

New Changes for Automated Billing Process Effective April 1, 2014

- The FOCUS system will now accept .xlsx billing files in addition to the current .xls and .txt files. The Excel billing file no longer has a 10,000 claim line limit. This change will alleviate having to submit multiple claim files.
- The automated billing process is scheduled to run once a day at 2 p.m. All billing files received after 2 p.m. will be scheduled to process the next business day.
- The CLAIMSIN folder must contain one correctly named cover sheet and one correctly named billing file utilizing any combination from the examples below:

(ABCD = provider 4-digit code, YY = fiscal year, MM = month, 001 = 1st file submitted in month, 002 = 2nd file submitted in month, etc.)

<u>Cover Sheet</u>	<u>Billing File</u>
ABCDYYMM001.pdf	ABCDYYMM001.xlsx
ABCDYYMM001.doc (or .docx)	ABCDYYMM001.xls
ABCDYYMM001.jpg (or .jpeg)	ABCDYYMM001.txt

If the billing files are not named correctly, the files will deny processing.

- **Any alterations to the folder names, CLAIMSIN and CLAIMSOUT, in the SFTP site will not be recognized and will cause files to be bypassed for processing.**
- After Billing files have processed, all notifications will be conveniently located in the CLAIMSOUT box. These notification types include:
 - Billing File Successfully Processed, and
 - Billing Detail Report (this will still be available in QVADS), or
 - Billing File Denial Notice with specific claim line errors
- A second billing file containing rejected claim lines may only be submitted after the 15th of the month. The second file name will need to be named, ABCDYYMM002 for both the cover sheet and billing file. Any repeated file names will cause the file to deny processing.
- Please direct any questions you have about these changes to DDD-Claims@azdes.gov. Thank You!

Uploading the Billing Files to your SFTP site

***** Any alterations to the folder names, CLAIMSIN and CLAIMSOUT, in the SFTP site will not be recognized and will cause files to be bypassed for processing.**

- Before uploading your billing file, fill in, print and sign a Monthly Invoice Cover Sheet. The cover sheet must contain a hard signature.
- Multiple AHCCCS ID files will need to be named as follows:
 - AHCCCS ID 1 ABCDYMM001 both cover sheet and billing file
 - AHCCCS ID 2 ABCDYMM002 both cover sheet and billing file
- Log onto your SFTP site. (If you do not have this information please email DDD-Claims@azdes.gov)
- Open the CLAIMSIN folder.
- Browse your computer to find your billing file.
- Select file, click on 'OK'.
- Browse your computer to find your cover sheet.
- Select file, click on 'OK'.
- Confirm the CLAIMSIN folder contains one correctly named cover sheet and one correctly named billing file.
- Log out.