

## EDI

**When a patient's treatment is complete the dentist should then DTC the treatment. Once this is done the patient's record will show a blue star under 'do trt' and a blue star beside 'to pay'. This means that this claim is ready to be sent off to the board for payment. Here are the instructions to successfully sending off claims without the postman:-**

1. You will be looking at the patient's record that has been **DTC'd**
2. Go into '**DO TRT**'
3. At the bottom of the page there is a blue button with '**GP17 PRINT**', please click on this
4. You will now have a GP17 in computer form in front of you. At the right handside there is a button that has '**EDI**', please click this
5. The computer will ask you if this is a normal claim, please click '**YES**'
6. There is an '**EXPORT TO EDI**' button, please click this. Keep doing this with your DTC'd patients
7. This is quite like bundling together your paper GP17's into an envelope ready for sending off to the board except we are doing it electronically. Please note that when you begin this process it is probably better to send your claims in bundles of 10 or 15 as this will limit mistakes.
8. Please also note that sending claims for **DENTURES** is different and you **MUST** chart the dentures on the EDI GP17. Your computer will flag this up to you but you must remember to do this. It will ask you to chart the teeth and then take you to your GP17 screen, click on **CONTINUE** (left handside), then click the '**EDI CHART**' button. Once you have done this you will have the front of the GP17 in front of you, you must now click inside the boxes where the missing teeth are and the denture is and put in '**A**' for artificial tooth. If you look to your right you will see that it is counting the teeth on the denture for you so you can make sure you are charting the correct number of teeth. Now all you need to do is send to EDI as normal.

### Sending Claims to Board

1. Once you have your bundle of 10/15 you are ready to send them to the board for payment.
2. Go to '**REPORTS**'
3. At the top right handside there are the EDI buttons go into the **EDI CONTROL PANEL**. It's here you will see how may claims you have in

your bundle and it will read as follows '**xx claims in EDI file**'.  
Remember you are aiming for about 10 or 15 in the beginning.

4. We now want to transmit these claims so click on '**SEND CLAIM**' button. This is like taking your paper GP17 to the post office but instead we are cutting out the middle man and sending them ourselves electronically.
5. As you watch carefully you will see as your claims go and once they have been transmitted successfully you can check for any messages the board may have sent you back. You will know this as at the end of transmission you will see messages pop up these will be either 'failure' or 'success'. Failure indicating that there are no messages from the board and success indicating that there are.