

MC EDT Manual for MedBASE Users

MedBASE MC EDT Quick Reference

Creating an EDT Submission File

1. From Main Menu, select **Process**
2. From Process Menu, select **Bill**
3. Select **F7-Bill**
4. Select **Yes**
5. Select **EDT Out Box**
6. Choose Billing Summary options
7. Select **OK**.

Sending Submission Files to MOH Using EDT

1. From Main Menu, select **Process**
2. From Process Menu, select **MOH-EDT**
3. Select **Connect to GO-NET** to connect to the MC EDT web site
4. Enter your Go-Secure ID and password and click Sign In
5. Click on MC EDT Service (Upload/Download)
6. Click on Upload
7. Click on Choose File
8. Highlight your submission file in the MedBASE Outbox and click OPEN
9. Choose 'Claim File' from the Select File Type list
10. Click Upload
11. Close the Web Browser

Retrieving Reports from MOH Using GONet EDT

1. From Main Menu, select **Process**
2. From Process Menu, select **MOH-EDT**
3. Select **Connect to GO-NET** to connect to the MC EDT web site
4. Enter your Go-Secure ID and password and click Sign In
5. Click on MC EDT Service (Upload/Download)
6. Click on Download
7. Select your billing number from the list and click Download
8. Download each file one at a time by clicking on the Download link next to the file
9. Close the Web Browser when all files have been downloaded

Printing Downloaded MOH EDT Reports

1. From Main Menu, select **Process**
2. From Process Menu, select **MOH-EDT**
3. Select **Print** to print a selected file, or **Print All** to print all files in the Inbox.

Processing OHIP Reconciliation (“Remittance Advice”) Files

1. From Main Menu, select **Process**
2. From Process Menu, select **Reconcile**
3. Select **EDT Inbox**
4. Select **Open**
5. Select **Continue**
6. Choose desired file(s) and select **OK**.