHABA

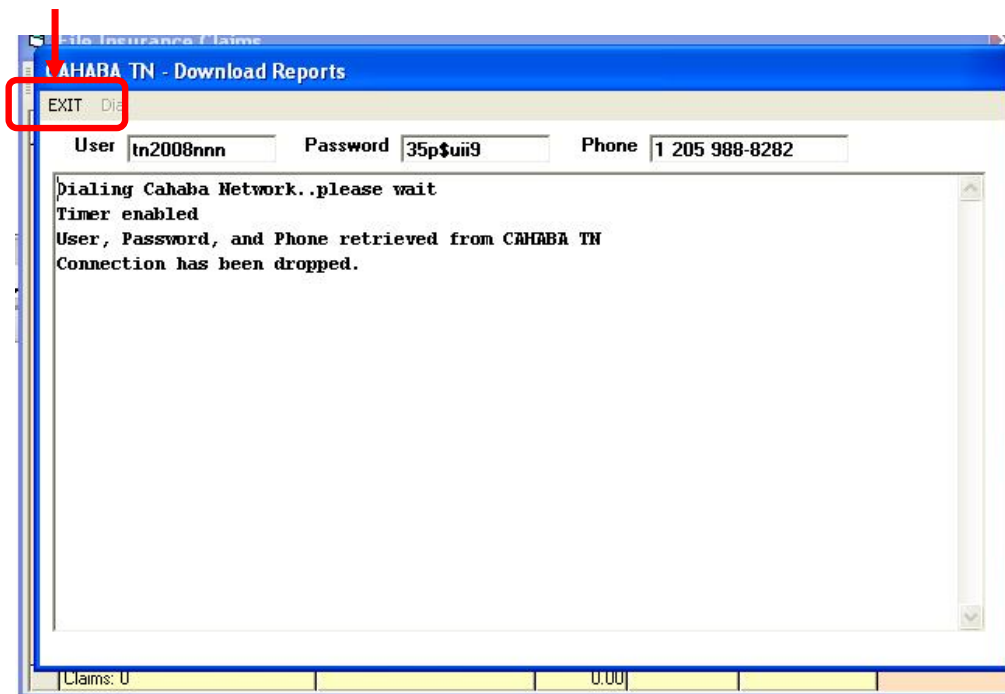
1. Select the **CAHABA TN** clearinghouse in the claims screen.



2. Click **RECEIVE**. Claims will be sent and reports will be downloaded/processed. Wait for it to finish. Watch the progress and make a note of any rejections.



3. Click **Exit** when finished.



There are 2 types of reports that are downloaded.

1. Confirmation (Log File). This report simply "Accepts" or "Rejects" the batch.. Viewable through the history screen until the Audit File is received.
2. Audit File. This report lists the details of the claims along with errors, if any. Viewable in the History Screen once received.
3. All reports are stored in the \mail folder if one desires to view them using editors outside of Doctors Access.