

EDI Access Center | HDXpress®

Quick Reference Guide

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What's New in This Edition

The following functional and/or technical changes and additions are included in this document.

Changes and Additions	Topic References
This is the first publication of this document.	Not Applicable

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1. About the EDI Access Center | HDXpress Quick Reference Guide

This document contains information about the eligibility web portal; HDXpress. This web portal is also referred to as the EDI Access Center for Soarian Financials clients.

This document may present information differently from other Cerner documents you may use. Please take a few minutes to read this introduction before using this document.

1.1 Intended Audience

This document is intended for Cerner eligibility clients.

1.2 Intended Use

The intended use of the product is also accessible within the software application including the online help.

1.3 Related Documentation

Other documentation that may be helpful includes the following:

N/A	N/A
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1.4 Questions and Suggestions

Please e-mail your questions or suggestions about this document to:

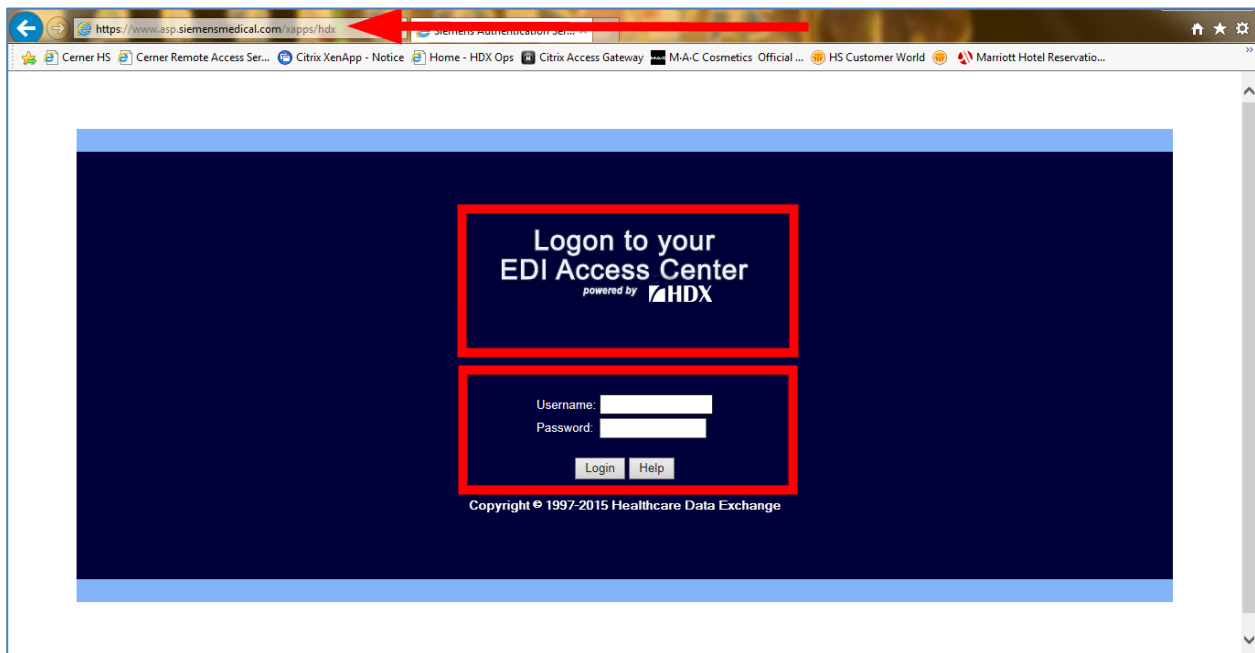
Jennifer.Dorsey@cerner.com

2. EDI Access Center | HDXpress

URL: <https://www.asp.siemensmedical.com/xapps/hdx>

SAVE THIS URL AS A FAVORITE

- ❖ Below is the signon screen
- ❖ The **Username** is followed by username@CHESNY.
- ❖ The default password is will sent to you via an email.
- ❖ The password requirements are:
 - Minimum length 8 characters;
 - Maximum repeated characters 2;
 - Minimum alphabetic characters required 4;
 - Minimum numer characters required 1



EDI Access Center Login Screen

- ❖ **HDX SUPPORT HOTLINE : (610) 219-1569 OPTION 2, OPTION 1.**

4. EDI Access Center Inquiry Screen

- ❖ This screen contains:
 - The **Inquiry screen** on the left
 - Anything highlighted in **YELLOW** is required to send an inquiry for the selected inquiry option.
 - The **Search Options** and **Inquiry tips** on the right.

The screenshot shows the EDI Access Center Inquiry Screen. The interface is divided into several sections. On the left is a sidebar with 'Follow-up Worklist', 'New Inquiry', 'Search', 'Report', and 'Report Monitor'. The main area has tabs for 'Eligibility', 'Patient ID', 'Payment Assessment', 'Batch', and 'Administration'. The 'Eligibility' tab is active, showing a form for 'Inquiry'. The form includes fields for 'Payer' (AETNA), 'Provider' (MMMP), 'Member ID/DOB (non-HMO) Search', 'Last Name', 'First Name', 'Member ID', 'Date of Birth', 'Pt Rel To Subscr' (Self), 'Coverage Level', 'Service Type' (Health Benefit Plan Coverage (30)), 'Service Start' (06/17/2013), and 'Service End' (06/17/2013). A red box highlights the 'Payer' and 'Provider' fields with the text 'Choose your Payer'. On the right, there is a 'Help' section titled 'Eligibility Inquiry Tips for AETNA' which includes search options and special tips. A red arrow points to the 'Help' link. At the bottom, there are buttons for 'Clear Form', 'Submit & View Later', and 'Submit & View Now'.

EDI Access Center Inquiry Screen

- ❖ While only one payer can be sent at a time, the **'Keep Patient Information'** feature enables the user to send multiple transactions for the same patient easily. This can be done by checking the **'Keep Patient Information'** box in the bottom right of the screen.

The screenshot shows the 'Inquiry' tab selected. The 'Payer' is set to 'AETNA' and the 'Provider' is 'UPHS'. The 'Member ID/DOB (non-HMO) Search' section is highlighted with a red box, showing fields for Last Name (Smith), Member ID (121212121), Date of Birth (01/01/2000), Pt Rel To Subscr (Self), Coverage Level, Service Type (Health Benefit Plan Coverage (30)), Service Start (08/10/2015), and Service End (08/10/2015). The 'Special Tips' section on the right provides additional information. At the bottom right, the 'Keep Patient Information' checkbox is checked, and the 'Inquiries Submitted' count is 0.

