

INSTRUCTIONS

for

Downloading & Installing *Medicare Remit Easy Print* Software onto a Network

(You plan to share the application with other users on a network)



This software was developed by the Centers for Medicare & Medicaid Services (CMS) for use by Medicare providers/suppliers to view and print a Health Insurance Portability and Accountability Act (HIPAA) compliant Medicare 835. Medicare has no liability and takes no responsibility for any other use of this software.

PC Requirements

Recommended speed: 2.0 GHZ or faster

Compatible speed: 1.0 GHZ

Please note: the processing time for importing and accessing the SPR files within the *Medicare Remit Easy Print* application will be dependent upon on the processing capability of the PC and the size of the files being imported/viewed.

Operating System Requirements

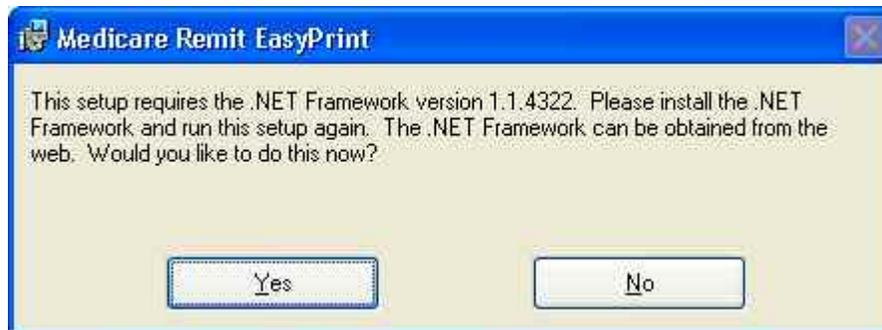
Recommended: Windows XP

Other compatible versions: Windows 2000

Windows NT

NET Framework: 1.1.4322

This application uses Visual Basic.Net, a Microsoft compatible language. In order to use this application you must have .NET framework 1.1.4322 installed on each PC that will be utilizing this application. If you do not have this framework installed, you will receive a message similar to the following:



By clicking yes, and if you have access to the internet, you will be redirected to the Microsoft web site to download the .NET framework 1.1.4322. Currently, Microsoft has a 2.0 .NET framework listed as a beta version. Please use the 1.1.4322 .NET framework.

If you do not have access to the internet and you receive a message to update your .NET framework, you will have to obtain a copy of the .NET framework from Microsoft.

The Medicare Remit Easy Print application will not work without this .NET framework.

Download Instructions - ZIP file or MSI file options

Step 1. On your Carrier's website select *either*:

Option 1:

'Medicare Remit Easy Print vX.X Zip' file entry ("vX.X" is the latest version number available on the web site).

Select if:

- Your network firewall *does not* allow MSI files to be downloaded and,
- You have WinZIP (to unzip the file)

OR

Option 2:

'Medicare Remit EasyPrint vX.X MSI files (windows installer)' file entry ("vX.X" is the latest version number available on the web site).

Select if:

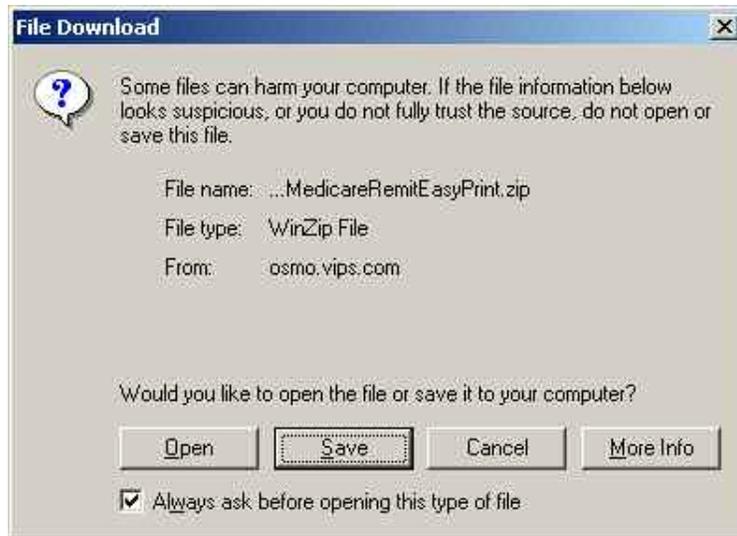
- Your network firewall *does* allow MSI files to be downloaded.

