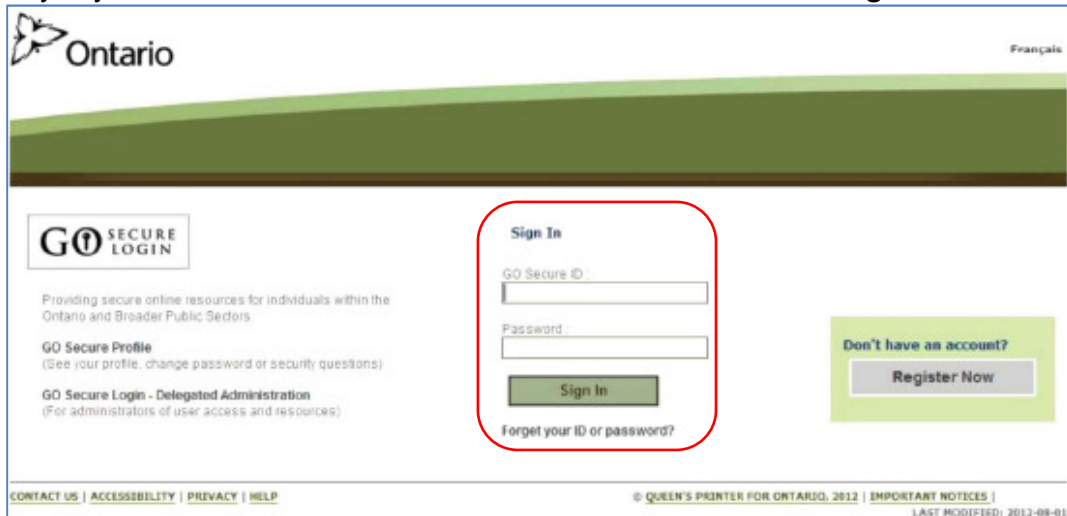


## Using ABELMed to Submit via MC EDT Web Page

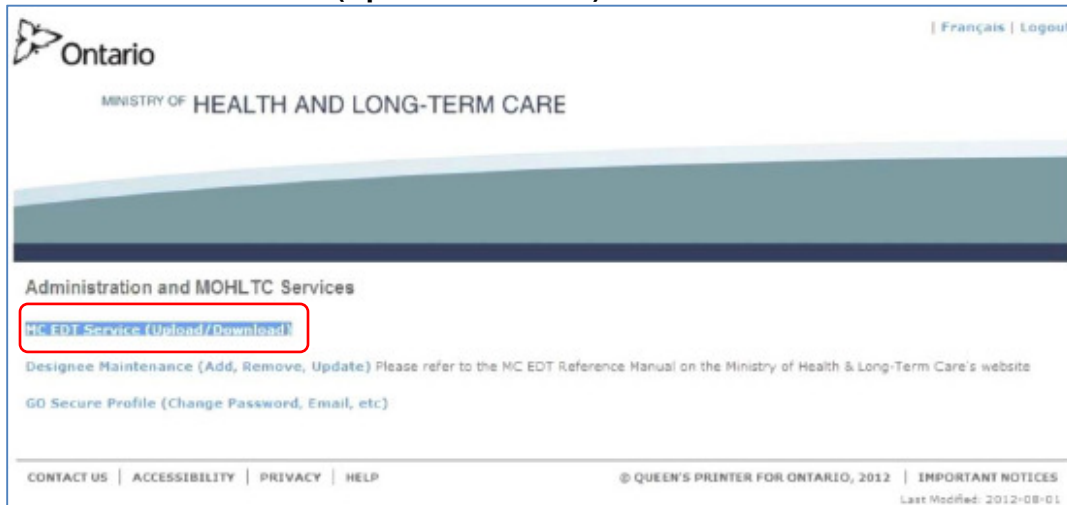
**Submitting files:** After you create a submission file in ABELMed, you must use this procedure to actually send it to the MOH:

- Use the following link to sign into **GO Secure**: <https://www.edt.health.gov.on.ca>
- Key in your '**GO Secure ID**' and '**Password**' and then click the '**Sign In**' button.



