

EDT Quick Guide

Sending Claim File

1. Create OHIP Submittal in VisionWare. A Submittal Report will be printed, including a Label Identification page at the end.
2. Dial EDT and login.
3. At the EDT Main Menu, select 'Ministry of Health' (option 3)
4. At the Ministry of Health Menu, select 'Send Claim File' (option 1)
5. At the Send Claim File screen, type 'T' for File Type, type the File Name (as found from the Label Identification page), type 'Z' for Protocol, and press the <enter> key.
6. When it says PLEASE BEGIN YOUR UPLOAD, click on the "Transfer" dropdown menu at the top and click on "Send File".
7. At the Send File window, type the File Name again and press the SEND button. A brief transfer screen will flash before you are returned to the menu.
8. Log off and close the HyperTerminal window.

Downloading Files

1. Dial EDT and login.
2. At the EDT Main Menu, select 'Download File' (option 1)
3. At the Download File Menu, type a * beside all the Undelivered (U) files and quickly write their File Names (Item) on a scrap of paper.
4. Press the ESC key and then the number 0 key to begin downloading the selected files.
5. After each file download is successful, press the <enter> key to continue. After the last file is downloaded, you will be returned to the EDT Main Menu.
6. Log off and close the HyperTerminal window.

Notes:

- Undelivered files (U) stay in the mailbox for 95 days
- Delivered files (D) are removed from the Mailbox within 5 days
- If there are no files to download, press ESC + 3 to exit
- The 2nd letter of the File Name indicates the Month of the file
(A=January, B=February, C=March, D=April, E=May, F=June, G=July, H=August, I=September, J= October, K=November, L = December)

Submittal Files (start with 'H')

- created by VisionWare
- contain the OHIP claims for particular doctor
- submitted to EDT through the MOH - Send Claim File screen
- recommended they are created and sent weekly or biweekly
- maximum of one submittal file can be created per day

Batch Acknowledgement Files (start with 'B')

- created by OHIP for every submittal file they receive
- acknowledges the file and number of claims received
- posted in the EDT mailbox 24 hours after receiving the submittal file
- recommended they always be downloaded and viewed
- can be ran repeatedly

Error Report Files (start with 'E')

- created by OHIP
- notifies of rejected claims (usually due to health number or version code)
- posted in the EDT mailbox 48 hours after receiving the submittal file
- recommended they always be downloaded and printed
- can be ran repeatedly

Remittance Files (start with 'P')

- created by OHIP
- details Bank Deposit, Paid claims, Rejected claims, etc
- posted in the EDT mailbox once per month, usually in the first week
- required to be downloaded and printed
- can only be ran only once, but a reprint option is available in VisionWare

Login/Password Problems

- After 3 unsuccessful attempts to log into EDT, the program will close and you will need to reial again.
- After 5 consecutive unsuccessful attempts to log on, your account will be deactivated.
- If you do not log into EDT for 90 days, your account will be deactivated.
- Passwords expire every 35 days and you will be forced to change it.
- Passwords must be between 8 – 16 characters and not have any double characters (ex. "woodchuck" is not acceptable).

EDT HELPDESK 1-800-262-6524