

**Uploading claims to MATH Web Portal with 3<sup>rd</sup> party billing software.**

The electronic claim files must be X12 (HIPAA) compliant. You cannot upload a file larger than 100MB (megabytes) in size.

If they are not, or you are having trouble uploading the files, please contact your billing software provider to ensure the X12 files have been enabled. Xerox is unable to service or assist with these programs.

Providers must enroll with EDI in order to bill through MATH. Please [click here](#) for electronic billing set up.

To upload an X12 compliant file to the web portal for Claims Submission please follow these steps:

1. Log in to the MATH website with your user id and password.



Montana Access to Health Web Portal

Log In

**Welcome to Montana Access to Health Web Portal!**

Web Registration

Montana Access to Health Web Portal provides the tools and resources to help healthcare providers conduct business electronically. If you have already registered to use the Montana Access to Health Web Portal, Log In below. If you have already completed a Montana Enrollment Form, but have not yet registered to use the Montana Access to Health Web Portal, click the [Web Registration](#) button on the left side of this page to begin. If you are a new provider or have not already completed a Montana Enrollment Form, visit [Provider Enrollment](#) for step-by-step instructions.

Provider Enrollment

Provider Information Website

Electronic Billing

Provider Locator

**Log In**

Enter your User ID and Password and click 'Log In.' If you do not have a User ID and Password, contact your Office Administrator.

User ID:  Password:

Log In

[Forgot Your Password?](#)

2. Choose your organization and submit



### User Log In - Choose an Organization

You are associated with more than one organization. Select an organization to log into from the list below:

Organization:

3. Choose upload files



### Montana Access to Health Web Portal Home Page

Navigate to any of the functions in the Web portal by clicking the following links or by using the top navigation bar. For information about each function, click the corresponding column header. Click on 'My Profile,' located in the 'My Access' section, to display your current Montana Access to Health Web Portal profile. You will be able to perform only those tasks allowed by the user privileges assigned to you.

#### Site Contents

Inquiries	Submissions	Retrievals	Manage Users	My Access
<a href="#">Eligibility</a>	<a href="#">Upload Files</a>	<a href="#">View/Download Files</a>	<a href="#">Add New User to Organization</a>	<a href="#">My Profile</a>
<a href="#">Claim Status</a>		<a href="#">View eISOR Reports</a>	<a href="#">Add Existing User to Organization</a>	<a href="#">Change Organization</a>
<a href="#">Provider Payment Summary</a>		<a href="#">My Inbox</a>	<a href="#">Update or Remove Users/Reset Password</a>	<a href="#">Change Password</a>
<a href="#">Claims-based Medical History</a>			<a href="#">Manage Submitter IDs</a>	<a href="#">Manage Proxies</a>
<a href="#">Electronic Health Record</a>				
<a href="#">Ask Provider Relations</a>				
<a href="#">Provider Locator</a>				

**ATTENTION PROVIDERS:** The Electronic Health Record link has been added to allow you to view your patients' claims medical history. If you need this access and do not have it, please contact your office administrator. E-prescribing is now available. Please contact your office administrator to add prescribing rights to your user account.

You've logged into the organization displayed under the navigation bar on the right. This organization will be used to determine the Provider Number and Submitter IDs you can use for your transactions (i.e., Inquiries, Submissions and Retrievals). To change this organization, click 'Change Organization' and follow the instructions.

4. Choose your submitter id from the drop down menu. Enter the path of the file or click 'Browse' to select a file.



### Upload Files

Only X12 HIPAA compliant files may be uploaded to the system. You cannot upload a file larger than 100MB (megabytes) in size.

Select a Submitter ID, and either enter the path of the file to upload or click 'Browse' to select a file.

Submitter ID: 7109434 ▼
File Path: <input type="text"/> <input type="button" value="Browse..."/>

5. Click upload



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Only X12 HIPAA compliant files may be uploaded to the system. You cannot upload a file larger than 100MB (megabytes) in size.

Select a Submitter ID, and either enter the path of the file to upload or click 'Browse' to select a file.

Submitter ID: 7109434 ▼
File Path: C:\Program Files\ACS\W5010\db\77039\77039 бил <input type="button" value="Browse..."/>

6. You should receive an error message immediately if there is something wrong with the data submitted:

Correct the following errors and continue.

- The file you attempted to upload contains a Submitter ID 7779999 that does not match the Submitter ID 7109434 you selected from the drop down list. Your file has not been uploaded. Correct and upload your file again.



### Upload Files

Correct the following errors and continue.

- The file you attempted to upload contains a Submitter ID 7779999 that does not match the Submitter ID 7109434 you selected from the drop down list. Your file has not been uploaded. Correct and upload your file again. Only X12 HIPAA compliant files may be uploaded to the system. You cannot upload a file larger than 100MB (megabytes) in size.

Select a Submitter ID, and either enter the path of the file to upload or click 'Browse' to select a file.

Submitter ID:

File Path:

Or a message indicating successful submission.

The following file has been successfully uploaded:



### Upload File Response

Thank you...

The following file has been successfully uploaded:

File Name	77039 бил
File Size	1450 (bytes)
Submitter ID	7779999
Date/Time	06/08/2016

Your file has been submitted for processing. The status of your submission can be checked within 24 hours by navigating to **Retrievals** > **View/Download Files**. Select the same Submitter ID you used to upload the file and click 'Submit.' If it is unavailable after that time, notify your Office Administrator (OA). Print this page for your records.