

WINASAP

Electronic Billing Tips and Tricks
October 2016



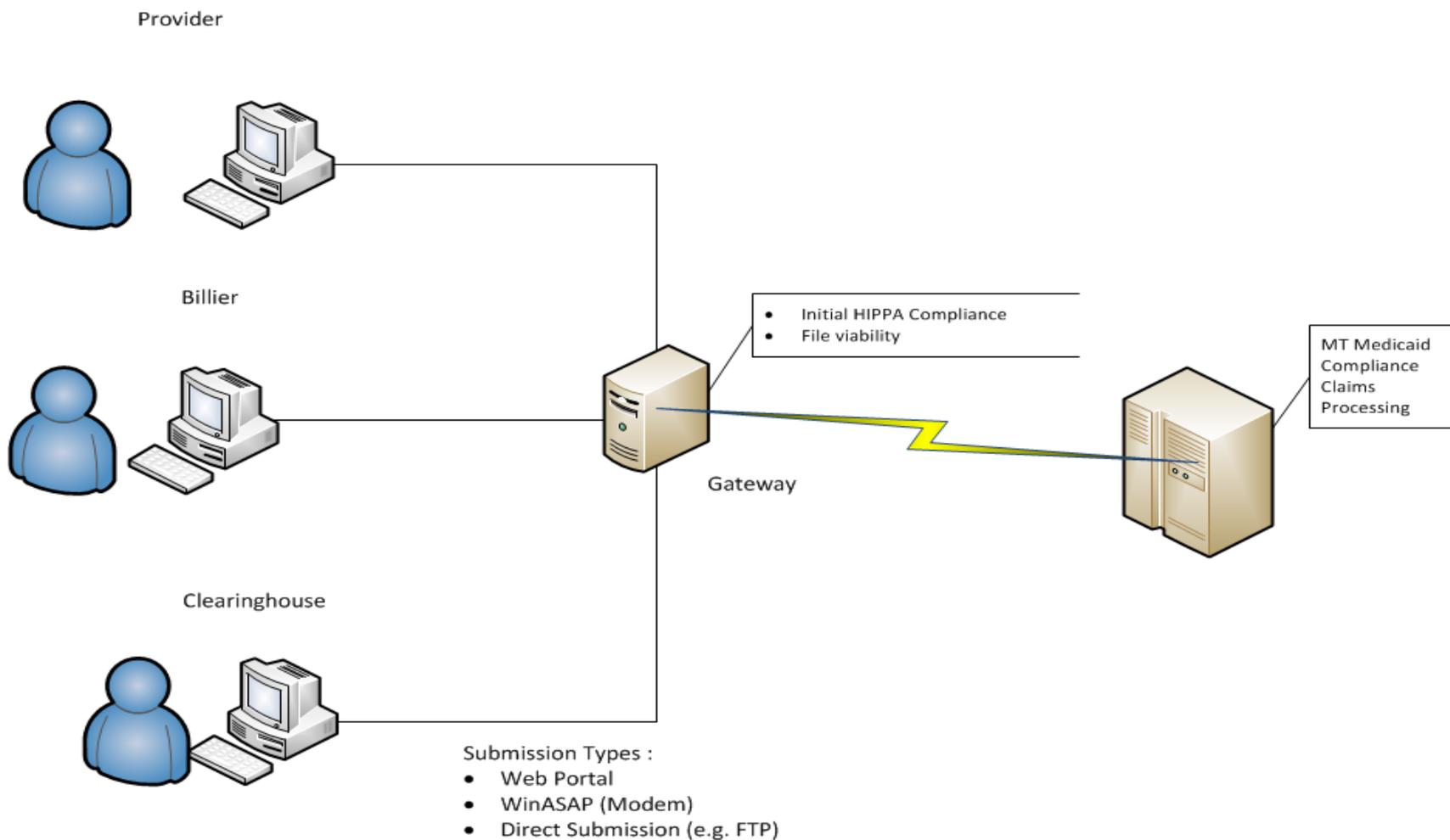
WINASAP 5010

What is it?

