



A **xerox**  Company

ACS EDI Direct Electronic Claims Acquisition Services WINASAP5010 Quick Reference Guide Gold Coast Health Plan

This document was developed for the Gold Coast Health Plan provider community. It is intended to provide download and setup instructions for WINASAP5010, a claim creation and submission software program.

Updated 12.28.2011



©2011 Xerox Corporation and ACS, A Xerox Company. All rights reserved. ACS® and the ACS design are trademarks of ACS Marketing LP in the United States and/or other countries. Xerox® and Xerox and Design® are trademarks of Xerox Corporation in the United States and/or other countries.

Table of Contents

Table of Contents.....	1
WINASAP5010 Minimum Requirements	2
Downloading WINASAP5010.....	3
Installing WINASAP5010.....	4
Setting Up Trading Partner Information	9
Setting up Reference Tables	11
Setting up Provider Data	12
Setting up Patient Data	14
Quick Tips for Using WINASAP5010.....	15
Professional and Institutional Claim Types	16
Professional Claim (HCFA1500)	16
Institutional Claim (UB92)	19
Transmitting Claims/Receiving Responses	21
Option 1: WINASAP.....	21
Option 2: EDI Direct	24

The contents of this manual and the associated WINASAP5010 software are the property of ACS. Any reproduction in whole or in part is strictly prohibited. This software may be used only for submission of claims through ACS.

WINASAP5010 Minimum Requirements

To use WINASAP5010, your personal computer must meet the following minimum requirements:

- Windows 98 Second Edition, Windows, NT, Windows 2000 (Service pack 3 or higher) and Windows XP Professional Operating Systems. (Window XP Home may cause some issues with installing.)
- Pentium Processor
- CD-ROM Drive
- 25 megabytes of free disk space
- 128 megabytes of RAM
- Monitor resolutions of 800 x 600 pixels
- Hayes compatible 9600 baud asynchronous modem
- Telephone connectivity

Downloading WINASAP5010

- Go to <http://www.acs-inc.com/edirect/>
- From the menu bar, Claims Gateway > WINASAP > Software and Manuals
- On the WINASAP5010 Software and Manuals page, click WINASAP5010 Version 1.01.
- A new window will open with a direct link to download the software. Please proceed to download.
- When the screen appears prompting you to 'Open this file from its current location' or 'Save this file to disk', choose 'Save this file to disk'. Then click 'OK'.
- A box will appear asking where you would like to save the file. In the 'Save In' box select Desktop from the drop down menu, click 'Save'.
- After the file has completed downloading, you may close your Internet connection.
- Double-click the file named Winasap5010_v101P.exe', located on your Windows Desktop, and follow the on-screen installation instructions.

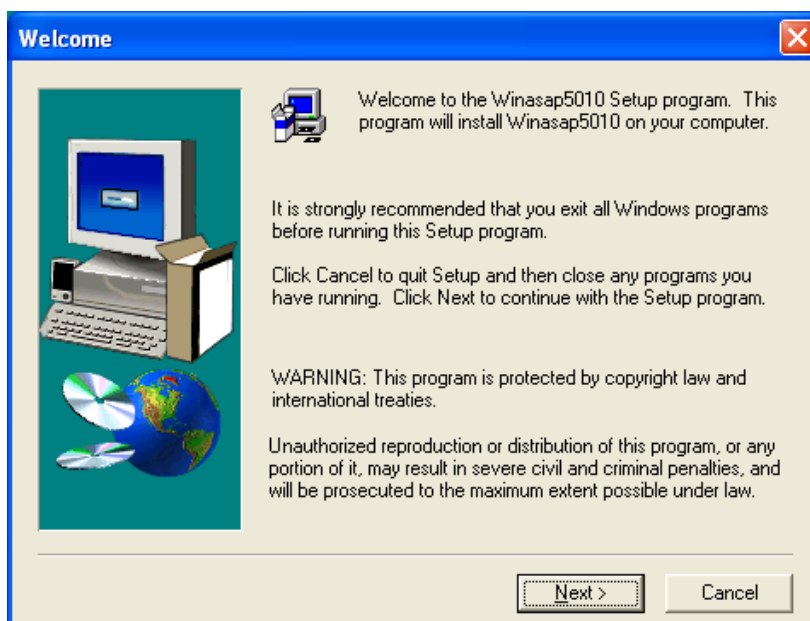
Installing WINASAP5010

The installation and setup of WINASAP5010 is an easy, two-step process:

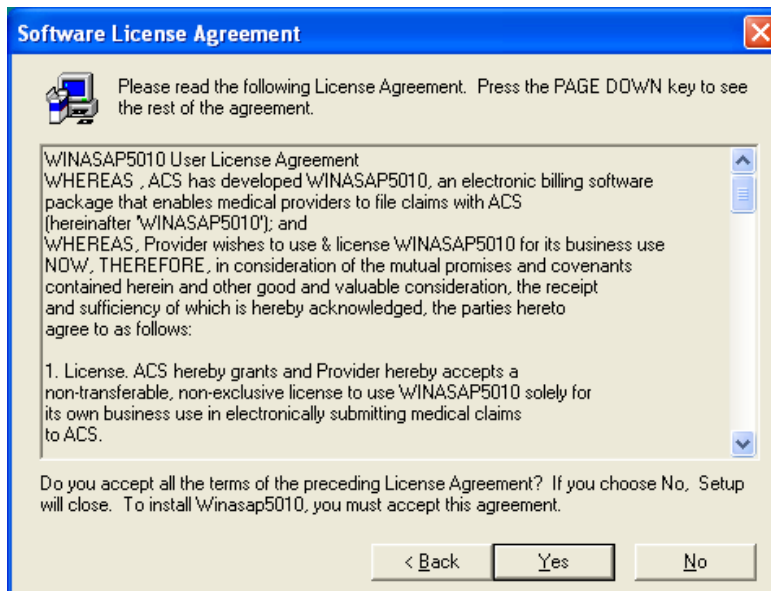
1. **Install** the WINASAP5010 software on your PC.
2. **Start** WINASAP5010 and set up your **Trading Partner** and **Reference** tables.
3. When the first Welcome Window displays, click the **Continue** button.



