

## Completing the Options Tabs for Provider Electronic Solutions For “Acceptance Testing”

This document will give you the information that you will require to enter the necessary values in the Options tabs for the Provider Electronic Solutions software. This information must be entered prior to submitting your test claims.

### Batch Tab

The screenshot shows a software dialog box titled "Options" with a close button in the top right corner. Below the title bar are several tabs: "Batch", "Web", "Modem", "Carrier", "Retention", and "Payer/Processor". The "Batch" tab is selected. The main area of the dialog contains the following fields and controls:

- Trading Partner ID**: A text input field.
- Web Logon ID**: A text input field.
- Web Password**: A text input field.
- Entity Type Qualifier**: A dropdown menu.
- Last/Org Name**: A text input field.
- First Name**: A text input field.
- Contact Phone #**: A text input field.

On the right side of the dialog, there are four buttons: "Help", "Print", "OK", and "Close".

- Enter the Trading Partner ID assigned to your facility.
- Enter the Web Logon ID (User ID) created when you set up your Web User Account.  
Note: this should not be the initial Web User ID that was sent to you. This should contain the Web Logon ID (User ID) that was created from the Account Setup on our website.
- Enter the Web Password (Password) created when you set up your Web User Account.  
Note: this should not be the initial Personal Identification Number (PIN) that was sent to you. This should contain the Web Password (Password) that was created from the Account Setup on our website.
- Select the appropriate Entity Type Qualifier (1 = person, 2 = non-person)
- Enter the Last Name for Individual Providers or the Organizational Name for a group
- Enter the First Name of the Individual Provider. (If Entity Type Qualifier =2 leave blank.)
- Enter your phone number with area code. (Do not enter dashes or spaces between the numbers.)

## Web Tab

Options

Batch **Web** Modem Carrier Retention Payer/Processor

Use Microsoft Internet Explorer Pre-config Settings

Connection Type  
 LAN  Modem

Use Proxy Server Dialup Network [ ]

Proxy Information  
Address [ ] HTTP Port [ ]  
HTTPS Port [ ]  
Proxy Bypass [ ]

Environment Ind [ A ]

Help  
Print  
OK  
Close

- If the box 'Use Microsoft Internet Explorer Pre-config Settings' is selected the software will utilize your current ISP to access our web site.
- If you choose not to use this option then you will need to select the Connection Type as well as the Proxy Information that is appropriate for your system.
- Select the Environment Ind dropdown box and choose the A = Acceptance)  
Note: Acceptance is the testing environment and will be used during the testing process.

## Modem Tab

Options

Batch Web **Modem** Carrier Retention Payer/Processor

Com Port [ 1 ]

Modem Type [ ]

Detect

Help  
Print  
OK  
Close

- Click on the Detect button. If no modem is detected, proceed to the Carrier Tab.

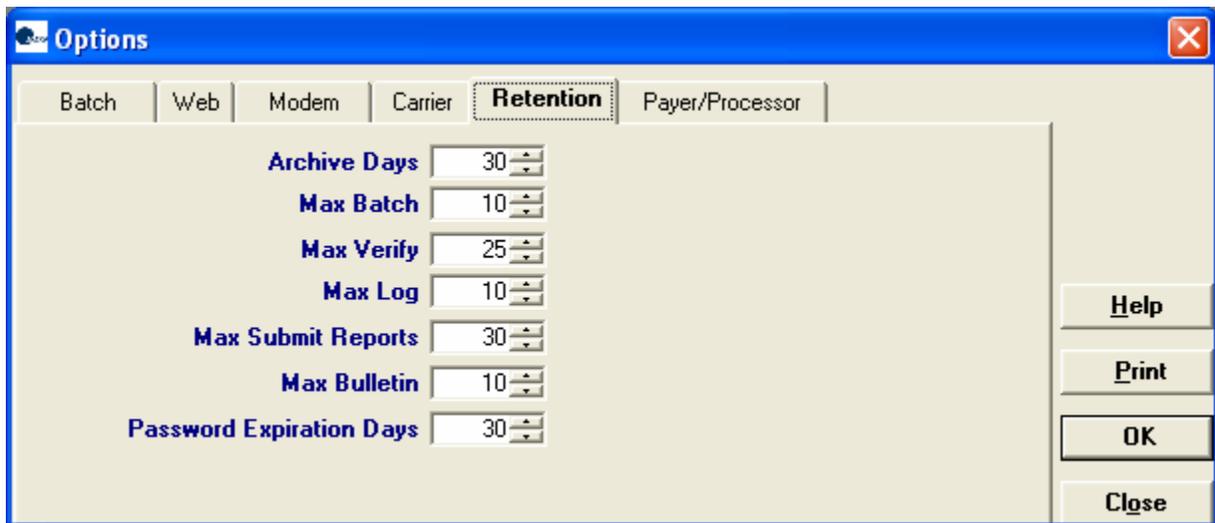
## Carrier Tab (Batch Transmit)

Transaction Type	Carrier Id	Net Id	Phone Number	Dtr
BATCH TRANSMIT	DIRECT DIAL			9600

- Trans Desc – BATCH TRANSMIT
- Dtr – 9600
- Carrier ID – DIRECT DIAL
- Phone Number – blank
- Net ID – blank
- Net Password – blank
- ATT Menu – blank
- X12 Production/Test Ind - T = Test

Note: these fields will auto-plug and do not need updating with the exception of the X12 Production/Test Ind field.

## Retention Tab



These settings may be adjusted to your personal preferences.

- **Archive Days** - Select the number of days you require forms to be retained in the system. The default is 30 days. You will receive a reminder to archive your forms based on the value in this field.
- **Max Batch** – Select the maximum number of batches you would like to maintain in the Resubmission option of the Communications menu. Listings will be deleted on a first in first out basis. The default value is 10 listings.
- **Max Verify** – Select the maximum number of download files to maintain. You will be able to reference these backup files as long as they exist. Download files will be deleted on a first in first out basis. The default value is 25 listings.
- **Max Log** – Select the maximum number of communication log backup files to maintain. You will be able to reference these backup files as long as they exist. The default value is 10 files.
- **Max Submit Reports** – Select the maximum number of submission reports that will be stored on the database. The default value is 30 files.
- **Max Bulletin** – This option is not available
- **Password Expiration Days** – Select how frequently you wish your password to expire ( How often you must change your password). This password must be changed at least every 99 days. The default value is 30 days.  
Note: this is the password to log into the PES program.

### **Payer/Processor Tab**

The image shows a software dialog box titled "Options" with a blue header bar. The "Payer/Processor" tab is selected. The dialog contains the following fields and controls:

- Name:** HP/CTMAP
- ETIN:** 445498161
- Identifier Code Qualifier:** PI (selected in a dropdown menu)
- Identifier Code:** 75-2548221

On the right side of the dialog, there are four buttons: **Help**, **Print**, **OK**, and **Close**.

- Name - HP/CTMAP
  - ETIN – 445498161
  - Identifier Code Qualifier – ‘PI’ = Payor Identification
  - Identifier Code – 75-2548221
- Note: these fields will auto-plug and do not need updating.