

# MC EDT Quick Guide

NOTE: The following instructions assume the “Start In” displayed in the properties of your VisionWare icon is “C:\Vision”. If the “Start In” is different, change the destination in step 6 when sending claim files and step 5 when downloading files to match your “Start In” folder.

## Sending Claim File

1. Create OHIP Submittal in VisionWare. A Submittal Report will be printed, including a Label Identification page at the end.
2. Open your Internet Browser and go to <https://www.edt.health.gov.on.ca> and login.
3. At the Administration and MOHLTC Services menu, select ‘MC EDT Service (Upload/Download)’
4. At the Medical Claims Electronic Data Transfer menu, select ‘Upload’
5. At the File Upload screen, choose the appropriate Doctor’s provider number as the Billing Number.
6. Click on the ‘Browse’ button, the submission file is stored in C:\Vision\edt folder. Type the File Name (as found from the Label Identification page) and click on ‘Open’.
7. Select the file type of ‘Claim File’ and then click on the ‘Upload’ button to upload the file.
8. You will get a message that the file has been uploaded.
9. Log off and close the Internet Browser.

## Downloading Files

1. Open your Internet Browser and go to <https://www.edt.health.gov.on.ca> and login.
2. At the Administration and MOHLTC Services menu, select ‘MC EDT Service (Upload/Download)’
3. At the Medical Claims Electronic Data Transfer menu, select ‘Download’
4. To download the required report, select the text ‘Download’ in the last column.
5. Browse to your C:\Vision\edt folder.
6. Once you are in the EDT folder, click on ‘Save’.
7. Repeat steps 4-6 to download any additional files.
8. Log off and close the Internet Browser.

### Notes:

- All files posted in MC EDT stay on the downloads page for 6 months
- The 2<sup>nd</sup> letter of the File Name indicates the Month of the file  
(A=January, B=February, C=March, D=April, E=May, F=June, G=July, H=August, I=September, J= October, K=November, L = December)

**Submittal Files** (start with 'H')

- created by VisionWare
- contain the OHIP claims for particular doctor
- submitted to MC EDT through the MOHLTC - File Upload screen
- recommended they are created and sent weekly or biweekly
- maximum of one submittal file per doctor can be created per day

**Batch Edit Files** (start with 'B')

- created by OHIP for every submittal file they receive
- acknowledges the file and number of claims received
- posted in the MC EDT Downloads 48 hours after receiving the submittal file
- recommended they always be downloaded and viewed
- can be processed repeatedly through VisionWare Reconcile Remittance File.

**Error Report Files** (start with 'E')

- created by OHIP
- notifies of rejected claims (usually due to health number or version code)
- posted in the MC EDT Downloads 72 hours after receiving the submittal file
- recommended they always be downloaded and printed
- can be processed repeatedly through VisionWare Reconcile Remittance File.

**Remittance Advice Files** (start with 'P')

- created by OHIP
- details Bank Deposit, Paid claims, Rejected claims, etc
- posted in the MC EDT Downloads once per month, usually in the first week
- required to be downloaded and printed
- can only be processed once. A reprint option is available in VisionWare for the last report processed.

**Login/Password Problems**

- After 5 unsuccessful attempts to log into MC EDT, you will be locked out of the website for 30 minutes.
- Passwords expire every 120 days and you will be forced to change it.
- Passwords must be:
  - o Between 8 – 16 characters
  - o First character must be a letter
  - o Not repeat a letter three times or more.
  - o Have at least one lowercase and uppercase letter, one number and one special character such as: @ # ! %
  - o Not match or contain the First Name, Last Name or GO Secure ID
  - o Not be re-used for up to 8 occurrences

**EDT HELPDESK 1-800-262-6524**