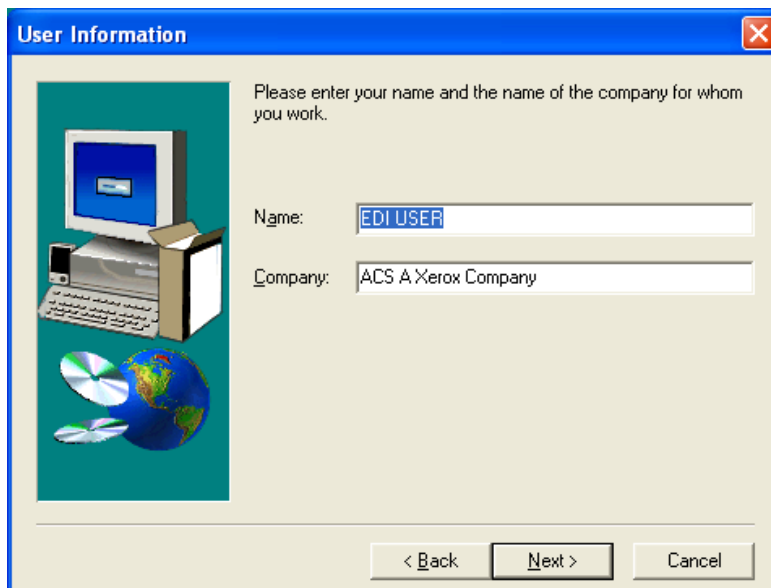
4. When the second Welcome Window displays, click the **Next** button.



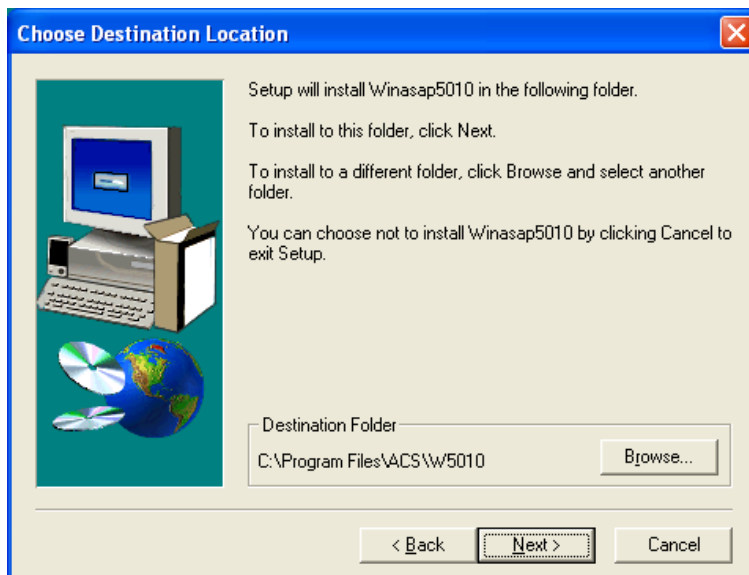
5. The Software License Agreement window displays next. Read through the agreement and click “yes” to accept the terms of the agreement and continue installing WINASAP5010. If “no” is clicked, the install program will terminate.



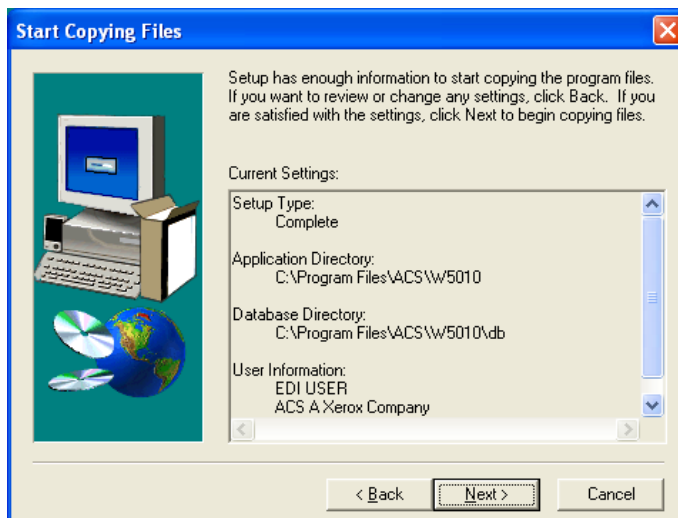
6. The User Information window will display next. Enter your name and the name of your company. Once this information is entered, click **Next**.



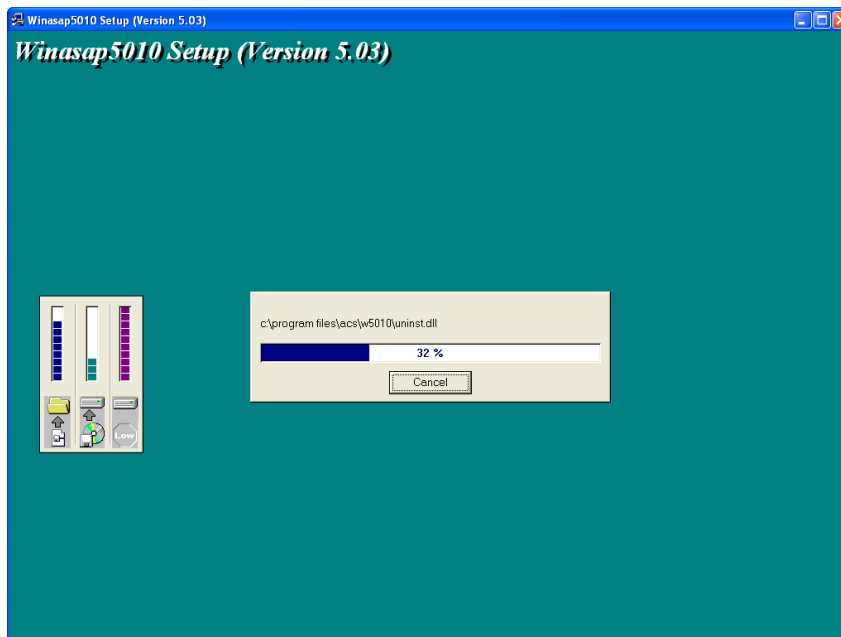
7. The “Choose Destination Location” window will display. WINASAP5010 indicates where its program files will be installed. Click the **Next** button.