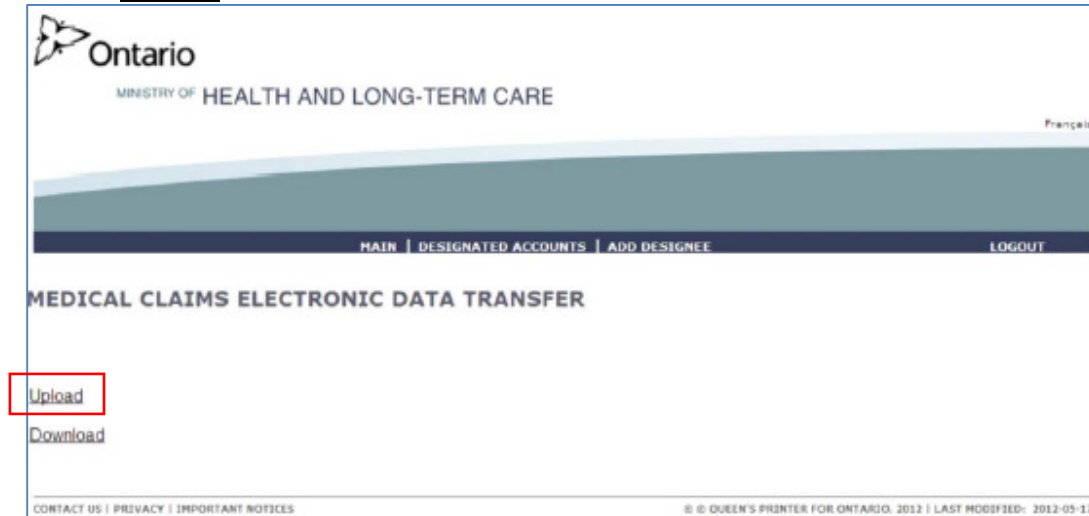
The screenshot shows the GO Secure Login page. At the top left is the Ontario logo. Below it is the 'GO SECURE LOGIN' logo. The page provides secure online resources for individuals within the Ontario and Broader Public Sectors. There are links for 'GO Secure Profile' and 'GO Secure Login - Delegated Administration'. A 'Sign In' form is highlighted with a red box, containing fields for 'GO Secure ID' and 'Password', and a 'Sign In' button. A 'Register Now' button is also visible. The footer contains links for 'CONTACT US', 'ACCESSIBILITY', 'PRIVACY', and 'HELP', along with copyright information for Queen's Printer for Ontario, 2012.

- Select '**MC EDT Service (Upload/Download)**'.



The screenshot shows the MC EDT Service (Upload/Download) page. At the top left is the Ontario logo. Below it is the 'MINISTRY OF HEALTH AND LONG-TERM CARE' logo. The page features a navigation menu with 'MC EDT Service (Upload/Download)' highlighted with a red box. Below the menu are links for 'Designee Maintenance (Add, Remove, Update)' and 'GO Secure Profile (Change Password, Email, etc)'. The footer contains links for 'CONTACT US', 'ACCESSIBILITY', 'PRIVACY', and 'HELP', along with copyright information for Queen's Printer for Ontario, 2012.

- Select '**Upload**'



**Select the Billing Number, File and File Type**



File Upload

Select a Billing Number \*

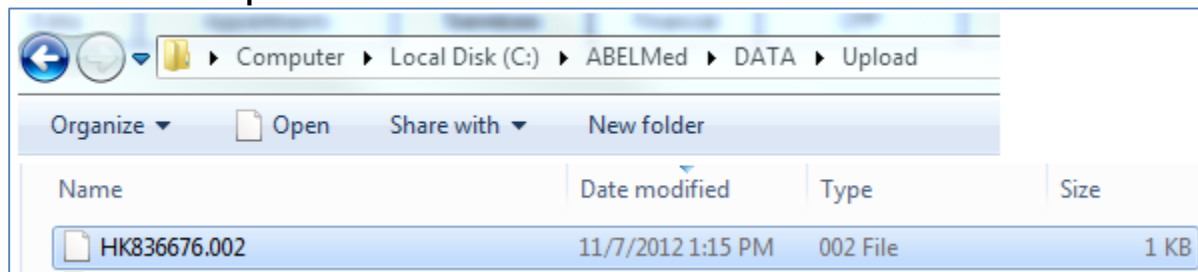
Select file to upload: \*  No file chosen