EDI Access Center Inquiry Screen | Keep Patient Information Check box

- ❖ Always check the information contained in the *HELP* screen for different search options allowed.

The screenshot shows the 'Inquiry' tab selected. The 'Payer' is set to 'AETNA' and the 'Provider' is 'UPHS'. The 'Member ID/DOB (non-HMO) Search' section is highlighted with a red box, showing fields for Last Name, Member ID, Date of Birth, Pt Rel To Subscr, Coverage Level, Service Type, Service Start, and Service End. The 'HELP' screen on the right provides additional information, including 'Eligibility Inquiry Tips for AETNA', 'Special Tips', and 'Required Fields on Inquiry'. The 'Keep Patient Information' checkbox is checked at the bottom right.

EDI Access Center Inquiry Screen

5. Viewing Help Pages

- ❖ There are a 2 different ways to access 'Help Pages' in the EDIAC/HDXpress.
- ❖ The 'question mark' (with pages icon) inside the tab frame will access help tips for the current page.

The screenshot shows the EDI Access Center interface. In the top right corner, there is a tab frame with several icons. A red arrow points to a question mark icon inside a square frame, which is labeled 'Help tips for this page'.

The main content area displays information for a patient named KIRBY, JEANETTE. The interface includes tabs for Eligibility, Payment Assessment, Batch, and Administration. The Administration tab is currently selected, showing a 'View' button and a 'Help tips for this page' link.

The patient information section includes:

- Response: KIRBY, JEANETTE
- Provider: UPHS TEST HOSPITAL
- User: TESTUSER1@UPHS
- DOB: 05/31/1943
- SSN: [REDACTED]
- Gender: [REDACTED]
- Source: Browser
- Transaction ID: 08092015101127942523
- Batch ID: [REDACTED]

The 'ZDEMO5010A' section shows coverage status and various financial details:

Member #	Coverage Status	PCP	TPL	MCP	In:	Copay	Deductible	Coins	Out of Pocket	Auth Required
27150104010A135	Active	Yes	Other	Yes		N/A	\$1200.00 SY	100%	N/A	30
Group #: 281449920					Out:	\$20.00	\$150.00 CY	80%	\$900.00 CY	N/A
Oth Brfts: Cov Basis, Unlimit					Unk:	N/A	N/A	N/A	N/A	N/A

The 'ZDEMO5010A Rule Results' section provides additional coverage messages and plan details:

- Additional Coverage Message: NON REPEATING EB03
- Line of Business: Point of Service (POS) (P5)
- Plan Description: NETWORK POS OPEN ACCESS
- Insurance Type: Point of Service (POS) (P5)
- Plan Number: HH7474548
- Plan Description(s): NETWORK POS OPEN ACCESS
- Group Number / Description: 281449920 / GROUP NUMBER
- Plan Number / Description: 8716258 / PLAN NUMBER

The 'ZDEMO5010A Summary for Response Received on 08/10/2015 11:27:12' section includes:

- Subscriber Name: KIRBY, JEANETTE G DDS
- Patient Name: KIRBY, JEANETTE G DDS
- Patient DOB: 05/31/1943
- Plan: 01/23/2002 - 01/23/2005
- TPL1 Payer Name: [REDACTED]
- TPL1 Member/Grp #: [REDACTED]
- Reject Reason: [REDACTED]
- User 1: [REDACTED]
- User 2: [REDACTED]

The bottom of the screen shows a 'To mark as Done, select a reason' dropdown and a 'Mark' button. There are also buttons for 'Preview Print Response', 'New Inquiry', and 'Payment Assessment'.

Page-specific Help tips

- ❖ The 'HELP' option in the upper right hand corner will access the overall 'HELP PAGES' in the EDI Access Center and will give users much more detailed information about navigating through this application.

This screenshot is identical to the one above, showing the EDI Access Center interface. A red arrow points to the question mark icon in the top right corner, which is labeled 'Help Page'.

Help Pages

6. EDI Access Center Response Screen

This screen is broken up into several **sections** that contain:

- ❖ **Page Header**
 - Contains the name of the page (**RESPONSE**).
- ❖ **Patient Header**
 - Contains information sent out in the eligibility inquiry and system generated data.
- ❖ **Payer Header**
 - Contains information brought back from the payer as well as data derived from the response through proprietary algorithms.
- ❖ **Rule Results**
 - Specific rules brought back from the payer regarding specific eligibility information (populated if client has opted-in for Rules and the specific payer has rules established).
- ❖ **Response Slider**
 - Contains additional highlevel response information brought back from the payer as well as additional derived data.
- ❖ **Benefit View (link)**
 - Displays all Benefit/Coverage information from the response transaction.

The screenshot displays the EDI Access Center Response Screen. The interface is divided into several sections:

- Page Header:** Located at the top, it includes the "Response" tab and the "Benefit View Button".
- Patient Header:** Displays patient information for KIRBY, JEANETTE, including DOB (05/31/1943), SSN, and Gender.
- Payer Header:** Displays payer information for ZDEMO5010A, including Member # (27150104010A135), Group # (281449920), and Plan Description (Network POS Open Access).
- Rule Results:** A section titled "ZDEMO5010A Rule Results" showing additional coverage messages and plan details.
- Response Slider:** A section titled "ZDEMO5010A Summary for Response Received on 08/10/2015 13:02:36" containing subscriber, patient, and payer information.

The screen also features a sidebar with navigation options like "Search", "Report", and "Report Monitor". At the bottom, there are buttons for "Preview Print Response", "Mark", and "Keep Patient Information".

EDI Access Center Response Screen

powered by **HDX INT2**
Test User

Eligibility | Payment Assessment | Batch | Administration

Response Provider: **UPHS TEST HOSPITAL** User: **TESTUSER1@UPHS** **Ded/Copay/Coins/OOP** Benefit View

KIRBY, JEANETTE DOB: 05/31/1943 SSN: **8332015101302382221**

MR#: **ZDEMO5010A** PT#: **27150104010A135**

Member #: 27150104010A135
Group #: 281449920
Oth Bnfts: Cov Basis, Unlimit

ZDEMO5010A Rule Results

Coverage Status	PCP	TPL	MCP	In:	Copay	Deductible	Coins	Out of Pocket	Auth Required
Actives	Yes	Other	Yes	In:	N/A	\$1200.00 SY	100%	N/A	30
				Out:	\$20.00	\$150.00 CY	80%	\$900.00 CY	N/A
				Unk:	N/A	N/A	N/A	N/A	N/A

ZDEMO5010A Summary for Response Received on 08/10/2015 13:02:36

Subscriber Name: KIRBY, JEANETTE G DOS Plan: 01/23/2002 - 01/23/2005 Reject Reason:
Patient Name: KIRBY, JEANETTE G DOS TPL1 Payer Name: User 1:
Patient DOB: 05/31/1943 TPL1 Member/Grp #: User 2:

Inquiries Submitted: 1

Preview Print Response To mark as Done, select a reason Mark Keep Patient Information New Inquiry Payment Assessment

EDI Access Center Response Screen / Deductible Summary

❖ Deductible/Copay/Coins/OOP Summary

- Contains deductible, copay, coinsurance, and out of pocket information sorted by Service Type.