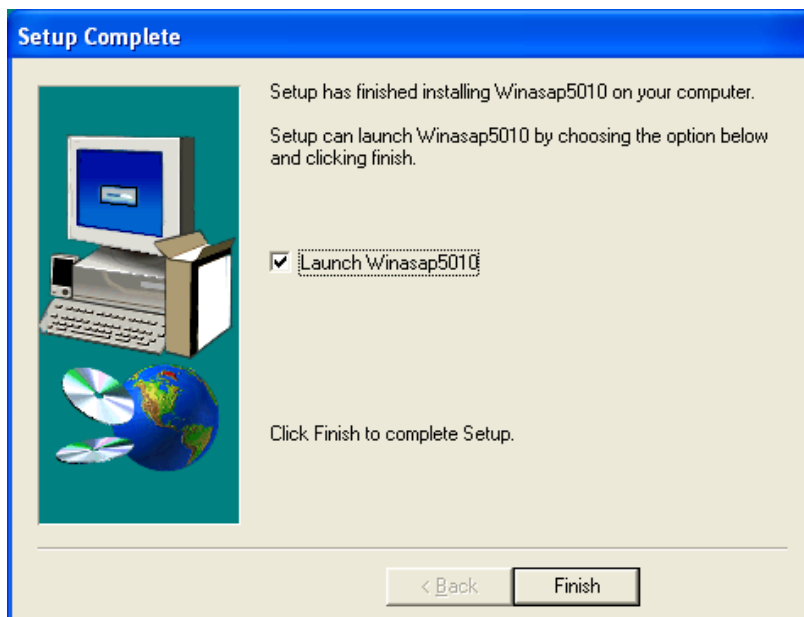
8. The “Start Copying Files” window follows, indicating the current settings you have chosen so far during the installation. Click the **Next** button.



9. WINASAP5010 will begin copying its files to your hard drive.



10. If you chose to restart your computer or you did not get the restart window, you will now see the option to **Launch** the program. If you place a checkmark in this box and click Finish, it will start WINASAP5010. If you chose to launch the program after you clicked Finish, go to Step 14, otherwise go to Step 13.

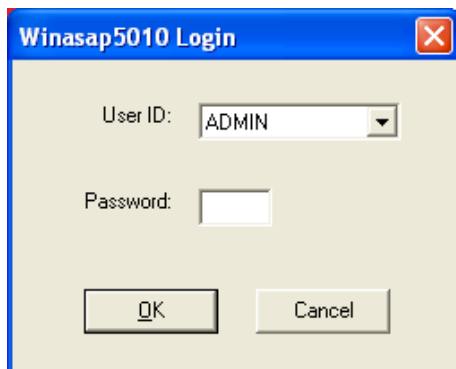


11. Click the **Finish** button.

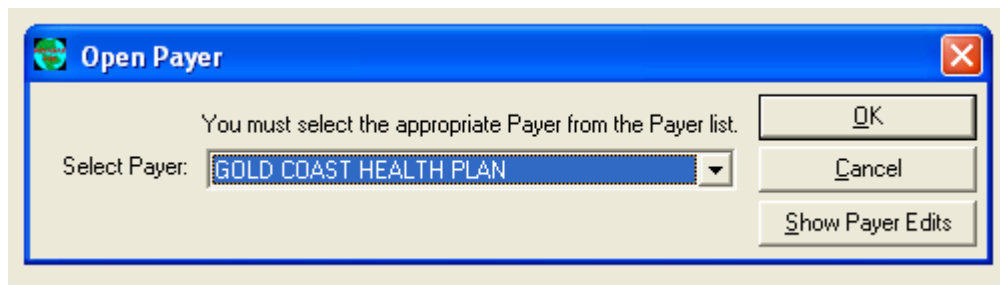
12. When WINASAP5010 opens, enter “asap” as the password for the ADMIN user ID, click Ok and then select the payer you will be submitting claims to. This will become the default payer.

Note: If you did not select “Yes, Launch the program file,” then follow these steps to open WINASAP5010.

13. Click on the Windows Start button and select Programs.
14. In the User ID field, select the user name from the drop-down list box. (“ADMIN” is the initial default.)



15. In the Password field, enter your password. (“asap” is the initial default for the “ADMIN” USER ID.
16. Click on the **OK** button.
17. The **Select Payer** drop-down box will appear. Select the payer you will be submitting claims to. Once you make this selection, it will become your default payer. You will not need to choose it each time. Click on the **OK** button.



18. The WINASAP5010 Desktop with the Main Menu Bar will display.

You are now ready to begin updating reference tables or entering claims.

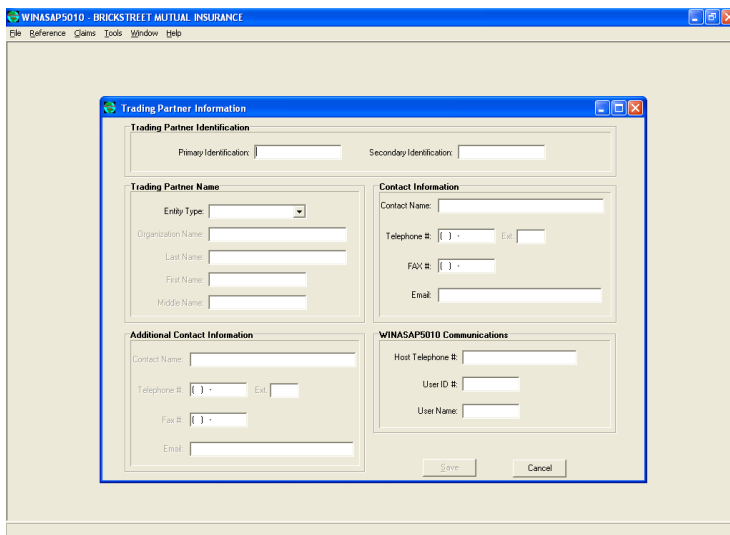
Note: WINASAP5010 has a default user ID of “ADMIN” and password of “asap”. If you want to use the default user ID, you may. However, if you want to establish different security levels for different users you may do so by following the procedures in the user manual.

