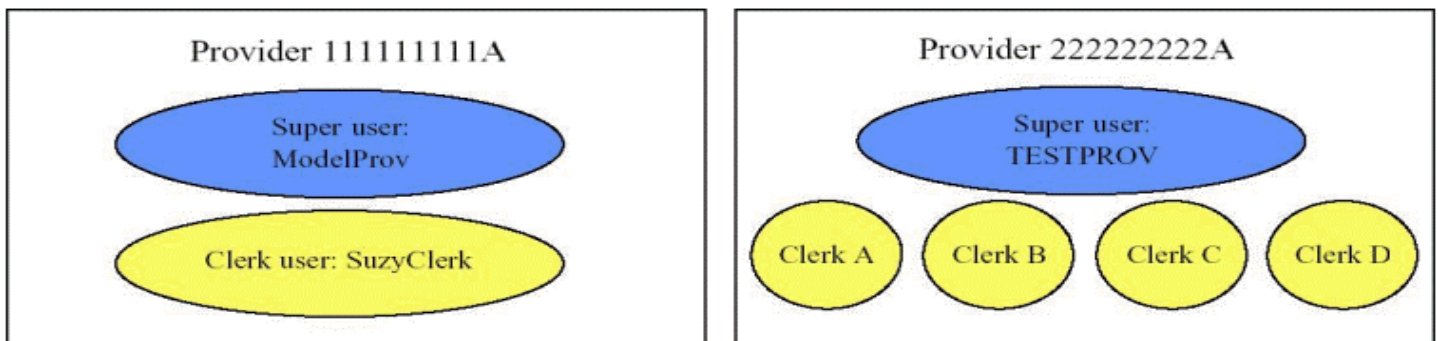


# Payment Advice Routing Instructions

## HOW TO ROUTE AN 835 TO ANOTHER ENTITY

- Log onto the KMAP secure website with your user name and password.
  - There are **super** users and **clerk** users.
  - A provider can have many clerks, but there is only one super user per provider number.
  - The super user is created using the PIN letter sent from Gainwell Technologies.
- Normally, the super user for provider 11111111A would need to log in and download the 835 and, likewise, the super user for provider 22222222A would need to log in and download an 835 as well. For businesses with multiple provider numbers, this can be cumbersome. The KMAP website allows providers to route 835s. It also allows providers to choose whether they want joined or split 835s (as explained later).



**Example scenario:** Provider 22222222A wants to route their 835 to provider 11111111A.

The screenshot shows the 'Receiver' configuration screen. It features a table with the following data:

| Transaction Type  | Provider/Business Assoc. | Confirmed |
|-------------------|--------------------------|-----------|
| Remittance Advice | ModelProv                | N         |
| Pended Claims     | ModelProv                | N         |

Below the table, the 'Receiver' dropdown is set to 'Remittance Advice' and the 'Provider/Business Assoc.' dropdown is set to 'ModelProv'. There are 'Add' and 'Remove' buttons to the right of the table.

**Solution:** The super user for provider 22222222A (named **TESTPROV**) would need to log on and click the Account link. On the Account Maintenance screen, the user would scroll down to the Receiver box (see below) and add the super user name for provider 11111111A (named **ModelProv**) into the **Provider/Business Assoc.** box. Add two entries, one for Remittance Advice and another for Pended Claims. Each provider wanting to forward an 835 will need to repeat this process. Click Save at the top of the web page when done.

## Payment Advice Routing Instructions

The next time the intended receiver of the 835s (named **ModelProv** in this example) logs on, he or she needs to click the Account link. Then, the receiver scrolls down to the Confirmation box to either confirm or deny what provider 222222222A has chosen to route to provider 111111111A. The user can click Confirm All, Deny All, or highlight each item in the Confirmation box and change the Y/N indicator as needed. Click Save at the top of the web page when done.

| Transaction Type  | Provider | Confirmed |
|-------------------|----------|-----------|
| Remittance Advice | TESTPROV | N         |
| Pended Claims     | TESTPROV | N         |

Confirmation

Transaction Type: Remittance Advice | Provider ID: 100000110 | Provider: TESTPROV | Confirmed: N

**Conclusion:** After completing the steps above, any 835s generated will appear under the super user account that has confirmed receipt. If confirmation has not been given, the 835s will remain under the billing entity's super user account.

### HOW TO SPLIT OR JOIN 835s

Log onto the super user account that is receiving 835s and click the Account link. In the User Profile box, notice the **Split Receiver file by Provider** indicator. If the box next to **Yes** is checked, any 835s routed to this user will continue to be generated separately. If **No** is checked, any 835s routed to this user will be joined into one file.

**TESTPROV**

User Profile

User Name: TESTPROV | New Password: | Confirm Password: |

Security Level: Provider | Status: Active | Last Logged On: 02/23/2004

Contact Name: | E-Mail: | Phone Number: |

Split Receiver file by Provider: Yes  No

Save

**Conclusion:** After completing the steps above, any 835s generated will be split or joined as indicated in the User Profile box of the super user receiving the 835s.