Deductible/CoPay/Coinsurance/Out of Pocket Summary - Internet Explorer

http://webseal51.ilab.siemensmedasp.com/hdx_int2/enweb/xapps/xappsPrintFrameset.jsp?title=Deductible/CoPay/Coinsurance/Out of Pocket Summary&printSource=../elig/

Deductible/CoPay/Coinsurance/Out of Pocket Summary

The following table represents a summary of certain benefit information returned.

If certain information is available for a specific benefit, the more link will be enabled.

To view "full" benefit information on any benefit types, close this window and choose the desired benefit.

Translations for codes other than Y (Yes) and N (No) can be viewed by placing your cursor over the code. A hover tool tip box will appear containing the translation for the code. When printing, please use landscape mode.

Name: KIRBY, JEANETTE Transaction ID: 08332015101302382221

Service Type	Coverage Level	Deductible(s)	Cert/In Net wrk	Co-Payment(s)	Cert/In Net wrk	Coinsurance	Cert/In Net wrk	Out of Pocket	Cert/In Net wrk
Surgical (2)	Family	\$3200 Service Year REPEATING EB03 4	N						
Surgical (2)	Individual	\$1200 Service Year REPEATING EB03 6 \$1200 Service Year REPEATING EB03 6	Y N						
Anesthesia (7)	Family	\$3200 Service Year REPEATING EB03	N						

Print Close

Deductible/Copay/Coinsurance/Out of Pocket Summary

❖ Benefit View Button

- Enables users to view all benefit/coverage information in a sortable and filterable table.

powered by **HDX INT2**
Test User

Eligibility Payment Assessment Batch Administration

View 

Response Provider: **UPHS TEST HOSPITAL** User: **TESTUSER1@UPHS** Ded/Copay/Coins/OOP **Benefit View**

Follow-up
Worklist

New Inquiry

Search

Report

Report
Monitor

KIRBY, JEANETTE DOB: 05/31/1943 Source: Browser
MR#: SSN: Transaction ID: 08332015101302382221
PT#: Gender: Batch ID:

Response	Coverage Status	PCP	TPL	MCP	Copay	Deductible	Coins	Out of Pocket	Auth Required
ZDEMO5010A Member #: 27150104010A13S Group #: 281449920 Oth Bnfs: Cov Basis, Unlimit	Active	Yes	Other	Yes	In: N/A Out: \$20.00 Unk: N/A	\$1200.00 SY \$150.00 CY N/A	100% 80% N/A	N/A \$900.00 CY N/A	30 N/A N/A

▼ ZDEMO5010A Rule Results

Additional Coverage Message: NON REPEATING EB03
Line of Business: Point of Service (POS) (PS)
Plan Description: NETWORK POS OPEN ACCESS
Insurance Type: Point of Service (POS) (PS)
Plan Number: HH7474548
Plan Description(s): NETWORK POS OPEN ACCESS
Group Number / Description: 281449920 / GROUP NUMBER
Plan Number / Description: 8716258 / PLAN NUMBER

Category-Status-Program(s): NETWORK POS OPEN ACCESS
Line of Business Name: NETWORK POS OPEN ACCESS
Group Number Description: GROUP NUMBER
Plan Description: NETWORK POS OPEN ACCESS
Group Number \ Description: HH7474548 \ <null>
Plan Description: NETWORK POS OPEN ACCESS
Group Number / Description: 281449920 / GROUP NUMBER
Plan Network Identification Number: HH7474548

▼ ZDEMO5010A Summary for Response Received on 08/10/2015 13:02:36

Subscriber Name: KIRBY, JEANETTE G D05 Plan: 01/23/2002 - 01/23/2005 Reject Reason:
Patient Name: KIRBY, JEANETTE G D05 TPL1 Payer Name: User 1:
Patient DOB: 05/31/1943 TPL1 Member/Grp #: User 2:

Inquiries Submitted: 1

Preview Print Response To mark as Done, select a reason ☐ Keep Patient Information

Benefit View Button

View 

Ded/Copay/Coins/OOP **Benefit View**

7. Discrepancies between inquiries and response

- ❖ Discrepancies between the data entered on the inquiry and that returned on the response are highlighted on the screen displays in **bright yellow**.
- ❖ **Green highlighting** indicates that there is no value on the response for a field in which data was entered on the inquiry. This applies to both the [display lists](#) and the full inquiry and response.
- ❖ Discrepancies are highlighted on printed versions of the display list and full response, and in reports with an asterisk (*).

A yellow yield sign and fields highlighted in yellow show a discrepancy. Clicking the icon opens the flyout that details the differences between what was entered and what was returned.

powered by **HDX INT2**
Test User

Eligibility | Payment Assessment | Batch | Administration

View: [Icons]

Response: Provider: UPHS TEST HOSPITAL User: TESTUSER1@UPHS Ded/Co-pay/Coins/OOP Benefit View

Follow-up Worklist: KIRBY, JEANNETTE DOB: 05/31/1943 Source: Browser Transaction ID: 08112015100951411865 Batch ID:

New Inquiry: ZDEMO5010A Coverage Status: RCP TPL MCP Copay Deductible Coins Out of Pocket Auth Required

Search: THE FOLLOWING DISCREPANCIES EXIST BETWEEN THE INQUIRY AND RESPONSE VALUES

Data Field Label	Inquiry Field Value	Response Field Value
First Name:	JEANNETTE	JEANNETTE
Subscriber First Name:	JEANNETTE	JEANNETTE

Report: Category-Status-Program(s): NETWORK POS OPEN ACCESS
Line of Business Name: NETWORK POS OPEN ACCESS
Group Number Description: GROUP NUMBER
Plan Description: NETWORK POS OPEN ACCESS
Group Number \ Description: HH7474548 \ <null>
Plan Description(s): NETWORK POS OPEN ACCESS
Group Number / Description: 281449920 / GROUP NUMBER
Plan Network Identification Number: HH7474548

Report Monitor: ZDEMO5010A Summary for Response Received on 08/10/2015 09:51:13

Subscriber Name:	KIRBY, JEANNETTE G DOS	Plan:	01/23/2002 - 01/23/2005	Reject Reason:	
Patient Name:	KIRBY, JEANNETTE G DOS	TPL1 Payer Name:		User 1:	
Patient DOB:	05/31/1943	TPL1 Member/Grp #:		User 2:	

Inquiries Submitted: 2

Preview Print Response To mark as Done, select a reason [Dropdown] Mark [Buttons: New Inquiry, Payment Assessment]

Response discrepancy

8. Creating a Work list by using the 'Search' option

- ❖ Filter the search results by utilizing the criteria options in the dropdown boxes on the standard and/or transaction indicator sliders. A specific patient response can be looked up using the patient slider.
- ❖ All selected values are used to qualify a transaction.