Setting Up Trading Partner Information

WINASAP5010 uses the information you enter in the Trading Partner Information window to uniquely identify your claim data and to provide ACS' EDI Claims Clearinghouse with the information necessary to authorize and accept your claim transmissions.

Note: The Trading Partner Information screen must be completed **before** you can successfully submit claims – **This is a required step!** In the event that your name, address, telephone numbers, or identification numbers change, you can perform these procedures again to update your Trading Partner data.

1. From the WINASAP5010 Main Menu bar, select the **File** option.
2. Select the Trading Partner option. (This will open the Trading Partner window.)



3. In the **Trading Partner Identification** section, complete the following field:
 - **Primary Identification** field, enter your 5- or 6-digit Trading Partner ID number assigned to you by ACS and press <TAB>. (This is a required field.)
 - **Secondary Identification** field, enter your 5- or 6-digit Trading Partner ID number assigned to you by ACS and press <TAB>. (This is a required field.)
4. In the **Trading Partner Name** section, complete the following fields:
 - **Entity Type**. Select the appropriate choice from the drop-down list box. (This is a required field)
 - **Organization Name** (if non-person entity selected) or **Last Name/First Name** (if person selected). (This is a required field.)
5. In the **Contact Information** section, complete the following fields:
 - **Contact Name**
 - **Telephone #**
 - **Fax #**
 - **Email**
6. In the **Additional Contact Information** section complete the following fields:
 - **Contact Name**
 - **Telephone #**
 - **Fax #**
 - **Email**

7. In the **WINASAP5010 Communications** section complete the following fields:

- In the **Host Telephone #.** field, enter ACS' data telephone number as follows: 18003342832. If you must dial 9 to access an outside line, enter the telephone number as: 9,18003342832. (The comma causes a one-second pause.) You **MUST** enter the comma between the 9 and the first digit of the telephone number. If your phone line has the call-waiting feature, disable it. (Refer to your local telephone book for instructions.) The following is an example of a number with call-waiting disabled: *70,9,18003342832

NOTE: Please refer to your logon sheet for your specific submission phone number.

If your office has a long-distance access code and you are unsure where to enter that number in this field, please call the EDI Support Unit.

- In the **User ID#** field, enter your 9-digit user ID and press <TAB>.
 - In the **User Name** field, enter your User Name exactly as it appears on your logon form.
8. Click on the **Save** button to record / update your Trading Partner data.

Setting up Reference Tables

Although some reference tables are optional, they allow you to key claims faster. Information from the reference tables is used by the system to automatically fill claim fields or to create drop-down list boxes to help you select data field values.

In the following section, you will find an example of setting up a reference table for **Provider Data and Patient Data, both of which are required.**

Setting up Provider Data

1. From the WINASAP5010 Main Menu bar, select the Reference option.
2. Select the Provider option. (This will open the Provider List window.)
3. Click on the **Add** button. (This will open the Provider Data window.) You must select the HCFA National Provider ID. **Note:** You will now enter your EIN or SSN on this tab.

4. In the **Provider Address** section complete the following fields:
 - Address. Enter the provider's physical address and press <TAB>
 - Address con't
 - City. Enter the name of the city in which the provider's practice is located and press <TAB>
 - State. Use the drop-down list box to select the state in which the provider is located and press <TAB>
 - Zip Code. Enter the postal zip code for the provider's office address and press <TAB>
5. In the **Contact Information**, section complete the following fields:
 - Contact Name
 - Telephone #
 - Fax #
 - Email
6. In the **Additional Contact Information**, section complete the following fields:
 - Contact Name
 - Telephone #
 - Fax #
 - Email

7. Click the **Next Page** button to enter Secondary Information.

The screenshot shows a software window titled "WINASAP5010 BRICKSTREET MUTUAL INSURANCE". Inside, there's a "Provider List" tab and a "Provider Data" form. The form has two tabs: "Provider Data" and "Secondary Identification". The "Provider Data" tab is active, showing four sets of input fields for "Identification Type", "Identification Number", and "Payer ID #". The first set has "Identification Type" set to "Provider Commercial Number". The second set has "Identification Type" set to "Provider UPIN Number". The third and fourth sets have empty "Identification Type" dropdowns. At the bottom right of the form are buttons for "Prev Page", "Save", and "Cancel". The status bar at the bottom left says "Listing 0 of 0".

8. Click on the **Save** button.

Setting up Patient Data

1. From the WINASAP5010 Main Menu bar, select the **Reference** option.
2. Select the Patient option. (This will open the Patient List window.)
3. Click on the **Add** button. (This will open the Patient Data window.) Enter the 9 byte Recipient ID of the patient on the Patient ID field. **Note:** The GCHP ID is 8 numerics + 1 alpha character. This is required.

4. Click the **Next Page** button to enter Insurance Information. Choose Self under the Insured Information. Choose Primary under the Payer Responsibility Sequence Code.

5. Click on the **Save** button.

Quick Tips for Using WINASAP5010

- Make sure you enter all providers and patients that you are submitting claims for in the Reference Section of the software first, completing all the information (including the address).
- Use the Tab key or the Enter key to advance to the next field when you are filling in any screen (Reference or Claims).
- Do not use decimals or add extra zeros to procedure or diagnosis codes.
- The F5 key is a “quick key” for adding the current date in all date fields.
- For faster data entry, go to the Reference Menu first (located in the upper left corner) and fill out your applicable codes commonly used in your claims submission. Example:

If you use the same group of procedure codes repeatedly, enter the codes into the Procedure Code Reference Screen and use the drop-down menu on the claim form to select the code instead of data keying. You can also use this process for other reference information, such as patient data, diagnosis codes, etc.

