
Transmissions

Contents

Transmissions	1
Setup	2
Preparing claims for transmission.....	3
Sending and Receiving	4
Inbox	4
Outbox	4
Sent Items	4
Pending Forms	5
To review a claim before transmission.....	5
To remove a claim before transmission.....	5
Bulletins.....	5




Setup

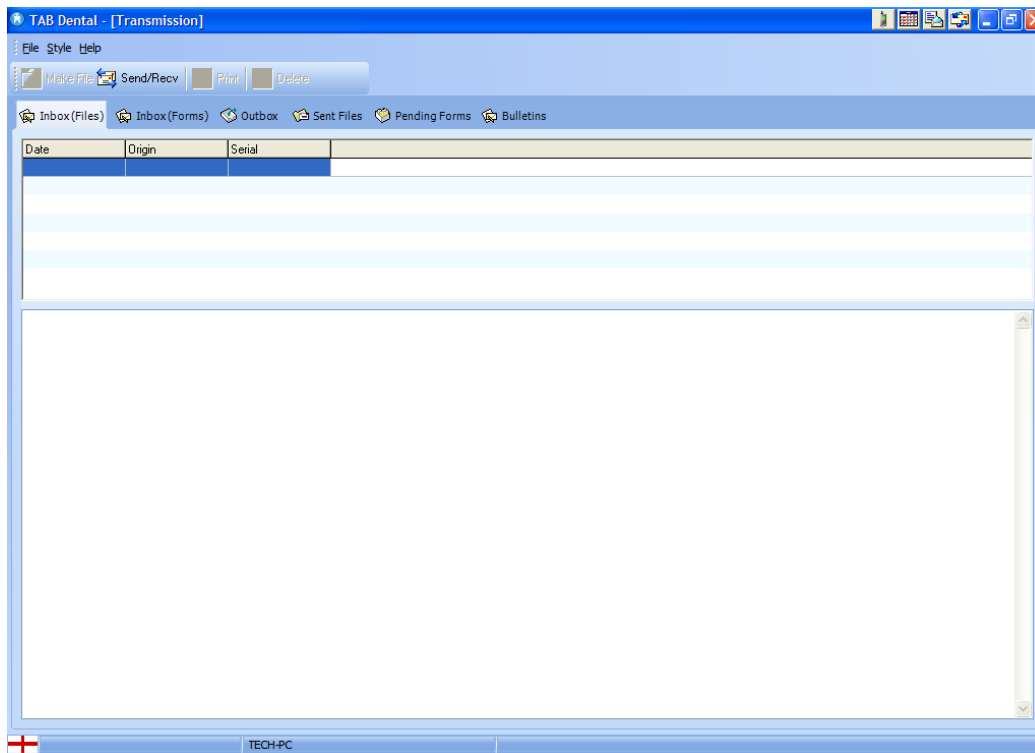
TAB Dental transmits using WebEDI. In order to set the system up correctly, the practice will need to provide certain information. If this information is not available it can be easily obtained from DPB WebEDI Homepage at

<http://ebusiness.dpb.nhs.uk>

At the end of the signup process you will be issued a username and password. These details are particular to the principle dentist. We will need the username and password forwarding to us to enable the system to transmit using WebEDI.

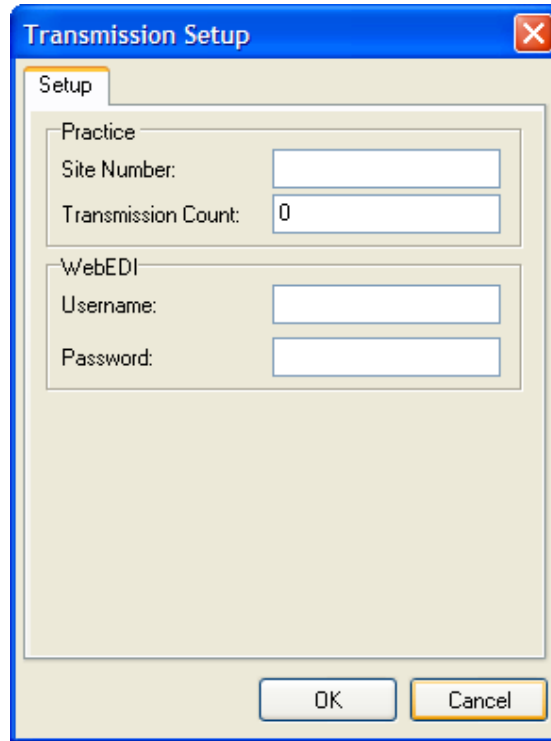
Additionally, we will need your DPB practice site number. From each dentist we will need Performer numbers and PIN numbers. The last information needed, is the Provider, Tag and Location numbers. These are particular to the Principle dentist.