The screenshot shows the 'Search' tab in the EDI Access Center. The search criteria section includes dropdowns for Provider, Payer, Coverage Status, Viewed Status, Done Status, Done Reason, and Response Status. There are also input fields for From Date and To Date. On the right, there are dropdowns for Source, Batch Options, Batch ID, User ID, Bundle Activity, Environment, and Rule Results. A sidebar on the left contains navigation options like Follow-up, New Inquiry, Search, Report, and Report Monitor. Red arrows highlight the search criteria section, the Source dropdown, and the Environment dropdown.

EDI Access Center / Search Option

The screenshot shows the 'Search Result' tab in the EDI Access Center. The table displays search results with columns for Date/Time, Patient Name, Payer, Coverage, Provider, and User ID. The table is sorted by Date/Time. Red arrows highlight the Date/Time column header, the icons in the Date/Time column, and the 'Generate Report' button.

Date/Time	Patient Name	Payer	Coverage	Provider	User ID
04/30/13 08:20AM	Boscher, Ali T	Zdemo5010a	Active	UPHS TEST HOSPITAL	TESTUSER1
04/30/13 08:20AM	Ginsander, Annette T	Zdemo5010a	Active	UPHS TEST HOSPITAL	TESTUSER1
04/30/13 08:20AM	Lyngholm, Dora T	Zdemo5010a	Active	UPHS TEST HOSPITAL	TESTUSER1
04/30/13 08:14AM	Fletch, Gretchen T	Zdemo5010a	Active	UPHS TEST HOSPITAL	TESTUSER1
04/30/13 08:14AM	Harlow, Tom T	Zdemo5010a	Active	UPHS TEST HOSPITAL	TESTUSER1
04/30/13 08:14AM	Smith, Donald T	Zdemo5010a	Active	UPHS TEST HOSPITAL	TESTUSER1
04/30/13 08:14AM	Boff, Donna T	Zdemo5010a	Active	UPHS TEST HOSPITAL	TESTUSER1
04/30/13 08:13AM	Bolt, Ernie P	Zdemo5010a	Active	UPHS TEST HOSPITAL	TESTUSER1
04/29/13 03:52PM	Summers, Johnny F Junior	Zdemo4010a	Active	UPHS TEST HOSPITAL	TESTUSER1
04/29/13 03:50PM	Summers, Johnny F Junior	Zdemo4010a	Active	UPHS TEST HOSPITAL	TESTUSER1
04/26/13 03:30PM	Remaining, Days C	Zdemo5010a	Active	UPHS TEST HOSPITAL	TESTUSER1

EDI Access Center Search Results Work list

9. Creating a Report in the EDI Access Center

- ❖ Using the same 'Search' filters, you can create/name a report in the EDI Access Center.
- ❖ Once a report is requested, it will appear on the Report Monitor.

The screenshot shows the 'Search' page in the EDI Access Center. The page has a sidebar with navigation links: 'Follow-up Worklist', 'New Inquiry', 'Search', 'Report', and 'Report Monitor'. The 'Report' link is highlighted. The main area contains a 'Search' section with various filters: 'From Date' (05/06/2013), 'To Date' (05/06/2013), 'Select Filter Criteria' (Standard), 'Provider' (All), 'Payer' (All), 'Coverage Status' (All), 'Viewed Status' (All), 'Done Status' (All), 'Done Reason' (All), 'Response Status' (All), 'Source' (All), 'Batch Options' (Exclude Batch Transactions), 'Batch ID' (Find Batch ID), 'User ID' (Find User ID), 'Bundle Activity' (All), 'Environment' (Production Only), and 'Rule Results' (All Transactions). There are also 'Transaction Indicators' for 'Patient' and 'User Fields'. A 'Submit' button is at the bottom right. Annotations include: 'Select Date Span' pointing to the date fields, 'Click Sliders for more filter options' pointing to the 'Transaction Indicators' section, and 'Submit when finished with filters' pointing to the 'Submit' button.

EDI Access Center / Creating a Report

- ❖ Report Monitor
 - Reports with a Complete status can be accessed.

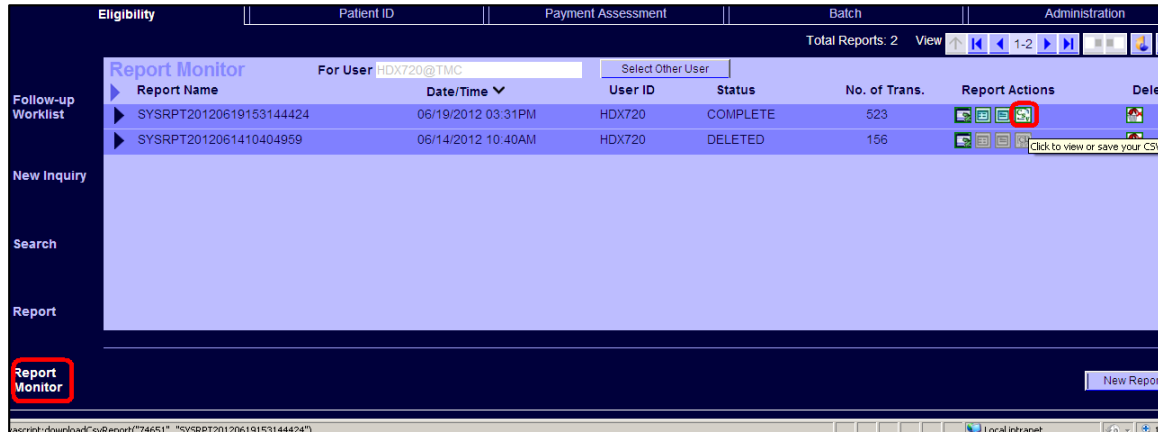
The screenshot shows the 'Report Monitor' page in the EDI Access Center. The page has a sidebar with navigation links: 'Follow-up Worklist', 'New Inquiry', 'Search', 'Report', and 'Report Monitor'. The 'Report Monitor' link is highlighted. The main area contains a table of reports. The table has columns: 'Report Name', 'Date/Time', 'User ID', 'Status', 'No. of Trans.', 'Report Actions', and 'Delete'. The table shows three reports: 'SYSRPT20150813152938850' (QUEUED, 0), 'SYSRPT20150813152850723' (COMPLETE, 176), and 'SYSRPT20150813152833766' (IN PROCESS, 0). The 'Report Actions' column contains icons for 'Refine Report', 'Statistical', 'Detail', 'CSV for Excel', and 'Delete'. Annotations include: 'Report types: Refine Report/Statistical/Detail/CSV for Excel' pointing to the 'Report Actions' column; 'Select CSV for Excel Report' pointing to the 'Report Actions' column; and 'Refresh the List' pointing to the 'Refresh' button.