- Dates earlier than 1960 (1959 and before) must be entered in MMDDCCYY format (e.g., November 18, 1945 = 11181945). If not, WINASAP5010 will interpret the two-digit date as being 2045, vs. 1945.
- To quickly select the appropriate date in a date field, click the calendar button then double-click the appropriate date. If you no longer want to select a date press the spacebar to exit the calendar window pop-up.

Free technical support is available from the EDI Support Unit at 1-800-952-0495.

Professional and Institutional Claim Types

This section will identify specific screen shots by transaction type found in WINASAP5010. **Note:** All field names that are underlined are required at minimum.

Professional Claim (HCFA1500)

Professional Claim Data Tab 1

WINASAP5010 - BRICKSTREET MUTUAL INSURANCE

File Reference Claims Tools Window Help

Professional Claim Data

Claim Data | Claim Codes | Claim Information | Claim Line Items

Bill Date: / / User Batch #: User Claim Number: Claim Status: Keyed Claim or Encounter Identifier: Chargeable

Patient Information

Patient ID: Patient Account #: Date of Birth: / / Sex: Last Name: First Name: Middle Name/Initial:

Provider Information

Billing Provider: Pay-to-Address: Rendering Provider: Taxonomy Code Signature on File: No Yes Pay-to Plan: Taxonomy Code Referring Provider 1: Referring Provider 2: Supervising Provider:

Claim Data

Health Care Diagnosis Codes: Diagnosis Type Code: Principal Diagnosis: Other Diagnosis Codes: Anesthesia Related Procedure: Anesthesia Related Procedure Code 1: Anesthesia Related Procedure Code 2: Condition Information: Condition Code List: Condition Codes: Place of Service: Claim Frequency Type Code: 1 - Original(Admit thru Discharge Claim)

Next Page Save Cancel

Professional Claim Codes Tab 2

Professional Claim Data

Claim Data | Claim Codes | Claim Information | Claim Line Items

Claim Codes

Medicare Assignment Code:

Release of Information Code:

Patient Signature Source Code:

Special Program Indicator Code:

Delay Reason Code:

Claim Filing Indicator:

Claim Indicators

Homebound Indicator: ☐ Yes

Benefits Assignment Certification Indicator:

Claim Amounts

Patient Amount Paid:

Claim Numbers

Mammogram Certification Number:

Referral Number:

Medical Record Number:

Prior Authorization:

CLIA Number:

Other Claim Level Numbers:

Professional Claim Information Tab 3

Professional Claim Data

Claim Data | Claim Codes | Claim Information | Claim Line Items

Claim Information

Additional Claim Level Information

Ambulance Transport Info	Other Subscriber Info
Claim Note	Spinal Manipulation Info
Claim Price/Reprice Information	Supplemental Info
Contract Info	Related Causes Info
EPSDT Info	Service Facility Info
File Info	Vision Info
Miscellaneous Dates	

Professional Claim Line Items Tab 4

Professional Claim Data

Claim Data | Claim Codes | Claim Information | **Claim Line Items**

Claim Line Items

Service Date(s) / / Service Qual Proc Code Procedure Modifiers Unit Code Units 1

Charges Diagnosis Code Pointers Place of Service Line Item Description

Additional Line Item Information

Attachment Info	File Info	Medical Equipment Info	Miscellaneous Providers
Ambulance Transport Info	Form ID Info	Miscellaneous Amounts	Purchased Service Info
Contract Info	Line Adjudication Info	Miscellaneous Dates	Service Facility Info
DMERC Condition Info	Line Item Notes	Miscellaneous Indicators	Supplemental Info
Drug Information	Line Price/Reprice Info	Miscellaneous Numbers	Test Results

#	Service Dates		Proc Code	Modifiers				Units of Service	Charges
	From	To		1	2	3	4		
1									
2									
3									
4									
5									

Total Claim Charges:

Institutional Claim (UB92)

Institutional Claim Data Tab 1

Institutional Claim Data

Claim Data | Claim Codes | Claim Line Items

Bill Date: / / User Batch #: Claim Number: Claim Status: Transaction Type:

Patient Information

Patient ID: Patient Account #: Date of Birth: / / Sex:

Last Name: First Name: Middle Name/Initial:

Provider Information

Billing Provider: Pay-to Address: Service Facility Location:

Taxonomy Code:

Attending Provider: Taxonomy Code: Operating Physician: Other Operating Physician:

Rendering Provider: Referring Provider: Pay To Plan:

Claim Data

Admission

Date: / / Hr: Min: Type: SRC:

Discharge

Stat: Hr: Min:

Statement Coverage Period

From: / / Through: / /

Referral #: Prior Authorization #: Type of Bill:

Auto Accident State: Medical Record #: Repricing Received Date: / /

Institutional Claim Codes Tab 2

Institutional Claim Data

Claim Data | Claim Codes | Claim Line Items

Procedure Codes

Principal Procedure Code Qualifier: Principal Procedure Code: Principal Procedure Date: / / Other Procedure Codes:

Diagnosis Codes

Principal Diagnosis Code Qualifier: Principal Diagnosis Code: Present on Admission Indicator: Other Diagnosis Codes:

Admitting Diagnosis Code Qualifier: Admitting Diagnosis Code:

Additional Claim Codes

Assignment or Plan Participation Code:

Release of Information Code:

Delay Reason Code:

Claim Filing Indicator Code:

Assignment of Benefits Indicator: DRG Code:

Patient Reason for Visit Codes: External Cause of Injury Codes: Occurrence Span Codes: Occurrence Codes:

Value Codes: Condition Codes: Treatment Codes: Claim Pricing / Repricing Info:

Additional Claim Information

Patient Responsibility Amount:

Claim Notes: Billing Notes: Other Subscriber Info: Other Reference Info:

Supplemental Info: Contract Info: File Info: EPSDT Info:

Institutional Claim Line Items Tab 3

Institutional Claim Data

Claim Data | Claim Codes | Claim Line Items

Claim Line Items

<u>Service Line</u> <u>Revenue Code</u>	Product / Service ID Qualifier:	Procedure Code:	Procedure Modifiers:	Description:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Line Item Charge Amount:	Unit or Basis for Measurement Code:	Service Units Count:	Non-Covered Charge Amount:	Service Date(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Line Item Control#:	Repriced Line Item Ref #:	Adjusted Repriced Line Item Ref #:	Service Tax Amount:	Facility Tax Amount:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Operating Physician:	Other Operating Physician:	Rendering Provider:	Referring Provider:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Line Item Information

#	Service Dates From To	Revenue Code	HCPCS Code	1	2	3	4	Service Units Count	Charge Amount
1									
2									
3									
4									
5									

Total Claim Charges:

Transmitting Claims/Receiving Responses

This section details two options to send claims electronically once they have been keyed. The first option is to use WINASAP5010 to send your claims to ACS EDI using a asynchronous (dial-up) modem and the second option is submitting your batch claims file generated by WINASAP5010 to the EDI DIRECT website.

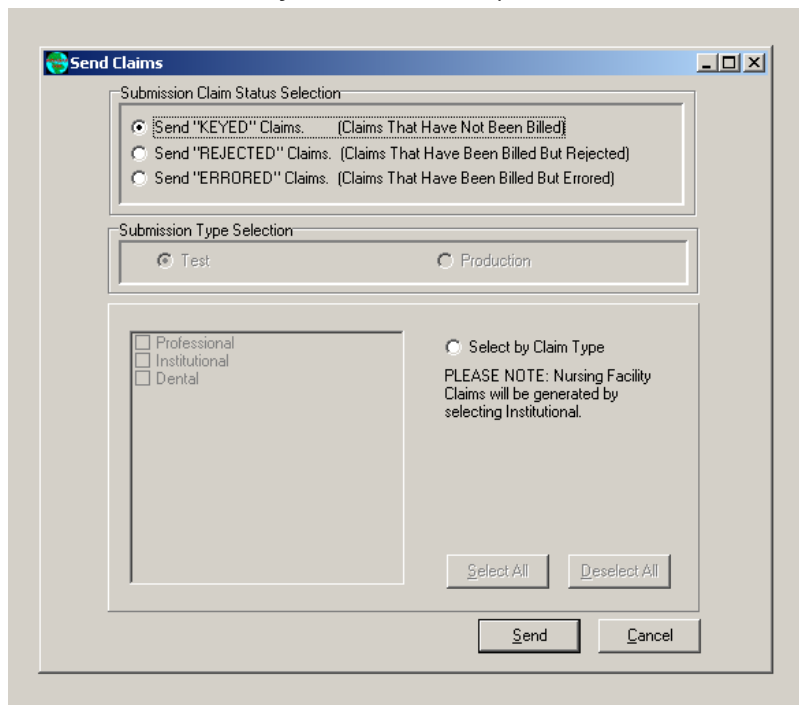
Option 1: WINASAP

This option provides instructions to submit your WINASAP claims via asynchronously (dial-up; requires a phone line and dial-up modem).

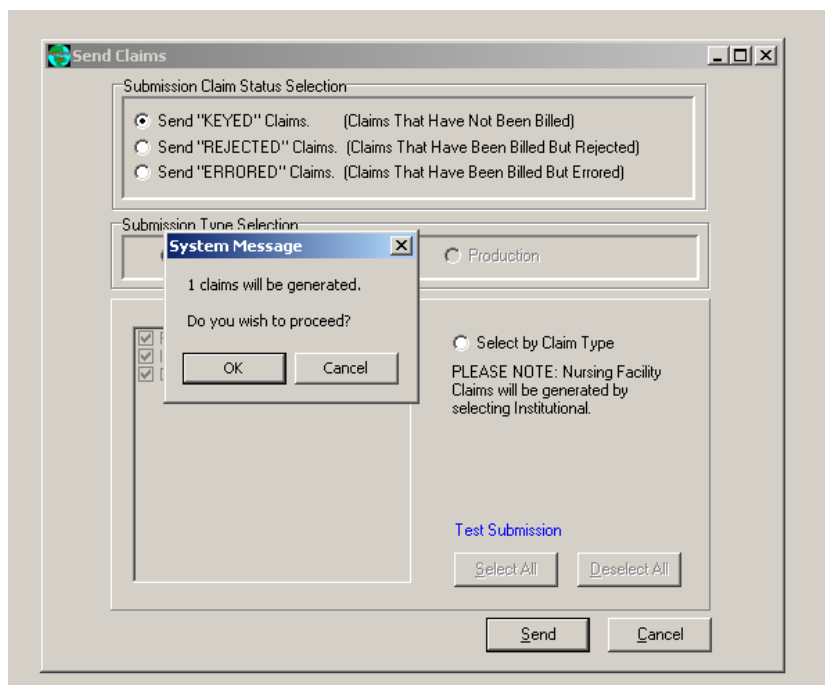
1. Select Tools/Send Claim File



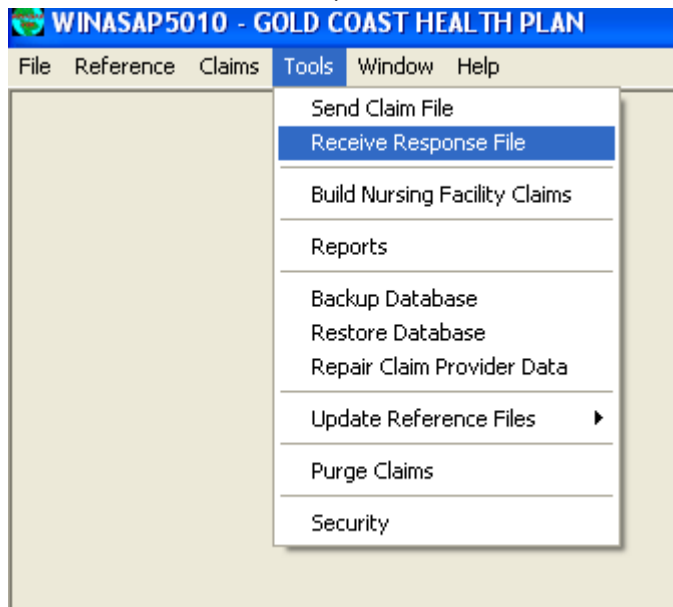
2. Then select Send Keyed Claims, choose production and click Send.



