

## ***Sending an Output File Manually***

Use this procedure to send report information to Medi-Gate manually.

This procedure is typically required when you have encountered a Unix-based practice management system (running under a windows terminal emulator), which does not allow you to print reports to the Medi-Gate Windows print drivers. When this happens, you need to print the reports to an output file, launch the integrator, and transmit the output files.

Note: This procedure assumes that the output files have already been printed from the client practice management system.

1. Access the Medi-Gate Integrator™ by double-clicking the MGI icon on your Windows Desktop.

The Medi-Gate Integrator™ dialog box appears. This is the application that you use to transmit the output files. Before transmission, you need to tell the integrator where in the workstation the output files are located and their associated names.

2. To set the location and name of the file to transmit, click the following menu options: File>Setup.

The Setup dialog box appears displaying the Internet tab. You use this dialog box to indicate the location and name of the file(s) to transmit.

3. Click the Transmit tab.

The Transmit tab appears displaying the default locations and names for the nine fields and files that Medi-Gate can send. Currently, only the first two apply.

- Patient Demographics
- Patient Insurance

You need to adjust the path and file name for each of these fields to the location and names of your output file(s).

4. Click the browse button (...) for the Patient Demographics field and navigate to and select the appropriate output file.

The path and file name changes to the appropriate output name.

5. Click the browse button (...) for the Patient Insurance field and navigate to and select the appropriate output file.

The path and file name changes to the appropriate output name.

Note: If there is just one output file (you used one report for both patient demographic and insurance information), then point the Patient Demographic and Patient Insurance path to the same output file.

6. Click the Save button.

Your changes will be saved. The next time you need to transmit, you do not need to change this information, unless the file name and paths change.

7. To transmit the file, click the following menu options: File>Transmit.

An informational message appears asking you to verify that you have a live internet connection.

8. Click OK to continue.

When the transmission is complete a message will display indicating the successful transfer of information.