Report Name	Date/Time	User ID	Status	No. of Trans.	Report Actions	Delete
SYSRPT20150813152938850	08/13/2015 03:29PM	TESTUSER1	QUEUED	0	Refine Report, Statistical, Detail, CSV for Excel, Delete	Delete
SYSRPT20150813152850723	08/13/2015 03:28PM	TESTUSER1	COMPLETE	176	Refine Report, Statistical, Detail, CSV for Excel, Delete	Delete
SYSRPT20150813152833766	08/13/2015 03:28PM	TESTUSER1	IN PROCESS	0	Refine Report, Statistical, Detail, CSV for Excel, Delete	Delete

EDI Access Center / Report Monitor

10. Exporting the report results to MS Excel

- ❖ From the Report Monitor, a report can be exported to MS Excel.
- ❖ Click on the 4th icon under 'REPORT OPTIONS' to export the report to Excel.
- ❖ The report must be saved to the hard drive.



Report monitor / Open the report in Excel.

- ❖ The following fields in the below table are exported to excel when the '**SELECT CSV FOR EXCEL REPORT**' button is selected. Fields are from either the inquiry, response, or are derived.
- ❖ To reduce the number of fields displayed in Excel (customize the Excel spreadsheet to only see pertinent fields), download the EXCEL QUERY BUILDER from the EDI Access Center (see Section 11 for details).

EDI Access Center Response Field Name	CSV Position	EDI Access Center Response Field Name	CSV Position
TID (HDX Transaction ID)	1	TPL Indicator	48
Response Status Code	2	TPL1 Payer Name	49
Response Error	3	TPL1 Member No.	50
Reject Reason Code	4	TPL1 Group No.	51
Reject Reason Code Translation	5	TPL1 Start Date	52
Viewed	6	TPL1 Stop Date	53
Done Status	7	TPL 2 Payer Name	54

Done Reason	8	TPL2 Member No.	55
Accepted	9	TPL2 Group No.	56
Request Date	10	TPL2 Start Date	57
Response Date	11	TPL2 Stop Date	58
Patient Last Name Request	12	MCP Indicator	59
Patient Last Name Response	13	MCP Payer Name	60
Patient First Name Request	14	MCP Member No.	61
Patient First Name Response	15	MCP Group No.	62
Patient Middle Name Request	16	MCP Start Date	63
Patient Middle Name Response	17	MCP Stop Date	64
Patient Suffix Name Request	18	PCP Indicator	65
Patient Suffix Name Response	19	PCP Name	66
Date of Birth Request	20	PCP Telephone	67
Date of Birth Response	21	PCP Start Date	68
Gender Request	22	PCP Stop Date	69
Gender Response	23	Medicare Part A Coverage	70
SSN Request	24	Medicare Part A Start Date	71
SSN Response	25	Medicare Part A Stop Date	72
Member ID Request	26	Medicare Part B Coverage	73
Member ID Response	27	Medicare Part B Start Date	74
Group Number Request	28	Medicare Part B Stop Date	75
Group Number Response	29	CWF Region Request	76
Payer	30	CWF Region Response	77
Payer Address Response	31	Subscriber Gender Request	78
Coverage	32	Subscriber Gender Response	79
Coverage Translation	33	Subscriber DOB Request	80

Provider	34	Subscriber DOB Response	81
Source	35	Subscr First Name Request	82
Start Date	36	Subscr First Name Response	83
Stop Date	37	Subscriber Middle Name Request	84
User ID	38	Subscriber Middle Name Response	85
Batch ID	39	Subscr Last Name Request	86
Patient Account #	40	Subscr Last Name Response	87
Medical Record #	41	Subscriber SSN Request	88
User Def 1	42	Subscriber SSN Response	89
User Def 2	43	Subscriber Member Number Request	90
For Future Use 1/Ins. Type	44	Subscriber Member Number Response	91
For Future Use 2/Plan.Descr.	45	Subscriber Group Number Request	92
User Def 4/ Appointment Date	47	Patient Relationship Request	94
		Patient Relationship Response	95

11. Downloading the Excel query builder from the EDI Access Center Home Page

- ❖ On the EDI Access Center Home Page, select 'Click here for access to Utilities'.

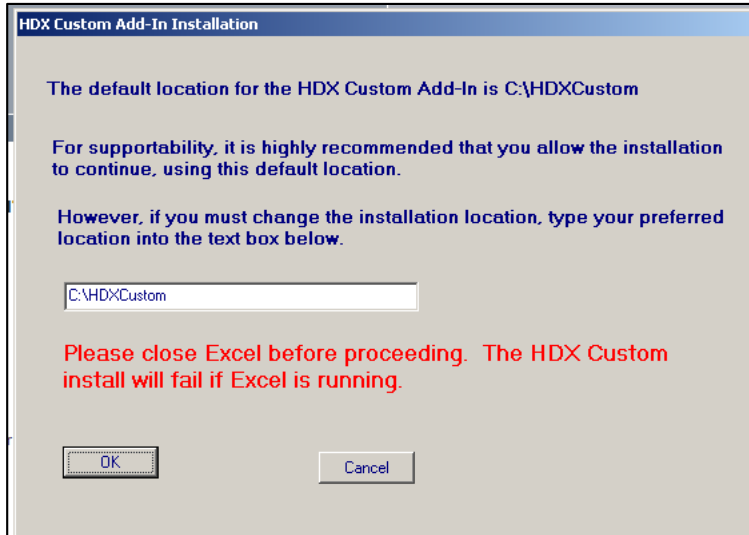
EDI Access Center / Access to utilities

- ❖ Scroll down to 'Data Assistant Utility'.

