



## MEDICARE ELECTRONIC CLAIMS



A vital part of transmitting Medicare electronic claims is verifying that Medicare has actually *received* your electronic claims. Making sure that your transmission file reaches Medicare will help maximize your insurance billing results. To ensure receipt of your Medicare electronic claims, follow these easy steps:

1. Press **[6] Insurance Billing/EDI** from the home screen.
2. Press **[2] Medicare Electronic Billing**.
3. Press **[6] Examine Transmission Log**.
4. Select the transmission file to be verified.
5. Select **[1] View Messages On Screen** or **[2] Print Messages**.

If the message "Confirmation received" (accompanied by an identification number) displays or prints, then Medicare has received the transmission file.

If the message "No transmission log on file" displays or prints, please call Medicare to determine if they received your file. If Medicare did receive the transmission file, *(continued on the right)*

*(continued from the left)*

make sure to find out what, if any, difficulties they had in processing the file.

Also check to make sure that you are also receiving your paper transmission confirmations in the mail. If you have questions about verifying receipt of your Medicare electronic transmissions, please call Avanta.

---

## **\*\* Quick Keys \*\***

Did you know that the Avanta system offers Quick Keys to more efficiently navigate through patient information? Quick Keys provide instant access to various areas of your practice, allowing the user to press fewer keys and save valuable time. You may use Quick Keys from the home screen to access information for the current patient. Below is a listing of the Quick Keys and their functions:

- [F1] . . . . . Enter Patient Data
- [F2] . . . . . Post Charges
- [F3] . . . . . Post Payments/View Ledger
- [Shift-F3] . . . Reference View Ledger
- [F4] . . . . . Patient Balance
- [F5] . . . . . Print Statements
- [F6] . . . . . Insurance Billing
- [F7] . . . . . Recall Data
- [F8] . . . . . Patient Notes
- [F9] . . . . . MedChart