Please note: If you are unable to have either option pass your network firewall, please contact your Medicare carrier.

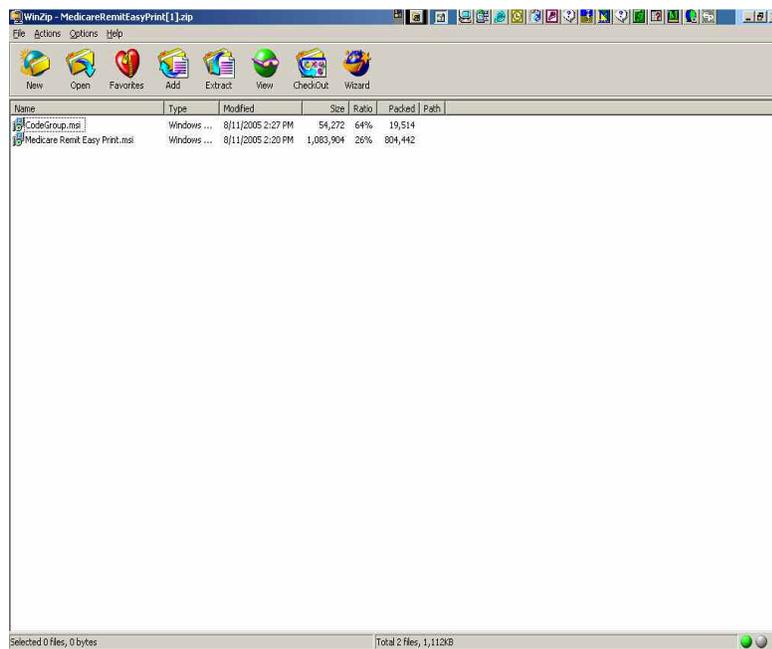
If you selected the ZIP file option, go to Step 2A. If you selected the MSI files option, go to Step 2B.

Step 2A. For option 1 - zip file download

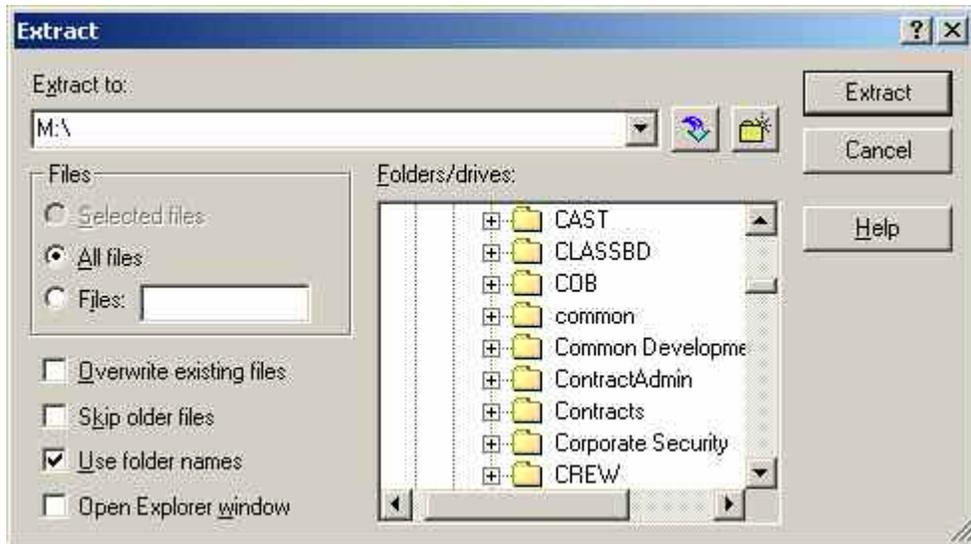
2A.1. Click on the zip file and a message similar to the following message will appear:



2A.2. Click on 'Open' and a screen similar to the below screen will appear.



2A.3. Highlight CodeGroup.msi and select 'Extract' if you wish to extract the file to the network at that time. A screen similar to the following screen will appear (note: the folders displayed will dependent upon the folders set up by the user – the below is just an example).



2A.4. Select the directory on your network you wish the CodeGroup.msi file to be stored and click the 'Extract' button.

