

# HOW TO USE eCLAIMS WITH BLUE CROSS INTERNET FTP CLAIMS TRANSFER

Blue Cross has implemented a system for you to transfer your electronic claim file through a secure internet FTP site and will be requiring you to use this internet claims transfer in the near future. You can use this internet transfer now. Call Jamie at the BCI help desk at 1-888-224-3341 OPT 2 to get started.

The FTP transfer will eliminate the CLAIMCOM step in eCLAIMS to transfer your claim file and download your reports from BCI. The instructions will show you the steps to create the claim file you will transfer with the BCI internet FTP.

If you are sending a test file or need help information about a previous transmission, call BCI and leave the Dr's name, tax id and that you sent a test or have questions about a transfer on a certain date. If your out of the Boise area call 1-888-224-3341, select OPT 3 or If you are in the Boise area call 331-8817, select OPT 3. They will log the call and get back to you in the order the call was received.

## Steps for creating electronic file.

1. Import your claims as before.
2. Edit your CARRIER and PROVIDER tables if needed. If you do edit the tables then re-import the claims after editing and go to step 3.
3. Printout the eCLAIMS DETAILED SUB REPORT as before. You will no longer printout the BLUE CROSS reports from the eCLAIMS report menu. You will be able to download, print and manage your BCI reports from the FTP site.
4. To create the file that you will send to BCI, go to the file menu and select **Make ECF file**. The file is named SENDME.NSF and is located in the eCLAIMS folder C:\eCLAIMS on your hard drive. If you installed eCLAIMS in a different location then go to that folder. Do step 1 and step 4 again if you make changes to the Provider or Carrier tables after importing.

When you are at the FTP site, go to the upload wizard then select ADD. Use this button to browse to the eCLAIMS folder and select the SENDME.NSF file to transfer. That's it! Call BCI for FTP help.