



# ASAP-AP QUICK TIPS

Here are some **TIPS** to follow when using the ASAP-AP software

- ✓ You must be enrolled with EDI to use the ASAP-AP software
- ✓ Keep your EDI Booklet with your logon information handy
- ✓ A dial-up modem is needed to transmit claims.
- ✓ It is recommended that a dedicated phone line is used for your modem line
- ✓ Use the default (F10 key) setting value in any field which has recurring data (see manual for more information)
- ✓ Data cannot be imported from another software into ASAP-AP.
- ✓ The System Configuration records must be completed in order to submit your claims.
- ✓ The Provider and Submitter Records must be completed *before* entering claim and submitting claims.
- ✓ All claims must be generated *before* transmitted.
- ✓ Use the F1 key as a “quick key” to add the current date in all the date fields.
- ✓ Never use decimal points in the diagnosis codes field.
- ✓ After entering line items, use the tab key (instead of Enter) to advance to the Patient Account field.