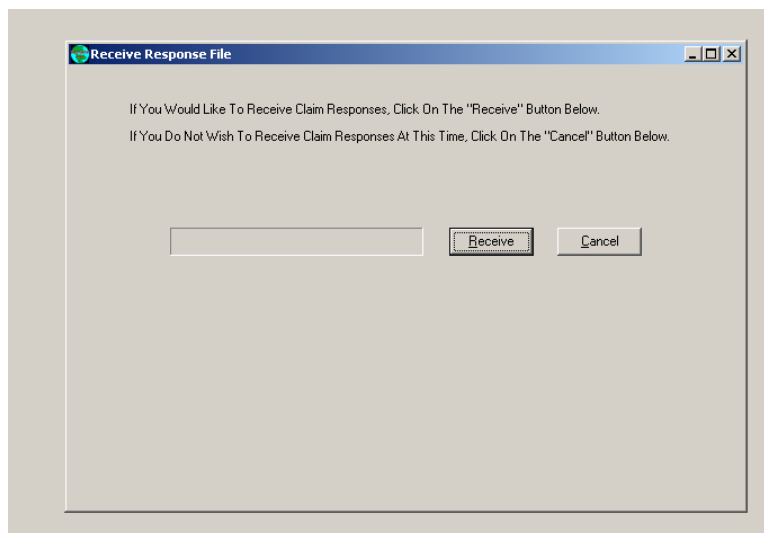
3. The following dialogue box "System Message" will appear. Click Ok, if the number of claims is correct.



4. WINASAP5010 will generate the claims and then dial the modem to send them. You will see a confirmation report appear. NOTE: WINASAP5010 stores the last 50 confirmation reports in the reports section.
5. After at least 2 hours go back into WINASAP5010 and receive your response file. This will let you know if the file was accepted or rejected.
6. Select Tools/Receive Response File



7. Click Receive



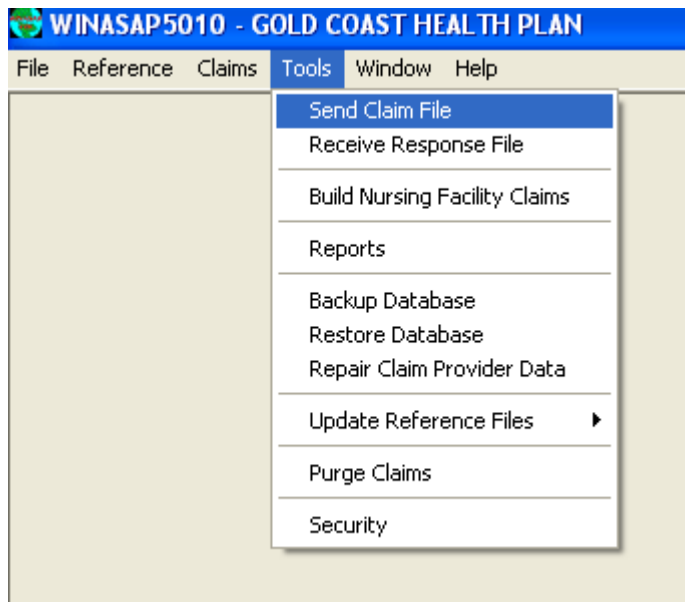
8. You will not actually see the file, but it will change the status of your claims to either accepted or rejected. If they are rejected, contact the EDI Support Unit for assistance.

Option 2: EDI Direct

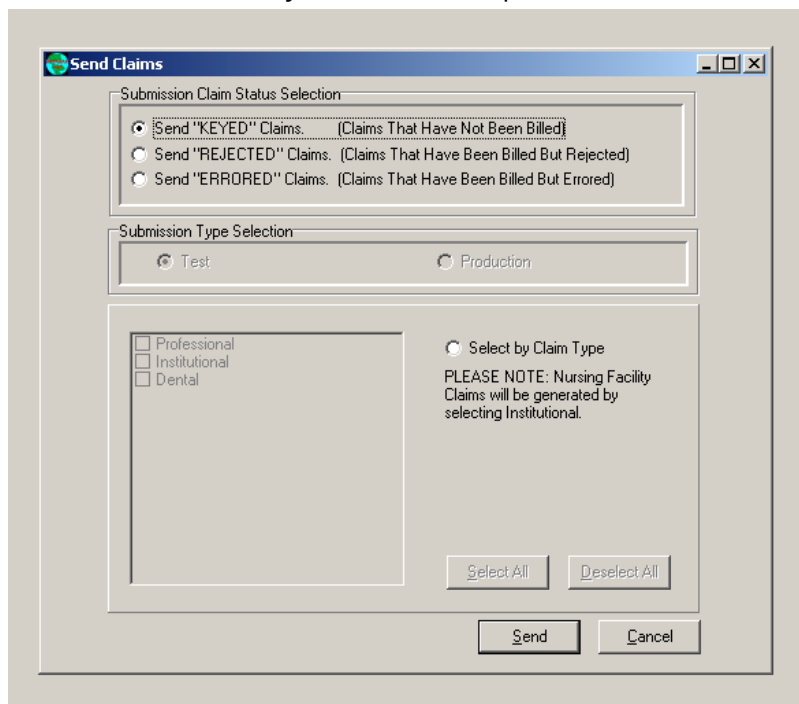
Requires Technical Knowledge to use option two

This option allows you to submit your WINASAP generated claims file (.bil) via the web using EDI Direct.