2A.5. Write down on the line provided below where you saved the CodeGroup.msi file:

2A.6. You will return to the WinZip window. Highlight the MedicareRemitEasyPrint.msi file and select 'Extract'.

2A.7. Select the same location on your network that you saved the CodeGroup.msi file and click the 'Extract' button.

THE DOWNLOAD PROCESS USING THE ZIP FILE IS COMPLETE!

Go to the installation section of these instructions.

Please note: If you have errors that prevent you from downloading the software, please make screen prints of your errors and contact your Medicare carrier. Screen prints can be made by pressing 'ALT' and 'Print Screen' buttons on your keyboard at the same time while you have the error message screen displayed, and copying them to a word document.

Step 2B. For Option 2 – MSI file download

2B.1. Click on the 'MedicareRemitEasyPrint.msi' file. A message similar to the following message will appear:



2B.2. Click on 'Save' and a screen similar to the following screen will display:



2B.3. In the 'Save in' drop-down box, select the directory on your network you wish the 'MedicareRemitEasyPrint.msi' file to be stored and click on the 'Save' button.

2B.4. Write down on the line provided below where you saved the 'MedicareRemitEasyPrint.msi' file:

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- 2B.5.** Go back to your carrier website and click on the ‘CodeGroup.msi’ file. A message similar to the following will display:



- 2B.6.** Click on the ‘Save’ button and a screen similar to the following screen will display.



- 2B.7.** In the ‘Save in’ drop-down box, select the directory on your network you wish the ‘CodeGroup.msi’ file to be stored (this should be the same location where you saved the ‘MedicareRemitEasyPrint.msi’ file).

THE DOWNLOAD PROCESS USING THE MSI FILES IS COMPLETE!

Go to the installation section of these instructions.

Please note: If you have errors that prevent you from downloading the software, please make screen prints of your errors and contact your Medicare carrier. Screen prints can be made by pressing 'ALT' and 'Print Screen' buttons on your keyboard at the same time while you have the error message screen displayed, and copying them to a word document..

Installation Instructions



Installing Medicare Remit Easy Print on a Network

When you install Medicare Remit Easy Print on a network:

- install the Medicare Remit Easy Print application on the network by using the MedicareRemitEasyPrint.msi file and
- install the CodeGroup.msi file on *every* PC accessing the Medicare Remit Easy Print application.
- **Important!** : When installing on a network drive, insure that the drive letter the network drive is mapped to is the same on ALL PC's that will be using Easy Print. If not, runtime errors will result.

Important!

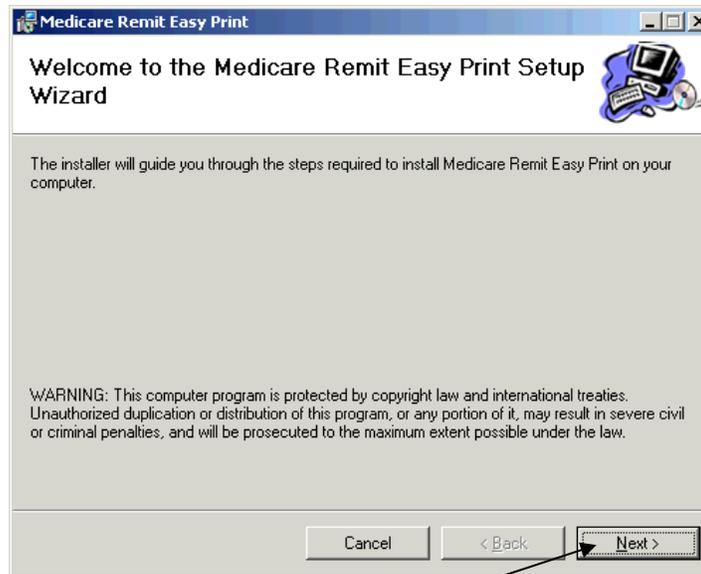
When installing to a network drive, be sure the drive letter used to refer to the network drive is the same on all PC's that will be running Easy Print.