- Windows Accelerated Submission And Processing (WINASAP)
- WINASAP is a free software program designed for single claim work flow. WINASAP will take all the encounter information that is entered from multiple patients and combine them into one claim file that can be up loaded through the MATH web portal.
- It creates an HIPPA compliant electronic message that can be used to submit claims data.
- It's Free!! But also has very limited technical support available.

WINASAP 5010

The different ways to submit Electronic claim information.



WINASAP 5010

Known issue

Microsoft released a security patch in June, 2016 that is not compatible with WINASAP. This security patch has made WINASAP 5010 incompatible with Windows 10, at this time there is no available ETA on when or if this will be addressed.

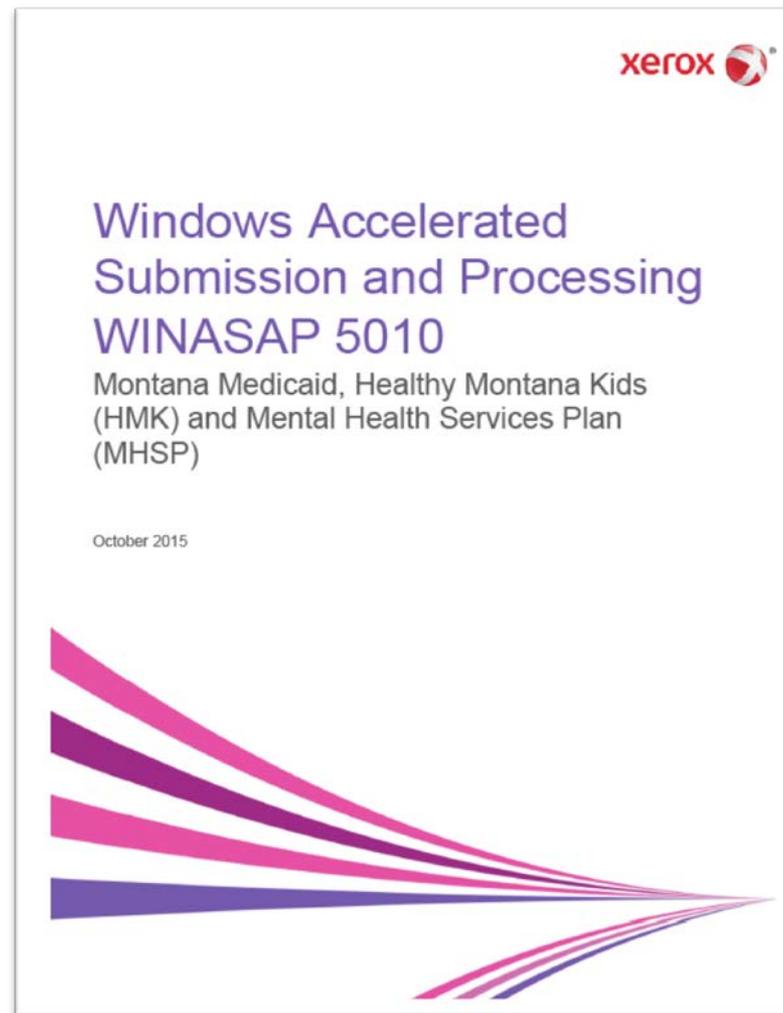
Please check the medicaidprovider.mt.gov website, any changes in this status will be updated here.

