Medical Claims Electronic Data Transfer upload and download for designee with multiple billing numbers

Claims Services Branch
Ministry of Health

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Ontario

Uploading/Downloading Files

1. From the Access Services drop down menu on the Administration and MOHLTC Services screen select MCEDT Service (Upload/Download) and click the Access Service button.
2. If a health care provider is a designee for another health care provider, the **Working on Behalf of** field will be available. This list will default to 'Myself'; any health care provider that you are a designee of could also be selected. All designees will have the Working on Behalf of field.
3. To navigate to the File Upload screen select the hypertext 'Upload'. For the Report/File Download select the 'Download' hypertext.

File Upload

This section is used by the health care provider or their designee to upload the following files:

- OHIP Medical Claim Files
- Stale Dated Claim Files
- Overnight Batch Eligibility Check (OBEC)
- eSubmit Submission Upload
- Reciprocal Hospital Billing (only hospitals can upload Reciprocal Hospital Billing files)

Use these steps to upload files:

1. On the File Upload screen select the appropriate billing number from the drop-down menu.
2. Select the Browse button to locate the file you would like to upload from your computer and select Open to continue.
3. Choose the File Type to be uploaded and select the Upload button and you will be navigated to the File Upload Success screen.
4. To upload another file select the Upload Another File button. Otherwise select Home to go back to the landing page.
5. Select Clear at anytime to remove your selections.

File Download

This section is used by health care providers or their designee to download the following reports/files:

- Remittance Advice Report
- Group Split Remittance Advice Report
- File Reject Report

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- Batch Edit Report
- Error Report
- Group Split Error Report
- OBEC Response Report
- Primary Care Reports (Enrolment & Consent Summary Report and Enrolment & Consent Outside Use Report)
- Governance Reports
- General Communication (planned outage, claims information, request for additional information, remittance advice inquiry response)
- Reciprocal Hospital Billing (only hospitals receive this report)

Use these steps to download reports and files.

1. On the File Download screen select the appropriate billing number from the drop-down menu.
2. Select the report you would like to download from the list of Available Reports and click the Download button beside it on the right side of the screen.
3. Choose the File Type to be uploaded and select the Upload button and you will be navigated to the File Upload Success screen.
4. To upload another file select the Upload Another File button. Otherwise select Home to go back to the landing page.