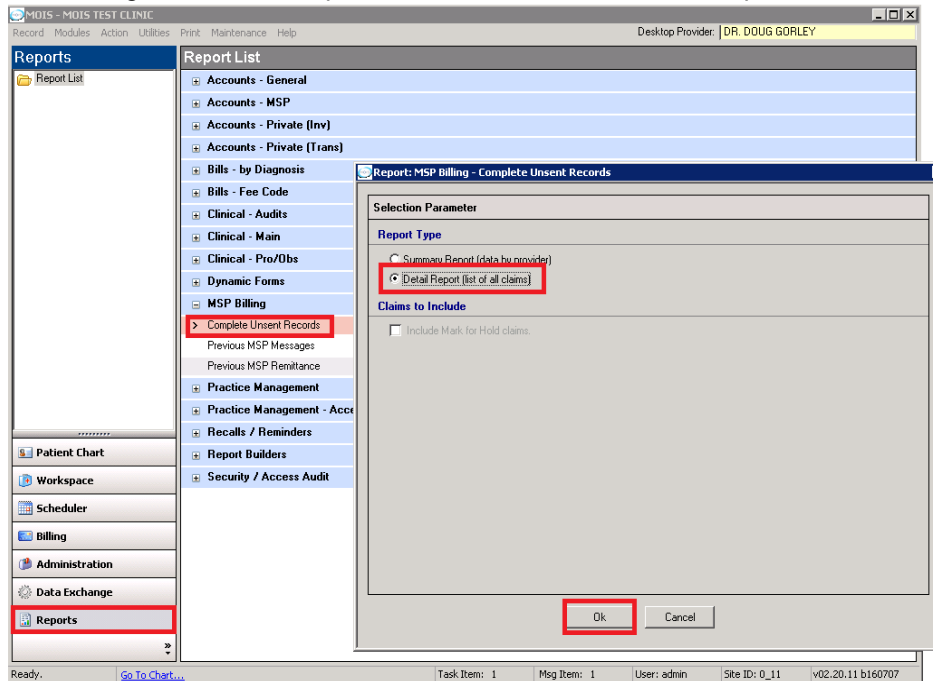


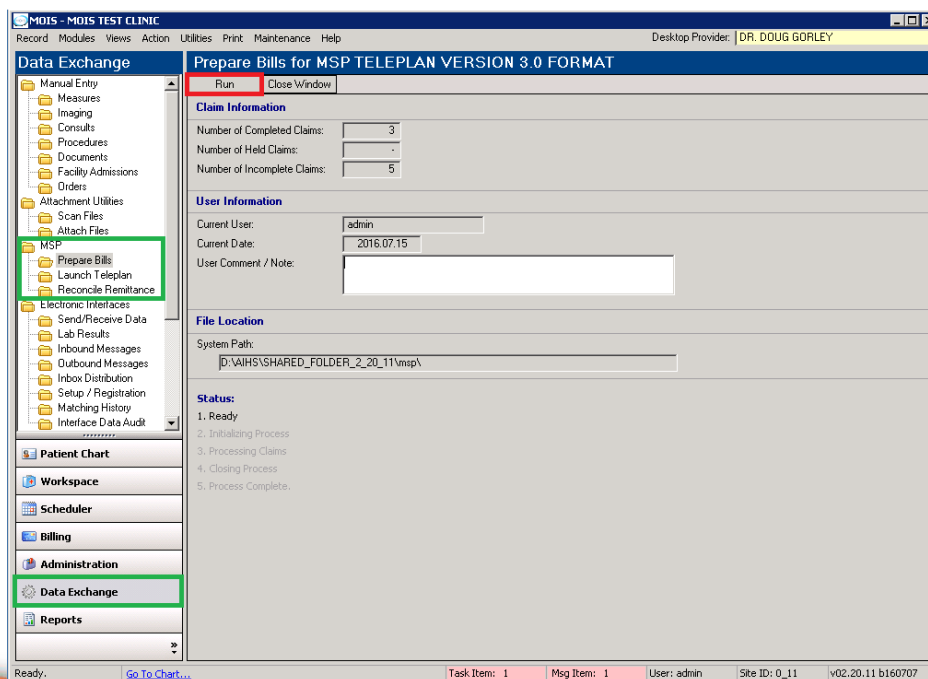
Submitting Claims 101

Submitting to MSP

- Go to Reports / MSP Billing / Run the 'Complete Unsent Records' / Print this report

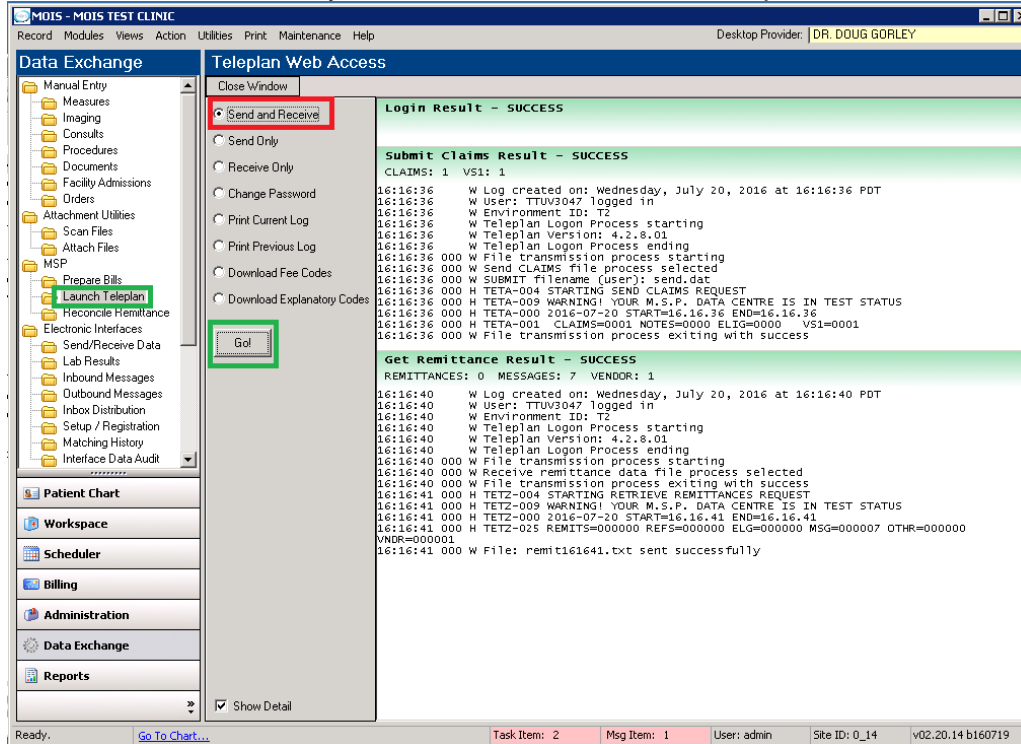


- Go to Data Exchange
 - Prepare Bills / Run



- **Launch Teleplan**

- MOIS stores your Teleplan password and will Login for you. You should see Login Result – Success
- Click Send and Receive, then Go
- Click Print Current Log (if you want to keep a printed record of this)
- Check the 'Show Detail' checkbox if you want to see the detail records of your send/receive from Teleplan



- **Reconcile Remittance**

- Click Run
- Click Yes and print both the MSP Reconciliation Report and the MSP Messages.

*Note, both of these documents are stored in MOIS for future reference.

