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eMBS Select Application eMBS Load Application

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USER GUIDES

BILLING SUBMISSIONS

- File Status
- Single Claim Entry
- Submit Flat File**
- Upload Flat File**
- Upload TCM(Non-837)
- Submit Recipient File
- Attest Files

REPORTS

CONVERSION RESULT FILES

ADMINISTRATION

MBS CLAIM FILE SUBMITTAL

Maximum size of each file: 30,000 KB or 30 MB
 Files must begin with the letter... M
 File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:

File Name:

LIST OF THE FILES ON THE WEB

File Name	Delete	View	Download
m9999999_test.txt	Delete	View	Download
m9999999_test_01.txt	Delete	View	Download

In eMBS, go to 'BILLING SUBMISSIONS' > 'Submit Flat File' > 'Upload Flat File'.
 Click on the 'Browse' button to search your computer for the file you wish to upload.

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REPORTS

- Provider Weekly Reports**
- Miscellaneous Reports
- Recipient Verification R
- Third Party Reports

CONVERSION RESULT I

Provider Weekly Reports

Choose File to Upload

kevin.bracken\$ (\\dodds... > TEMP

Organize New folder

Name	Date modified	Size
m9999999_test_02	6/22/2012 1:33 PM	1 K
m9999999_test_01	6/27/2012 10:07 AM	12 K

File name: m999999_test_01 All Files (*.*)

A window will open that will allow you to search your computer for your file. Select the file and click 'Open'.

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File Name	Delete	Delete 1+	View	Download
m9999999_test.txt	Delete	Delete 1+	View	Download
m9999999_test_01.txt	Delete	Delete 1+	View	Download
m9999999_test_02.txt	Delete	Delete 1+	View	Download

Your filename will appear in the box to the left of the 'Browse' button. Click 'Upload' to upload your file.

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File successfully uploaded - File Name: m9999999_test_01.txt Reference Number: 1206270003 File Size: 12172 Kb

Maximum size of each file: 30,000 KB or 30 MB
Files must begin with the letter... M
File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:

File Name :

LIST OF THE FILES ON THE WEB

File Name	Delete	View	Download
m9999999_test.txt	Delete	View	Download
m9999999_test_01.txt	Delete	View	Download

You should get a message indicating that the upload was successful.

Potential errors you may receive when uploading a flat file

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ERROR: Upload unsuccessful. The contractor number supplied in the File Name does not match the Security Affidavit. Upload unsuccessful. File Not Uploaded!

Maximum size of each file: 30,000 KB or 30 MB
Files must begin with the letter... M
File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:

File Name :

LIST OF THE FILES ON THE WEB

Either the formatting of the file is wrong, causing the contract number to be in the wrong location in MBS to verify; your sign-on has timed-out, in which case shut down the application and the browser and sign back in; or your sign-on has not been associated with the contract number, in which case call security at 1.800.671.6733, option 4 .

4	6	1	12	5	1	7	2	3	4	1	7	2	2	7	9	2
bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes
Month & Current Year	date	Form #	Medicaid recip #	Recip last name	Recip first name	Contract #	Service Date	Service code	Units of service	Other source code	Other source amount	Group size	Service county	UCR	Optional Contractor reference #	Staff size

Potential errors you may receive when uploading a flat file

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MBS CLAIM FILE SUBMITTAL

ERROR: Upload unsuccessful. The File being uploaded appears to have at least 1 record longer than 115 characters. The last 10 characters are reserved for an DODD assigned File Reference Number.

Maximum size of each file: 30,000 KB or 30 MB
Files must begin with the letter... M
File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:

File Name :

LIST OF THE FILES ON THE WEB

4	6	1	12	5	1	7	2	3	4	1	7	2	2	7	9	2
bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes	bytes
Month & Current Year	date	Form #	Medicaid recip #	Recip last name	Recip first name	Contract #	Service Date	Service code	Units of service	Other source code	Other source amount	Group size	Service county	UCR	Optional Contractor reference #	Staff size

The total width of the data cannot exceed 75 bytes, including spaces.

04120627122445566778899CA	SEJS999999924A	TB0002	050001873	01
04120627122445566778899CA	SEJS999999925A	TB0002	050001873	01
04120627122445566778899CA	SEJS999999927A	TB0002	050001873	01
05120627122445566778899CA	SEJS999999901A	TB0002	050001873	01
05120627122445566778899CA	SEJS999999903A	TB0002	050001873	01
05120627122445566778899CA	SEJS999999904A	TB0002	050001873	01

Potential errors you may receive when uploading a flat file

ERROR: Upload unsuccessful. Cannot upload a file containing a blank line.

Maximum size of each file: 30,000 KB or 30 MB
 Files must begin with the letter... M
 File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:

File Name :

LIST OF THE FILES ON THE WEB

04120627122445566778899CASEJS999999924ATB0002	050001873	01
04120627122445566778899CASEJS999999927ATB0002	050001873	01
05120627122445566778899CASEJS999999901ATB0002	050001873	01
05120627122445566778899CASEJS999999903ATB0002	050001873	01

Your file cannot contain a blank line, either in the body of the file or at the end.

Potential errors you may receive when uploading a flat file

ERROR: Upload unsuccessful. Cannot upload a file having more than 40 characters in file name. File Not Uploaded!

Maximum size of each file: 30,000 KB or 30 MB
 Files must begin with the letter... M
 File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload:

File Name :

LIST OF THE FILES ON THE WEB

File Name	Delete	Delete 1+	View	Download
m9999999_test.txt	Delete	Delete 1+	View	Download
m9999999_test_01.txt	Delete	Delete 1+	View	Download
m9999999_test_02.txt	Delete	Delete 1+	View	Download

Your file name must be no more than 40 characters long. The first 8 characters must be 'm' plus your contract number, which leaves 28 spaces [plus 4 at the end for the file extension]. Do not use special characters other than the underscore _.

Potential errors you may receive when uploading a flat file

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MBS CLAIM FILE SUBMITTAL

m9999999_test_01.txt has already been uploaded by : Kevin M Bracken on the 6/27/2012 3:29:00 PM with reference Number : 1206270003

Maximum size of each file: 30,000 KB or 30 MB

Files must begin with the letter... M

File types which cannot be uploaded = .xls .doc .pdf .zip .rtf .done .attest .cfo .binary .dat

Select the File to Upload: [Browse...](#) [Upload](#)

File Name : [Search](#)

LIST OF THE FILES ON THE WEB

File Name	Delete	Delete 1+	View	Download
m9999999_test.txt	Delete	Delete 1+	View	Download
m9999999_test_01.txt	Delete	Delete 1+	View	Download
m9999999_test_02.txt	Delete	Delete 1+	View	Download

You cannot use the same file name twice, even if the first time the upload was unsuccessful.