Data Assistant Utility	2.4MB	Contact your administrator to determine if you have rights to this feature.	For those customers who have purchased Advanced Access, users who have access to the Data Assistant must download these files in order for downloaded Data Assistant CSV files to operate correctly. See this Read Me for installation instructions.
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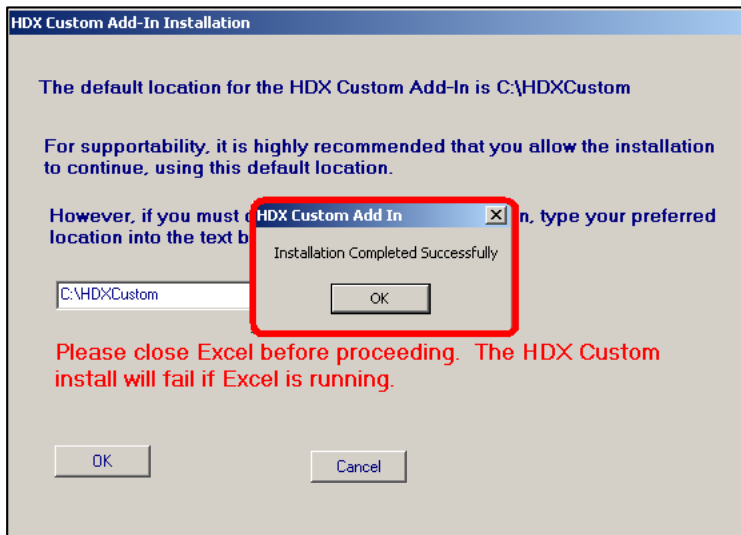
EDI Access Center / Data Assistant Utility

- ❖ Data Assistant Utility and Click Submit.
- ❖ Follow the on screen instructions.



Custom Add In Installation window

- ❖ When complete, the below installation completed successfully message will appear.
- ❖ Click 'OK'.



Installation completed successfully window

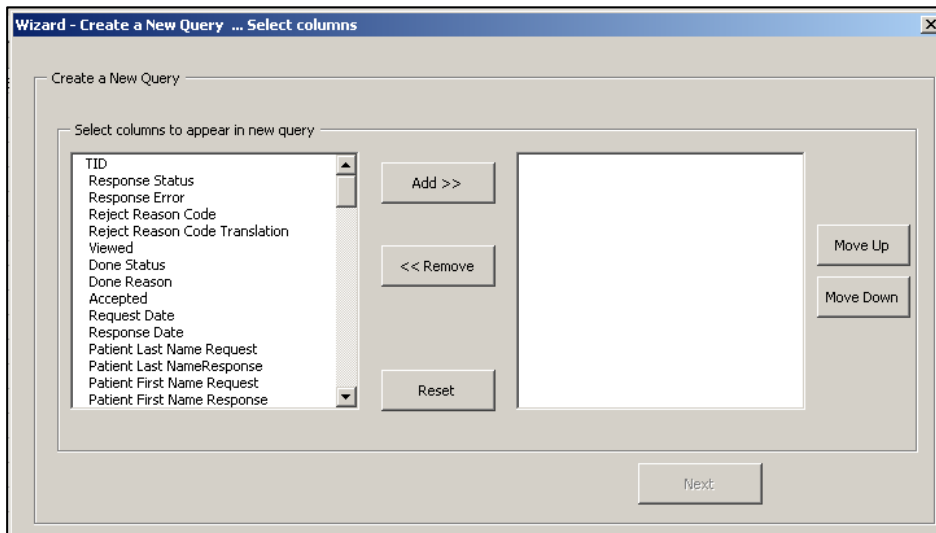
12. Creating a custom query after installation

- ❖ Once installed, open MS Excel.
- ❖ “HDX Custom” will appear as anew icon on the toolbar.
- ❖ Open a report that was exported to MS Excel.
- ❖ To create a custom report format, click on ‘**HDX custom**’, ‘**Query builder**’, ‘**Create new query**’.

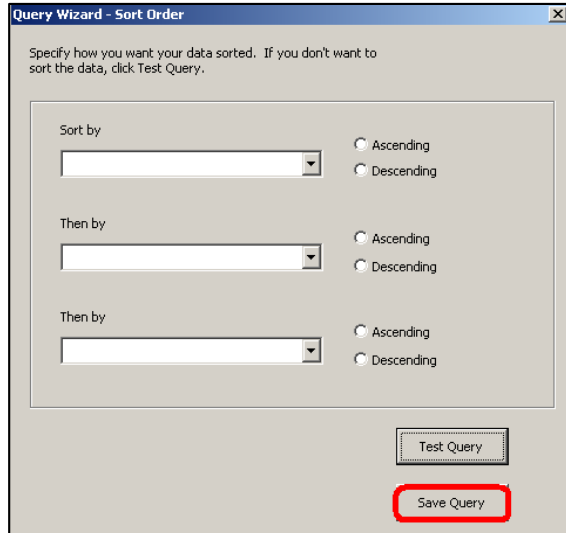


Opening the report in Excel

- ❖ Add the fields in the ‘Select columns to appear in new query’ box that you would like to appear on the report.
- ❖ Click ‘Next’.
- ❖ Click ‘Next’.
- ❖ Click ‘Test Query’.

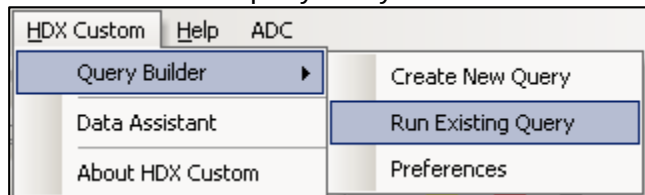


Create a new query wizard



Save query window

- ❖ To save and re-use this query, click on **'Save query'**.
- ❖ To run a saved query, click on **'HDX custom', 'Query builder', 'Run existing query'**.
- ❖ Select the query that you would like to run.



