

**Submit File to MIHMS**

Go to <https://mainecare.maine.gov>.

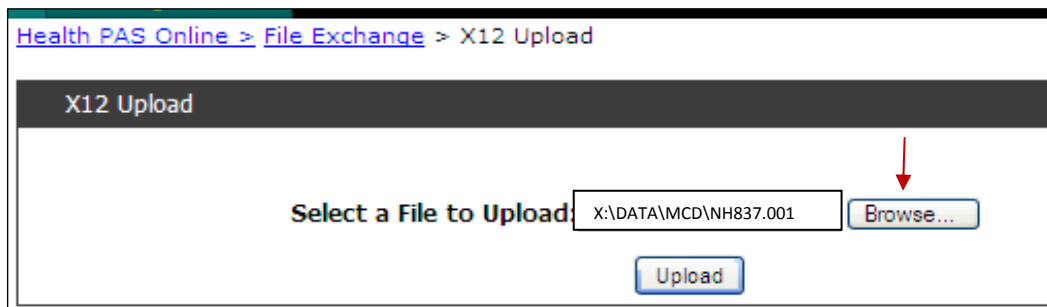
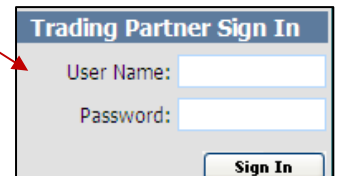
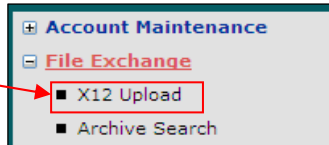
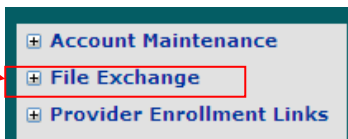
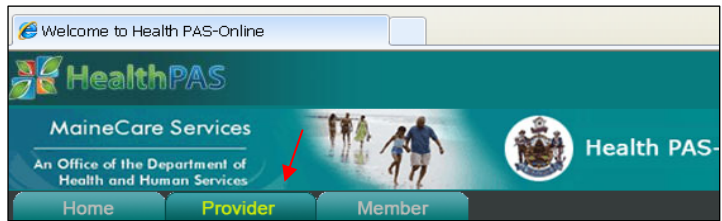
On the Welcome screen click **Provider** tab.

Log in by entering your **User Name** and **Password**.

Click **Sign In**.

On the left hand side of the screen click **File Exchange**.

Under **File Exchange**, click **X12 Upload**



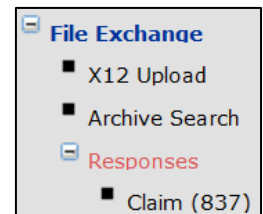
On the **X12 Upload** screen, click the **Browse** button. In your DATA directory, look for the MCD folder and select the file you want to upload. Example: X:\DATA\MCD\NH837.001 (or NH837P.001 for a 1500 file).

When you have selected the file, click **Upload**.

You should receive a message that the file was successfully uploaded.

To view status of the submitted file, select **Responses** > Claim (837).

Note two sample screens: with and without a **BRR** (the Business Rejection Report).



Total 1 records returned.

Submission File Name	Submission Date	ICN	Usage Indicator	TA1	997	824	BRR	Action
NH837.001-225560	7/1/2010 12:27:43 PM	000004016	T	<a href="#">13736</a>	<a href="#">13737</a>			Download All...

Total 1 records returned.

Submission File Name	Submission Date	ICN	Usage Indicator	TA1	997	824	BRR	Action
NH837.001-225770	7/1/2010 1:29:22 PM	000004013	T	<a href="#">13797</a>	<a href="#">13800</a>		<a href="#">13798</a>	Download All...

A BRR lists errors in the file. Open, print and review it and correct errors.

If you need help understanding the report, fax it to Hi-Tech and contact Hi-Tech Support.

To log out, select **Sign Out** in the right-hand corner.

To verify your submission status, see next page.



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**Verify your Submission Status.**

Log in if you need to. See previous page for Log in instructions.

Choose [Account Maintenance](#) > Trading Partner Status.

Scroll down beyond your account information and see how many of the 3 required test files have been accepted. The example below shows 1 Valid Test Count. You need 3 Valid Test Counts to be approved for submitting claims.

**Account Maintenance**

- Manage Users
- Provider Associations
- Reset Password
- Trading Partner Status

EDI Testing and Certification Status									
Trans	Description	Version	Input Class	Prod Cert date	Last Test Date	Valid Test Count	Test File Req.	Required Passing %	Min. Trans. Count
837I	Health Care Claim: Institutional	004010X096A1	Upload		7/26/2010	1	3	100	15

Log out. See instructions on previous page.

Once you have been approved (3 Valid Test Count), you must change your setting in the Hi-Tech profile by unchecking the Test Submission through **Libraries > Facility > 837 Profile > Insurance Id Number1, Level Number 2:**

**Edit 837 Profile Data (Screen 1)**

Insurance Id Number  ME\_MMIS\_4UNISYS

Level Number  ICF  Test Submission

Insurance Id Number  ME\_MMIS\_4UNISYS

Level Number  ICF  Test Submission