WINASAP 5010

Useful Info

There is a Users Guide

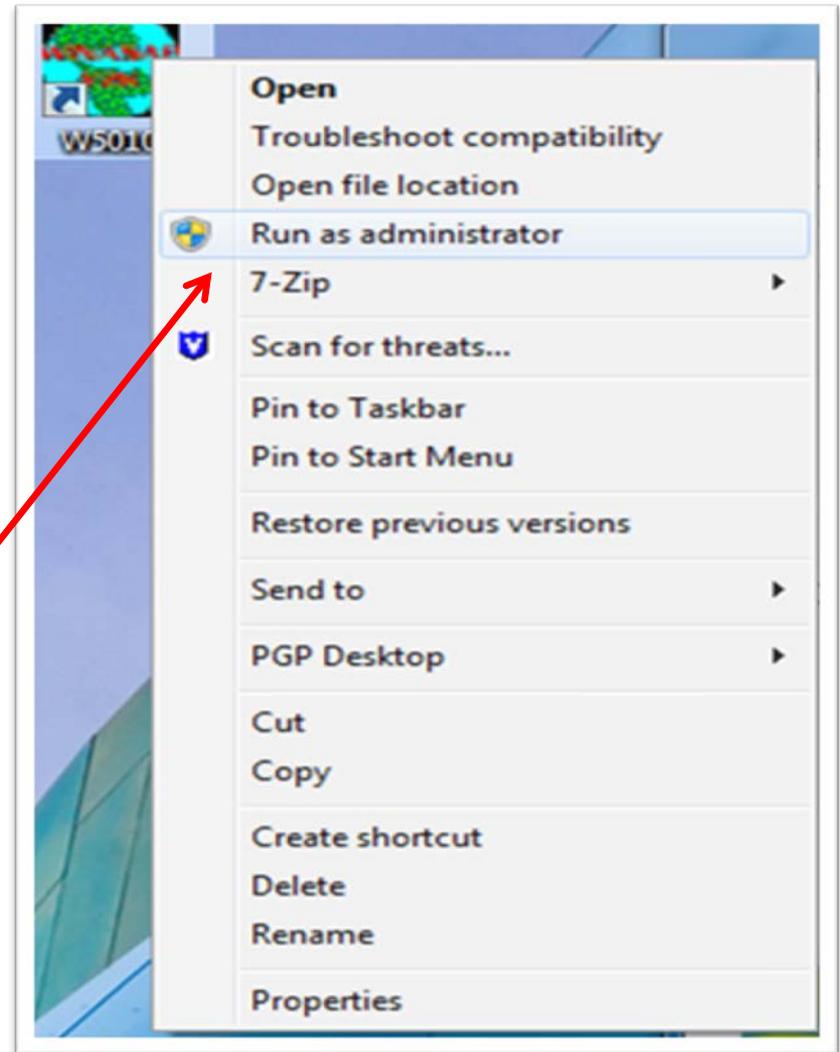
- A copy is on the Flash Drive.
- Very Useful info about setting up the program.
- Most of the trouble shooting via the phone is from this guide first.



How to “Run as an administrator”

