



Medical Providers: First Steps to Online Billing

Quick Reference Guide

Benefits of Online Billing



Cost Savings

- No expenses with paper, printing, storage, filing, postage, etc.

Speed and Accuracy

- Exchange transaction in minutes, not days
- Eliminate lost mail, illegible handwriting, and ink blemishes
- Online field validation feedback

Efficiency

- Automating the exchange of data
- Confirmation of receipt

Improved speed of payment processing

Ways to Submit Bills Online

Within the Provider Portal, you can perform a number of tasks, including bill submission. There are multiple ways to submit bills via the Provider Portal (Direct data entry and uploading EDI Batch files), as well as electronically through a Secured FTP folder.

DIRECT DATA ENTRY

1. Login to the Provider Portal.
2. Select **On-line Bills Entry** hyperlink to enter bills directly in the System from the provider portal.
3. Select the appropriate bill type.
4. Complete the required fields of the bill and submit.

Note: Supporting documents can be attached using this method.

EDI BATCH SUBMISSION

1. Login to the Provider Portal
2. Select **Submit HIPAA Batch Transaction** hyperlink to submit EDI batch files.
3. Select the "Upload" button.
4. Choose the .dat file to upload.

Note: Allows a maximum file size of 50 MB. Supporting documents cannot be attached using this method.

USING SFTP

1. Login to the Provider Portal
2. Select the **SFTP User Details** hyperlink to open the SFTP User Details screen.
3. Click on the "Create SFTP User" button to create an SFTP user.
4. Create a password that follows the password policy.
5. Confirm the password.
6. Select the "OK" button.
7. Save the User Login ID shown on the screen as you will need this along with a password (created in step 4) to log into the SFTP server located at [sftp://mft.wcmbp.com](ftp://mft.wcmbp.com).

Note: This requires the use of an SFTP client (ex. WinSCP). It's recommended to limit the file size to less than 100 MB using this method. Supporting documents can be attached using this method.

Online Services
Bills ▼
Bill Inquiry View Payment Bill Adjustment/Void On-line Bills Entry Resubmit Denied/Voided Bill Retrieve Saved Bills Manage Templates Create Bills from Saved Templates
Claimant ▼
Eligibility Inquiry
Authorization ▼
On-line Authorization Submission
Provider ▼
Maintain Provider Information
HIPAA ▼
Submit HIPAA Batch Transaction Retrieve HIPAA Batch Responses SFTP User Details