

MedBASE GONet EDT Quick Reference

Creating an EDT Submission File

1. From Main Menu, select **Process**
2. From Process Menu, select **Bill**
3. If desired, select **F9-Verify**
4. Select **F7-Bill**
5. Select **Yes** to proceed
6. Select **EDT Out Box**
7. Choose Billing Summary options and select **Print** to print the summary
8. Select **OK**
9. Proceed to “Sending Submission Files to MOH Using EDT” below to transfer submission to the Ministry of Health

Sending Submission Files to MOH Using EDT

1. From Main Menu, select **Process**
2. From Process Menu, select **MOH-EDT**
3. Select **Connect to GO-NET**
4. Type in your MOH user ID and press **Enter**
5. Type in your EDT password and press **Enter** - note that your password will not appear on the screen
6. Press **Enter** to skip messages
7. Type **3** for Ministry of Health Menu and press **Enter**
8. Type **1** for Send Claim File and press **Enter**
9. Type **T** for Text in the File Format field
10. Under File Name enter submission file name (top left corner of Billing Summary)
11. In the Protocol field, type **Z**.
12. Press **Enter** to begin file transfer
13. Type **4** to log off

Retrieving Reports from MOH Using GONet EDT

1. From Main Menu, select **Process**
2. From Process Menu, select **MOH-EDT**
3. Select **Connect to GO-NET**
4. Type **1** for Download and press **Enter**
5. Press **F8** to select files
6. Press **F10** to commence the download
7. Repeat steps 5 and 6 until all available files have been downloaded
8. Type **4** to log off.

Printing Downloaded MOH EDT Reports

1. From Main Menu, select **Process**
2. From Process Menu, select **MOH-EDT**
3. Select **Print** to print a selected file, or **Print All** to print all files in the Inbox.

Processing OHIP Reconciliation (“Remittance Advice”) Files

1. From Main Menu, select **Process**
2. From Process Menu, select **Reconcile**
3. Select **EDT Inbox**
4. Select **Open**
5. Select **Continue**
6. Choose desired file and select **OK**.