Windows 7 & Vista

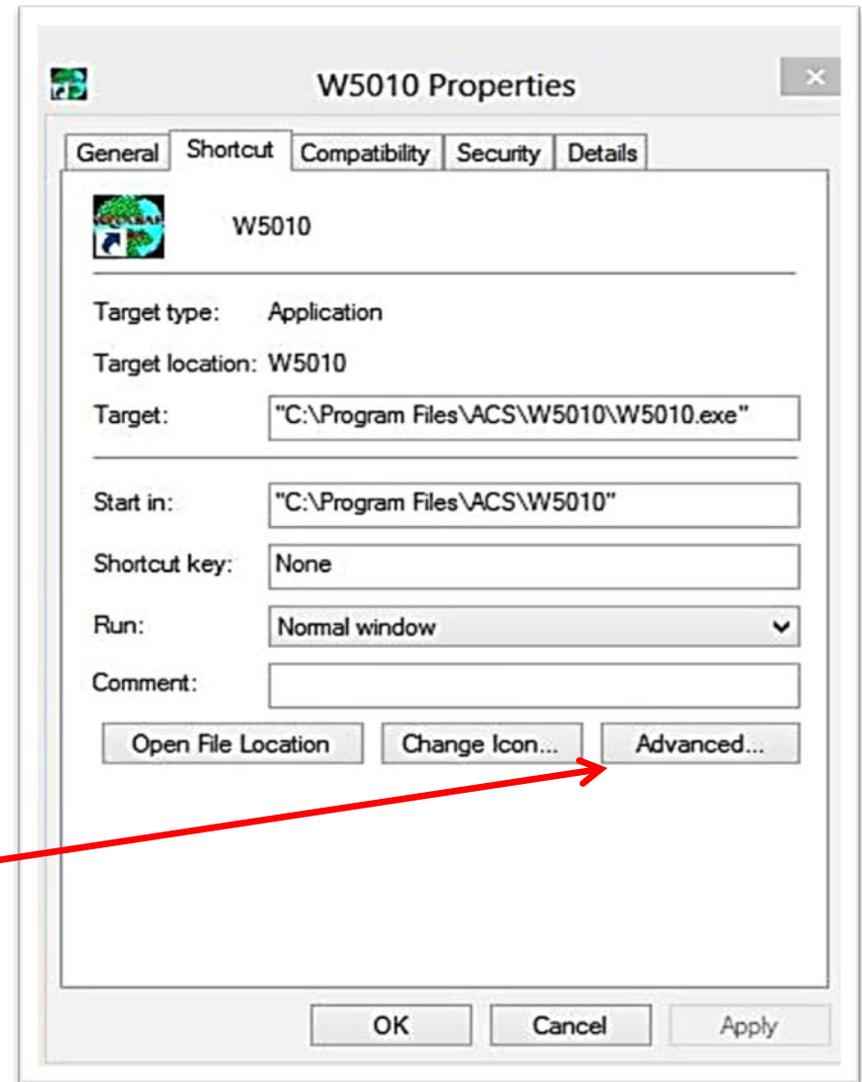
- It's very important that this is done every time the program is opened, if not all the data will be deleted when you close the program.
- Right Click on the WINASAP Icon.
- Choose to Run As Administrator



How to “Run as an administrator”

Windows 8

- Requires that you change some settings before use. Once done this shouldn't need to be done again.
- Right Click on the WINASAP Icon.
- Select the Advanced button



How to “Run as an administrator”

Windows 8

- Choose the “Run As Administrator”



- Warning--

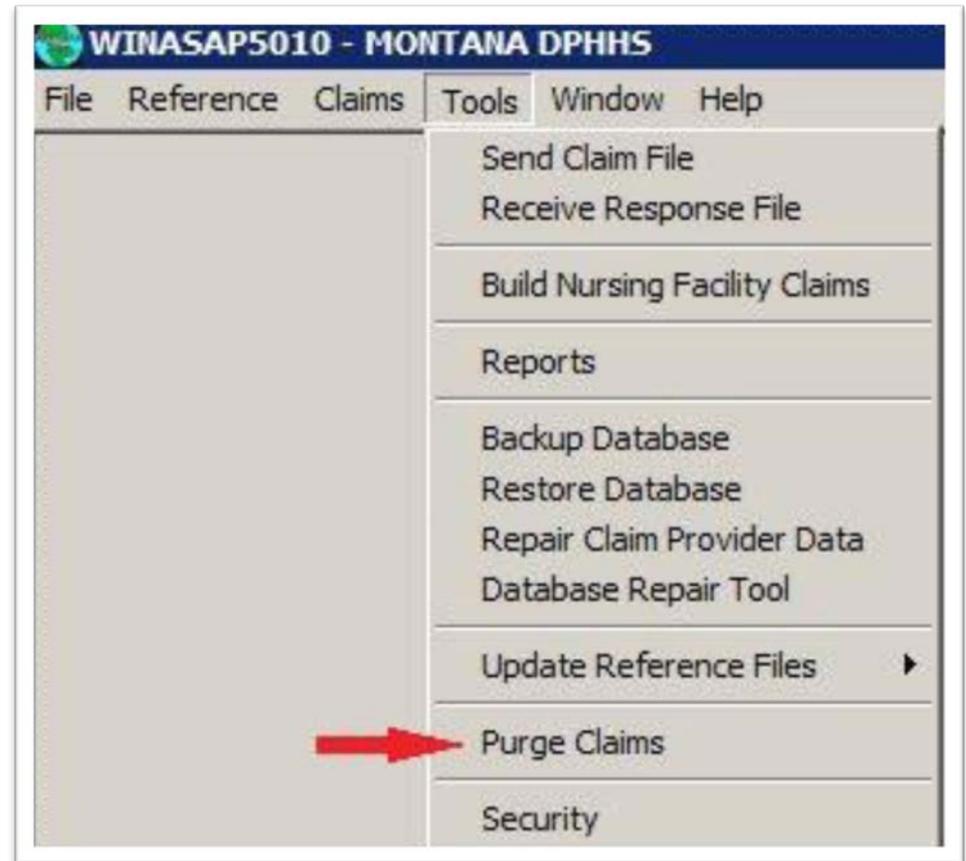
Not doing this will cause your Claim file to not be exported to the correct location when uploading to the Web Portal