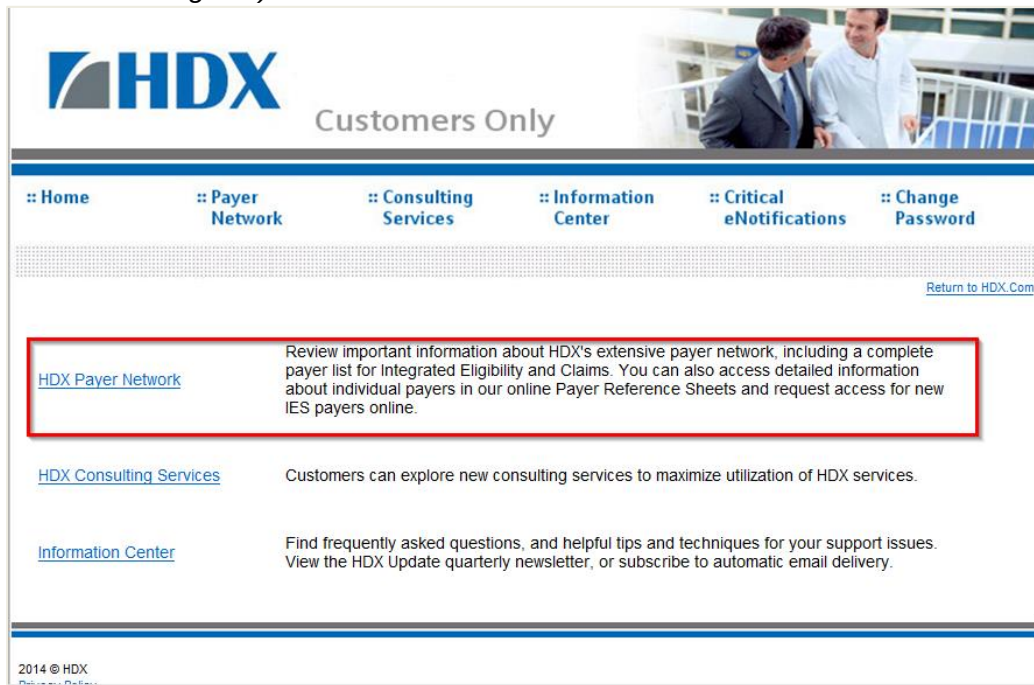
Running a saved query

13. Sharing a custom query

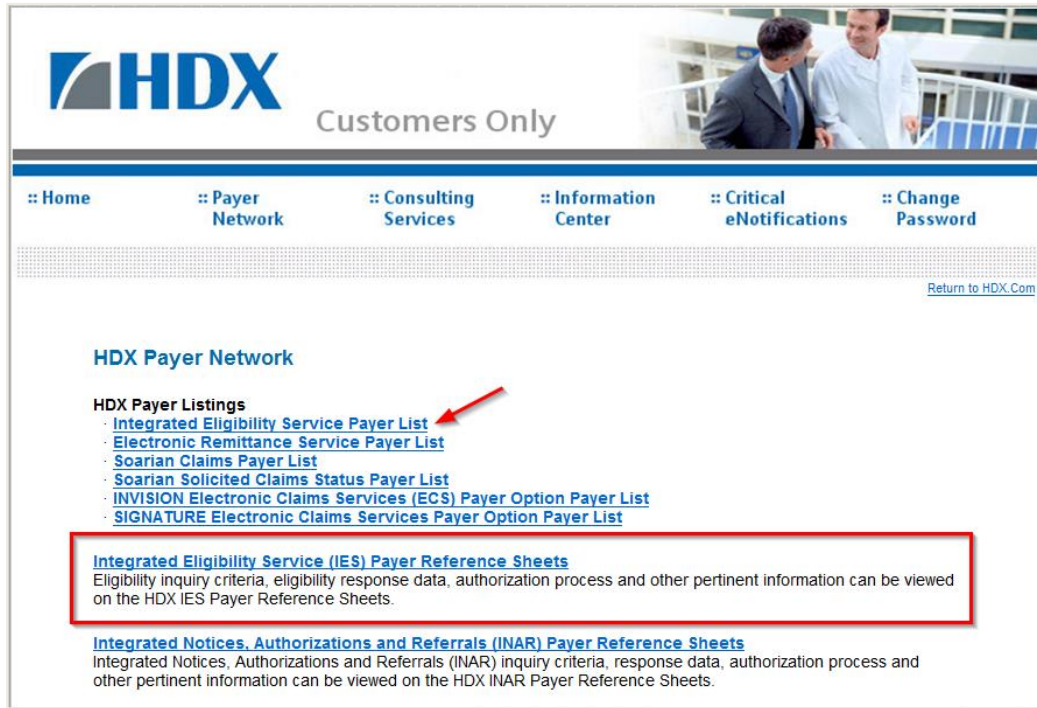
- ❖ Open the folder **C:\HDX custom** in Windows Explorer.
- ❖ Copy the saved query to the clipboard.
- ❖ Paste it into an email.
- ❖ Instruct the recipient to save the query in **C:\HDX custom** in the queries folder.

14. Resources for HDX clients – www.HDX.com /Payer Reference Sheets

- ❖ HDX.com contains all resources for customers – *(Instructions for access to HDX.com will be given).*



HDX client resources



HDX Customers Only

[Home](#)
[Payer Network](#)
[Consulting Services](#)
[Information Center](#)
[Critical eNotifications](#)
[Change Password](#)

[Return to HDX.Com](#)