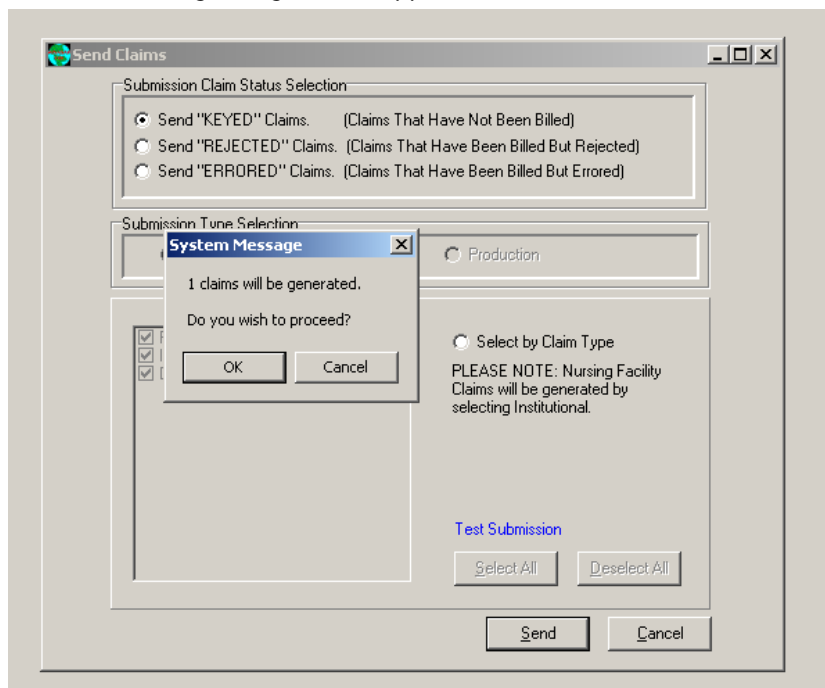
1. Select Tools/Send Claim File




2. Then select Send Keyed Claims, choose production and click Send.




- The following dialog box will appear, click Ok, if the number of claims is correct.



- Next, WINASAP5010 will generate the claims file. After you have generated your file, go to C:\Program Files\ACS\WINASAP5010\db\77160 and save the .bil file to your desktop (NOTE: create a file name you will remember).
- Then go to our EDI Direct website at <http://www.acs-inc.com/edidirect/> and login using your assigned logon ID and password.




EDI Direct

A  Company

News & Events | Contact Us | Client Login

Claims Gateway Eligibility Gateway Industry Presence

Connecting healthcare industry stakeholders. Reducing administrative costs. We are EDI at work.



In the top right hand corner of the EDI DIRECT website, enter your assigned EDI User ID and Password. Then select enter on your keyboard.

6. From "File Exchange" click "Send File"

Make a Selection

Claims Data Entry	File Exchange
Institutional	Send File
Professional	Retrieve File

**** For Allstate Insurance Company, Dearbrook Insurance Company and Encompass Insurance Submitters:**

- Information on how to submit attachments for these payers is available in our [Claims Payers List](#)
- 833 Reason Codes and 837 Specialty Codes for these payers are located on the [Companion Guide](#) page under Allstate. These documents are restricted and only available to enrolled trading partners who have signed onto the site.

7. Select browse and upload file. Please note: This will be the .bil file you saved on your desk top.

Welcome, WINASAP TEST 2003, to e

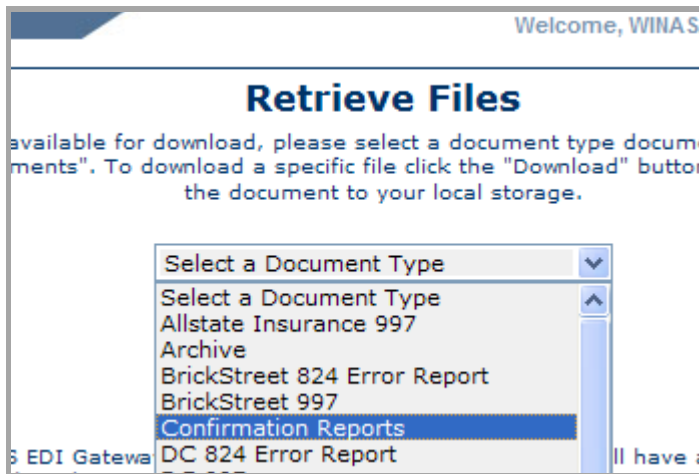
Send File

To **Send** a file, click the Browse button on the form below. It will open a window in your browser, that will allow you to navigate to where the file is located on your computer. Select it and then press the open button. The file will then appear in the Send File box below. When you are satisfied with your selection, press the Submit.

Select a File

****You can send a X12 file in any of the following formats - plain text, zip, cab, gzip.**

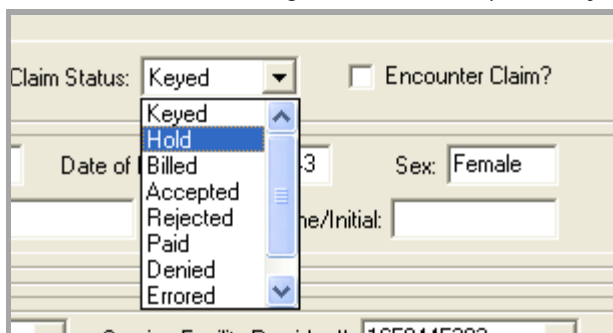
8. Wait at least 15 minutes and go back to the home screen and retrieve your Confirmation Report.



9. The next business day you will need to go back in and retrieve your Gold Coast Health Plan- GCHP 997.



10. After you have reviewed your 997 acknowledgment, go back into the WINASAP software and update the claim status from "Keyed" to "Hold". Updating this information is important, or the next time claims are generated, claims previously submitted will be generated again.



11. Please note: When you are reviewing your acknowledgement report from the GCHP 997 folder. Look at the AK*5 for an “A” or “R”. If you receive an A, you may HOLD your claims in the WINASAP software, if you receive an “R”, contact us and we will assist you in reviewing your errors.