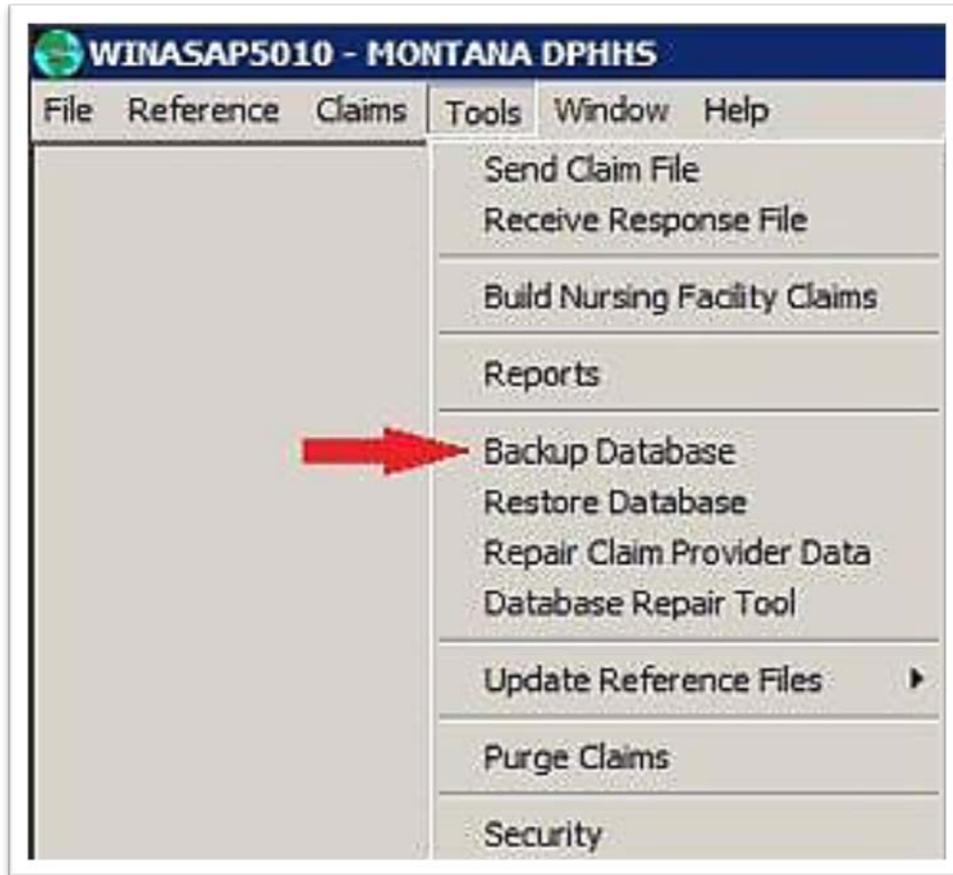
Purge Claims Data Frequently

Purge early, Purge often

- The WINASAP program was designed as a single claim system.
- Keeping your Claim data can corrupt your claim file.
- The system overwrites the claim file every time you submit a claim.