1. These details are entered by clicking on the  Transmission button from the main screen. The following screen appears.



2. Select **File, Setup**
3. Enter details obtained previously






4. Click **OK**

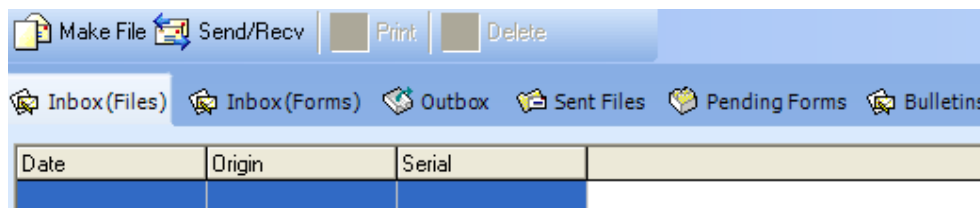
Preparing claims for transmission

Any treatment forms that have been prepared for transmission now need to be collected together and sent to the DPB as a single transmission.

1. From the main screen click the  **Transmission** button

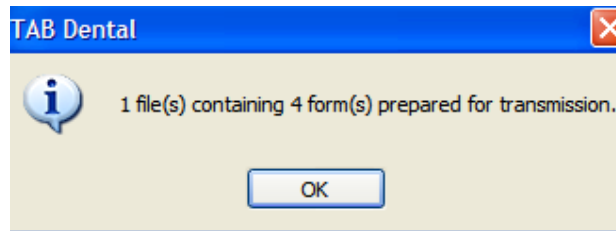
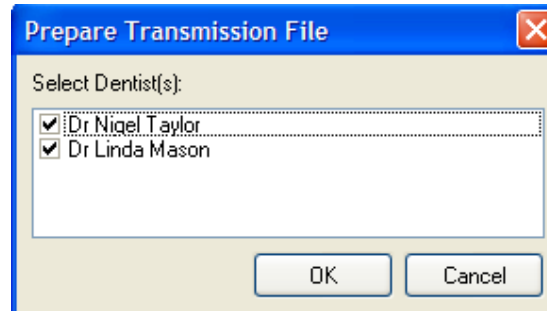


2. Then select  **Make File**



Ensure that all the dentists who have forms to transmit are selected and click **OK**





3. The summary is displayed. Click **OK** then the  **Send/Recv** button

Sending and Receiving

At any time, click the **Send / Receive** button.

The program will now transmit your files, and receive messages back from the DPB.

Inbox

The Inbox contains all current messages received from the DPB. You may select a file and review / print its contents. The inbox is further divided into a separate folder for each of the dentist's responses.

Outbox

The Outbox folder contains all prepare files waiting to be sent to the DPB. You may select a file and review / print its contents.

Sent Items

The Sent Items folder contains all files sent to the DPB. You may select a file and review / print its contents.




Pending Forms

As described above, the claims that you prepare during the **Make File** process are held prior to being “placed in the envelope” for transmission. This allows you the opportunity to review or remove a claim before being transmitted.

To review a claim before transmission

1. On the **Pending Files** tab, **double click** the required claim or highlight and select **File, Open**. The Treatment window will appear.
2. Modify the treatment as required.
3. From the file menu, select **Treatment** then **Transmit Form**. The original form number is retained.

To remove a claim before transmission

1. On the **Pending Files** tab, select the required claim.
 2. Click the  button.
- The claim will now be removed from the list of claims to be prepared.

Bulletins

The Bulletins folder contains all bulletins sent from the DPB. You may select a bulletin and review / print its contents.