Select file type: \*

\* - Mandatory Fields



- Select the appropriate **Billing Number** from the drop down menu.
- To select the **file to upload**, click the **Choose File** button and navigate to the following folder: **ABELMed\Data\Upload**



- Select the file from the list to populate the '**File Name**' field at the bottom of the window.
- Select the '**Open**' button.
- Select the **File Type** from the drop down menu. '**Claim File**' should be selected when uploading a submission file.

- Click the **'Upload'** button.

**Note:** If you have another file to upload, click the **'Upload Another File'** button and follow the same process above. If you want to download files, click **'Main'**.



**Important:** Once the files have been uploaded, navigate to the **ABELMed\Data\Upload** folder and delete the files that have been submitted. This will ensure that you do not resubmit the same files. A copy of the file is automatically stored in the 'Submit' folder.

**Error Message:** If you receive the following message: 'File Upload Unsuccessful, System Error – Contact the Service Support Contact Centre at 1-800-262-6524', please note that this is the MOH Support Centre and **not** ABELMed Support. The MOH will be able to assist you should you receive any errors.

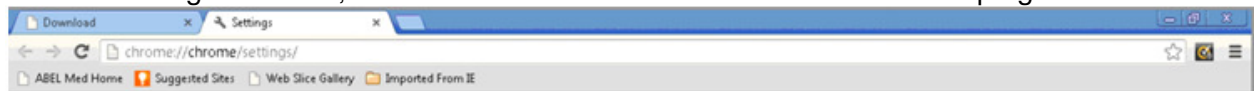
## Report/Files Download

**Before you can process any files from the MOH, it is important to remember that you must first download the files from the MOH website to your ABELMed\Data\Download folder.**

**Hint:** You can set the ABELMed\Data\Download folder as the default download folder. By doing this, you will not need to move the files from the current default folder to the ABELMed\Data\Download folder. Before doing this, please keep in mind that any files downloaded from Google Chrome will be downloaded to this folder. If ABELMed sees files that it doesn't know how to process, it can cause an error to appear. Setting this folder as the default folder is only recommended if you are using Google Chrome strictly for MC EDT.

**To Set the ABELMed\Data\Download folder as the default download folder, do the following:**

- From Google Chrome, click the  icon with the lines located at the top right of the screen.

