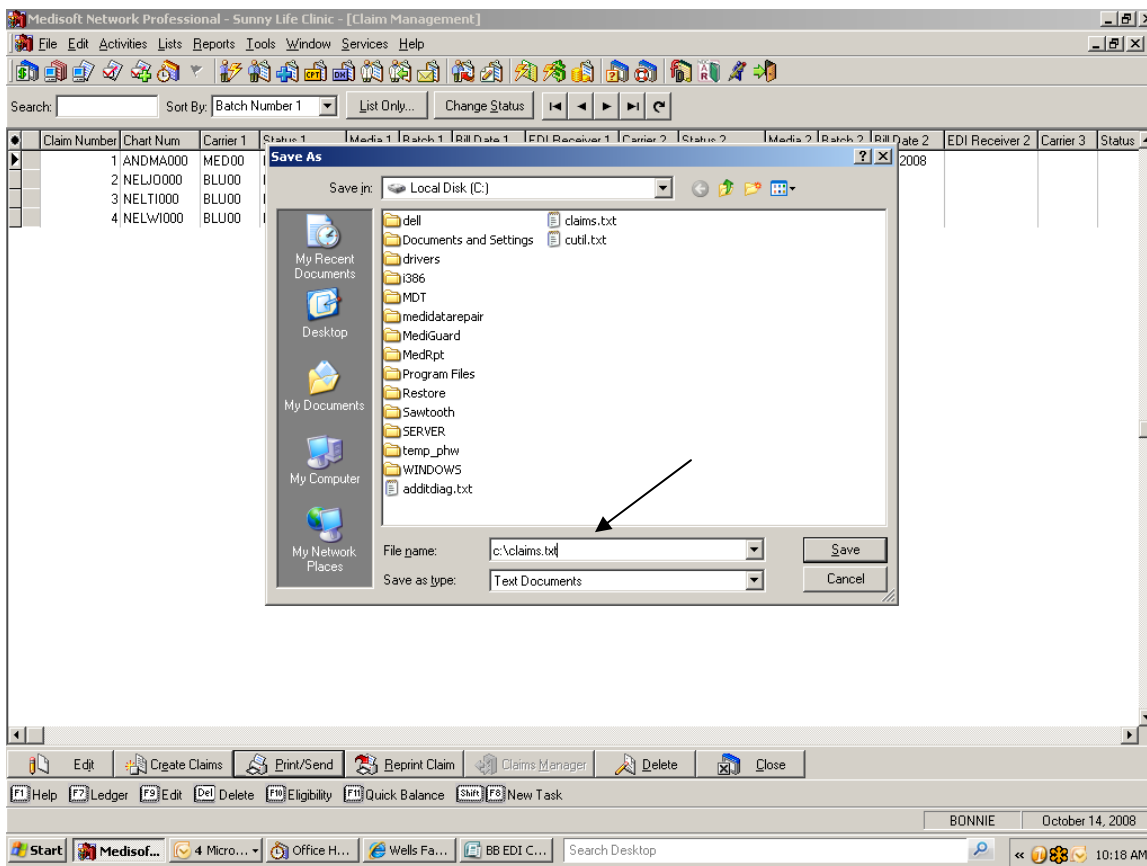




Billing Buddies
8459 10th Ave N
Golden Valley, MN 55427
Phone: (888) 322-2455
Fax: (866) 506-9681
Email:
solutions@billingbuddies.com
Website:
www.billingbuddies.com

Creating a File for GatewayEDI

- Step 1: Create claims in same manner as you did for paper claims.
- Step 2: Click Print/Send Claims and Ok
- Step 3: Select Gateway form and OK
- Step 4: Select Export to File and Start
- Step 5: Type c:\claims.txt in the File Name Box and click Save (See Below)



Step 6: After the first time the file has been created, a pop-up box will appear telling you that claims.txt already exists and asking you if you would like to replace the file. Choose Yes. Note: It is imperative that you send your claims to GatewayEDI immediately after creating them to prevent from overwriting a claim file that has not been sent.

Step 7: Finally, you have the option to filter claims the same as when you sent paper claims. If needed, you may apply filters. Otherwise, click Ok and the claim.txt file will be created on your C drive.

Step 8: GatewayEDI may ask you where your claim file resides. Tell them it is located at c:\claims.txt.