



ACS EDI Gateway, Inc.  
A Xerox Company  
2324 Killearn Center Blvd.  
Tallahassee, FL 32309

# WINASAP 2003

## QUICK TIPS

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**Here are some tips on using the WINASAP2003 software.**

- The **Medicaid Id Required** Option allows you to turn On/Off the Medicaid requirement. It is located under **Tools** and **System Settings**.
- The **Show Payer Edit** button allows you to change the length of the provider number and allows you to select the type of characters allowed to input the provider number.
- Make sure you enter all providers and patients that you are submitting claims for in the Reference Section of the software first, completing all the information, including the address.
- Once you enter providers and patients, back up files by going to **Tools** and **Backup Database**.
- Use the Tab key or the Enter key to advance to the next field when you are filling in any screen.
- Do not use decimals or add extra zeros to procedure or diagnosis codes.
- The F5 key is a “quick key” for adding the current date in all date fields.
- For faster data entry, go to the Reference Menu, located in the upper left corner and fill out your applicable codes commonly used in your claims submission.  
*Example: If you use the same group of procedure codes repeatedly, enter the codes into the Procedure Code Reference Screen and use the drop-down menu*



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*on the claim form to select the code instead of data keying. You can also use this process for other reference information, such as patient data, diagnosis codes, etc.*

- To quickly select the appropriate date in a date field, click the calendar button then double-click the appropriate date. If you no longer want to select a date, press the spacebar to exit the calendar window pop-up.
- Underlined fields indicate the minimum fields required for HIPAA.



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*Features for WINASAP 2003 include adding the HCFA NPI Provider Type option and number, and requiring Medicaid ID # to be entered as the Secondary Identification for Medicaid providers.*

To create/add Provider Reference table:

- From the WINASAP2003 Main Menu bar, select the Reference option. Select the Provider option.

- **New:** A **pop-up message** will display when a user enters the provider screen for the first time after installing the new version, they will see the message box:

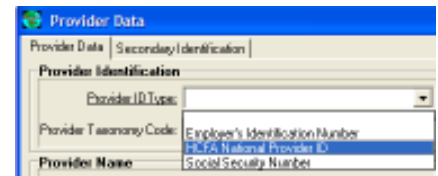


- It is recommended that you click **Yes** so that you will be reminded to enter your Medicaid ID whenever you save provider data. The Provider Data page will open.



- **New:** The **Provider Data** page allows you to choose an **Employer Identification Number, HCFA National Provider Identifier (NPI) or Social Security Number** in the **Provider Type** field.

- Select one of the options from the Provider Type drop-down list. Then enter the corresponding ID number in the Provider ID# field. EIN and SSN should be 9 bytes and HCFA NPI should be 10 bytes.



- Click the Next Page button to enter **Secondary Information**. You may enter up to 8 secondary identifications. At least one secondary



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identification is required. **New:** If you are a Medicaid provider, **the first Secondary Identification field MUST be populated with your Medicaid Information.** If not, the first secondary identification is either the Social Security Number or the Employer Identification Number. The additional drop down boxes have other choices such as Medicare Number or CHAMPUS Number.

**Note:** Duplicate SSN and EIN numbers are allowed in the software. As with SSN and EIN numbers, duplicate NPI numbers are also allowed.

**Free technical support is available from the EDI Support Unit.**