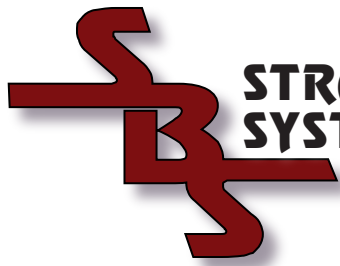


*"The Support People"*



**STRATEGIC BUSINESS  
SYSTEMS, Incorporated**

**Centricity® Physician Office  
Practice Management 2004  
EDI Submission/Response  
Management Training Manual**

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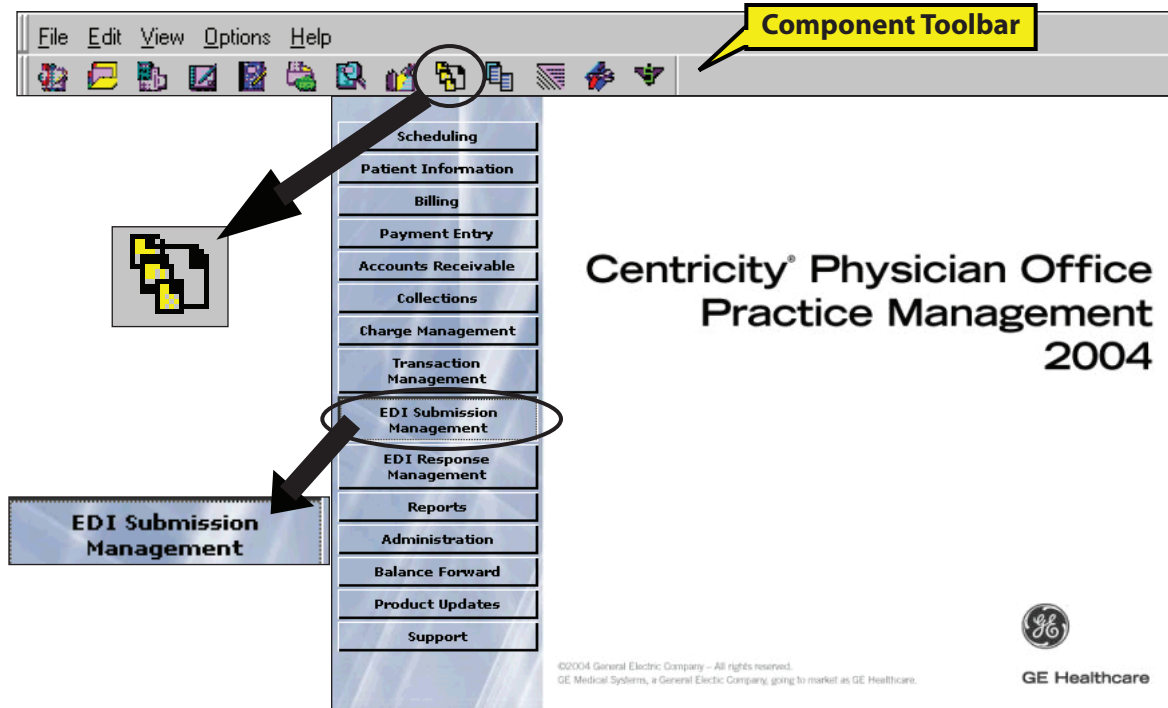
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# EDI Submission Management



Once a visit has been set to Electronic Filing Method in the **Billing** component, the visit is then “batched” and will be sent out to the clearinghouse electronically. At the point the visit is batched, it can be viewed, sent, exported or deleted in the EDI Submission Management component.

To view and send batches, click the **EDI Submission Management** button on the main menu, or click the icon shown above on the component tool bar. The **File/Open** command can also be used to open this component.

Prior to submitting claims for the first time however, please validate the following tables in Administration to insure proper set up has been completed (please refer to the Administration set up manual):

- Check Clearinghouse Settings
- Check Insurance Carrier table and EDI setup for each carrier
- Check Plug Ins table and make sure appropriate plug in is setup
- Check Doctor Setup
- Check Facility Setup