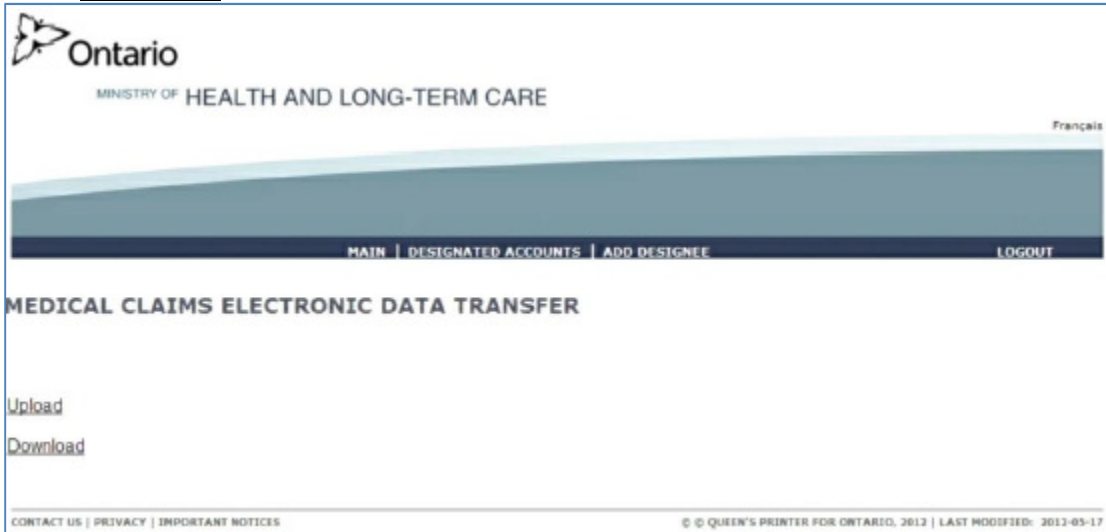


- Scroll down and select **'Show Advanced Settings'** and then scroll down to the **'Downloads'** section.
- Click the **'Change'** button located on the right of the Download location field.
- Navigate to the **ABELMed\Data\Download** directory and then click save.

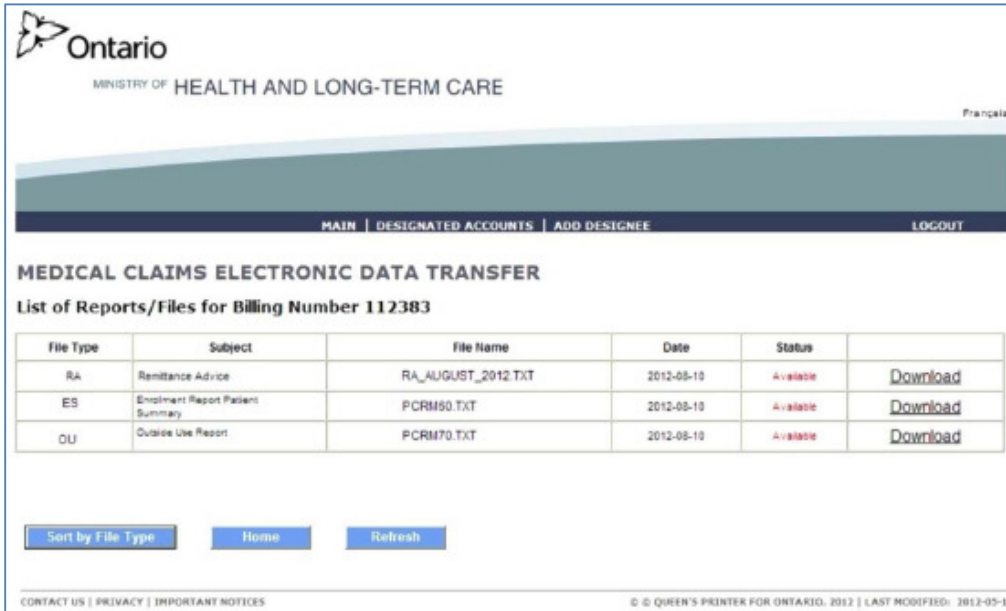
**Hint:** Select Ask where to save each file before downloading if you prefer to select the download folder each time you download instead of having a default download folder.

## Download Files

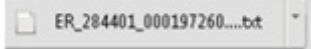
- Follow the steps above to sign into **GO Secure**: <https://www.edt.health.gov.on.ca>
- Click '**Download**'



- This will take you to the '**List of Reports/Files**' screen where the files that are available to download will be listed.



- To download the required report, click '**Download**' in the last column. The file will be displayed at the bottom left of the window.



- Click **Logout**.

## View Files in ABELMed

**Now that the files have been downloaded from the MOH website, you can view and print the files and you can process your Remittance Advice.**

- In **ABELMed**, click **Submissions, EDT** and then select **Reports of Files Received**.
- The claims error and batch edit files will automatically print to the printer.
- If an **RA** is indicated you will receive a message that an RA has been downloaded. Run at your convenience. The RA will need to be reconciled (make payments) which will produce a report detailing the payments made from the Ministry of Health.

**Note:** When the files are printed, they are automatically transferred to the **ABELMed\Data\Recon** folder; therefore, there is no need to delete these files.