HDX Payer Network

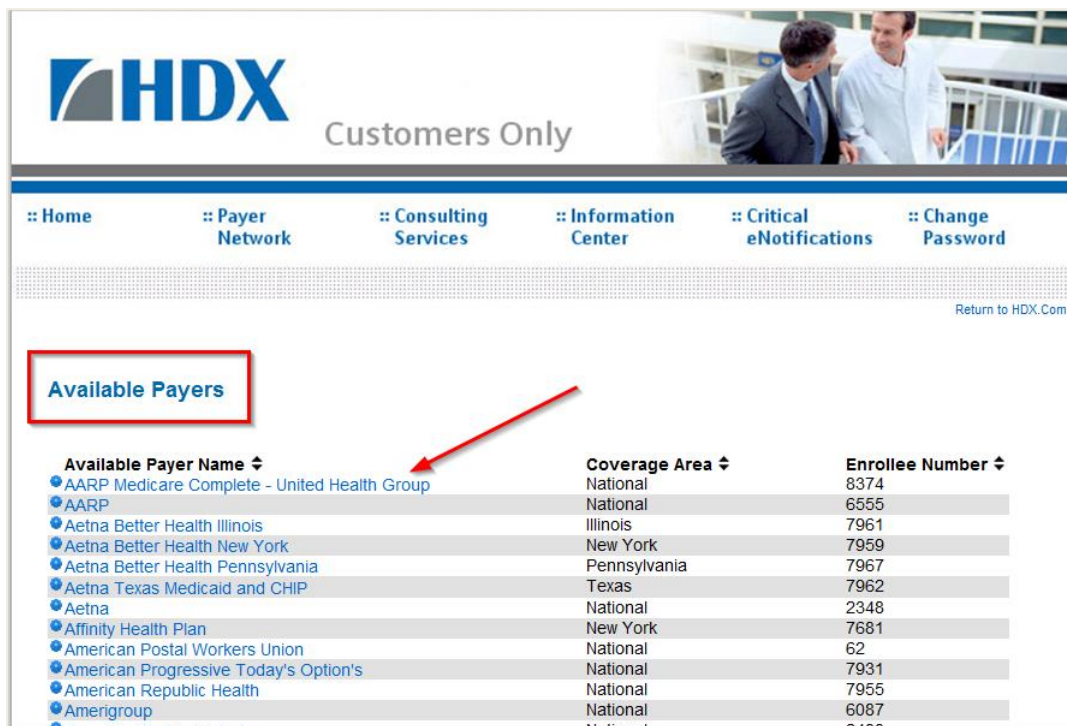
HDX Payer Listings

- [Integrated Eligibility Service Payer List](#)
- [Electronic Remittance Service Payer List](#)
- [Soarian Claims Payer List](#)
- [Soarian Solicited Claims Status Payer List](#)
- [INVISION Electronic Claims Services \(ECS\) Payer Option Payer List](#)
- [SIGNATURE Electronic Claims Services Payer Option Payer List](#)

Integrated Eligibility Service (IES) Payer Reference Sheets
 Eligibility inquiry criteria, eligibility response data, authorization process and other pertinent information can be viewed on the HDX IES Payer Reference Sheets.

Integrated Notices, Authorizations and Referrals (INAR) Payer Reference Sheets
 Integrated Notices, Authorizations and Referrals (INAR) inquiry criteria, response data, authorization process and other pertinent information can be viewed on the HDX INAR Payer Reference Sheets.

HDX client resources



HDX Customers Only

[Home](#)
[Payer Network](#)
[Consulting Services](#)
[Information Center](#)
[Critical eNotifications](#)
[Change Password](#)

[Return to HDX.Com](#)

Available Payers

Available Payer Name	Coverage Area	Enrollee Number
AARP Medicare Complete - United Health Group	National	8374
AARP	National	6555
Aetna Better Health Illinois	Illinois	7961
Aetna Better Health New York	New York	7959
Aetna Better Health Pennsylvania	Pennsylvania	7967
Aetna Texas Medicaid and CHIP	Texas	7962
Aetna	National	2348
Affinity Health Plan	New York	7681
American Postal Workers Union	National	62
American Progressive Today's Option's	National	7931
American Republic Health	National	7955
Amerigroup	National	6087

HDX Payer Network / Payer Reference Sheets

HDX Reference Sheet for Aetna Better Health Illinois Version 5010A1

General Information:

Latest Revision: 11/19/2013

Area of Coverage:	Illinois
Area of Coverage Details:	
HDX Enrollee Number:	7961
Customer Service Phone:	Call HDX Customer Support at 610-219-1569, option 2 then option 1
Customer Service Hours of Coverage:	Days: Mon - Fri Hours: 8:00 AM to 5:00 PM ET

Payer Fees:

Payer Fee:	None
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Availability:

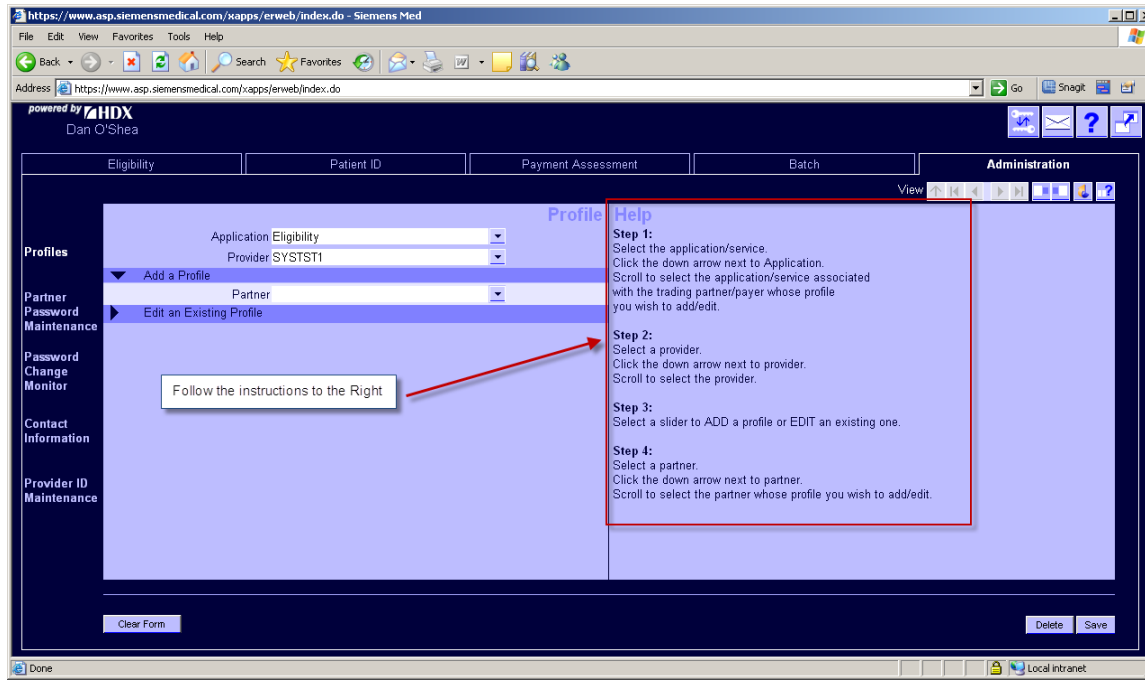
Payer System Availability	24/7
Access	Real time
Database Updates	Real-time updates

Products Available for Eligibility:

one Local intranet | Protected Mode: Off 115%

HDX Payer Reference Sheet (Aetna)

15. Adding Payers / NPI Numbers / Provider ID's



EDI Access Center / Adding a payer

https://www.asiemenmedical.com/xapps/erweb/index.do - Siemens Med

powered by **HDX**
Dan O'Shea

Eligibility Patient ID Payment Assessment Batch Administration

View: [Icons]

Profiles

Application: Eligibility
Provider: SYSTST1

Partner

Partner: AMERIHEALTH ADMINISTRATORS (AH)

Partner Alias

Provider Number

Required Provider ID's Go Here

NPI Number Follow this link

Provider ID Maintenance

Choose Payer / Check Active / Save

Profile Tips For: AMERIHEALTH ADMINISTRATORS (AHA)

Requires Password?: No Level: NA
Requires Login?: No Level: NA
Requires Password Change Transaction?: No
Password Expiration: NA

Special Tips

Successfully added AMERIHEALTH ADMINISTRATORS (AHA) profile

Clear Form Delete Save

EDI Access Center / Adding a payer / Provider ID