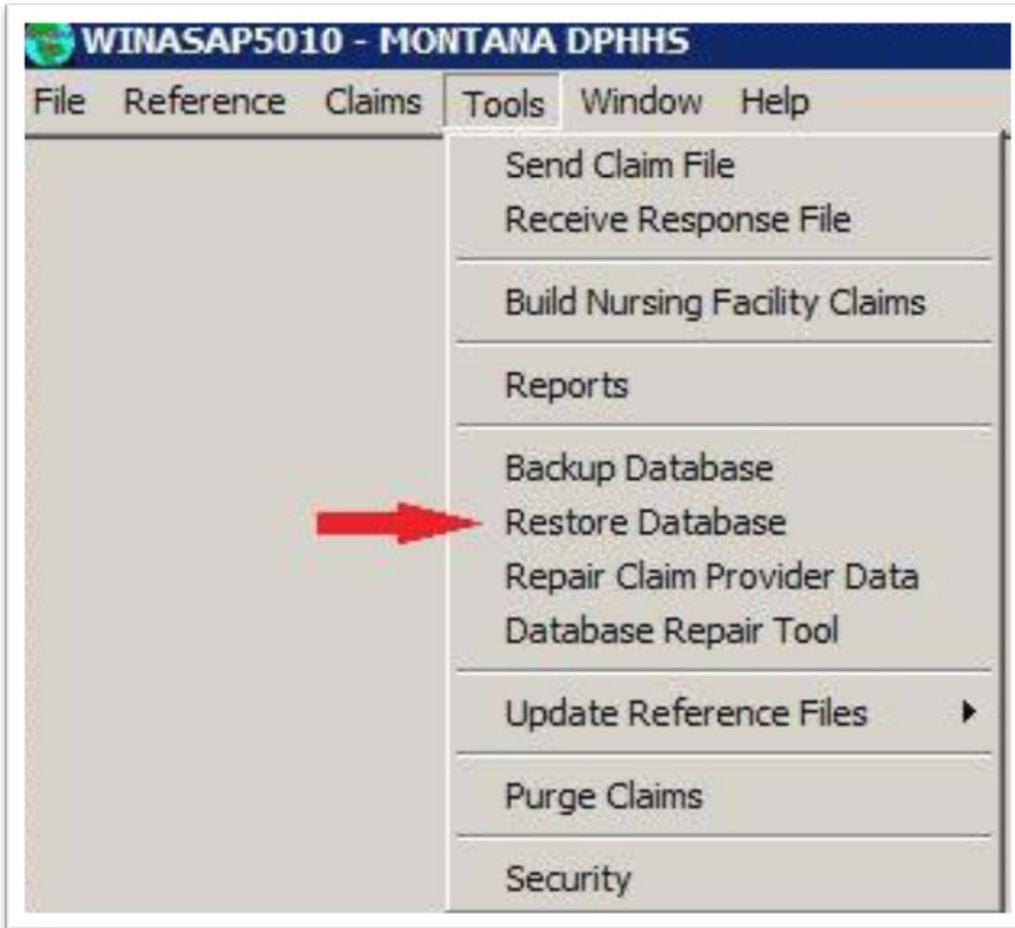


Back up your Database



- Backup your Data Base to a different location than WINASAP.
- Do this frequently.
- Can save you from having to rebuild your database manually if WINASAP needs to be deleted and reinstalled.

Reinstalling WINASAP



- If you have backed up your database to a different location, you can restore the database so you don't have to manually rebuild the data elements like adding the Taxonomy, Diagnosis codes, Providers.
- Make sure to follow the instructions from the Users guide.

So what if nothing helps?

If the database is corrupted or you are continuing to have issues and error messages the EDI support team at Xerox may not be able to fix the installation you have.

The only course of action is to uninstall WINASAP, completely remove any remaining files or folders in the WINASAP directory and reinstall the WINASAP program.

Questions???

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