How to Install Medicare Remit Easy Print on the Network

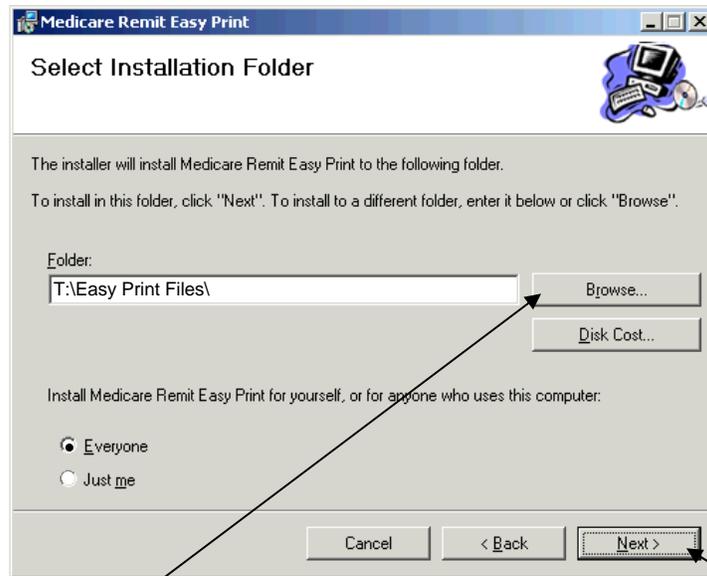
1. Make sure you know the location of the MedicareRemitEasyPrint.msi file and the CodeGroup.msi file (refer to your download instructions where you recorded the locations when you saved the files).
2. Open Microsoft Windows Explorer and find the MedicareRemitEasyPrint.msi file and the CodeGroup.msi file.
3. Double-click the MedicareRemitEasyPrint.msi file:



The Medicare Remit Easy Print Setup Wizard opens:



4. Click the Next button.



The Select Installation Folder window opens.

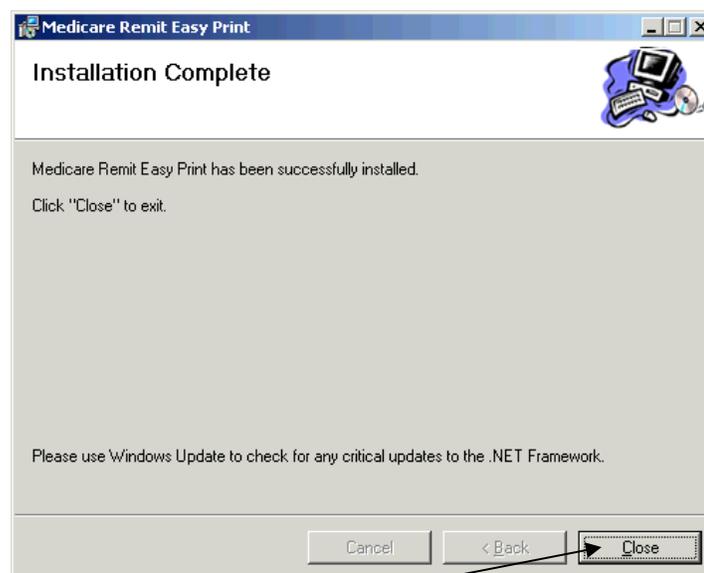
5. Browse for the network location for the install location (where you want the application and all the associated files to be stored).
6. Record in the line provided below the location where you are saving the application and where all of the associated folders and files will be saved.

7. Select 'Everyone', and click the 'Next' button.

The Confirm Installation window opens:

8. Click the 'Next' button.

When the installation is finished, the Installation Complete window opens:



Best Practice!
Make the shortcut to the Easy Print executable available to all users.

- 9 Click the Close button.

The Medicare Remit Easy Print shortcut is available in the directory you recorded in the line provided in step 6. Have each user go that directory and copy the shortcut to his / her desktop.

- 10 Complete the CodeGroup.msi installation on each PC (see next section)

Important!
You must install the Medicare Remit Easy Print Code Group on each PC.



Installing the Medicare Remit Easy Print Code Group on the PC

After you install the Medicare Remit Easy Print application on the network, you must install the CodeGroup.msi on **EVERY** PC that needs to access the application.

How to Install the Medicare Remit Easy Print Code Group

1. Make sure you know the location of the CodeGroup.msi file.
2. Open Microsoft Windows Explorer and find the CodeGroup.msi file.
3. Double-click the CodeGroup.msi file:



The installation completes without opening any windows or displaying any messages.

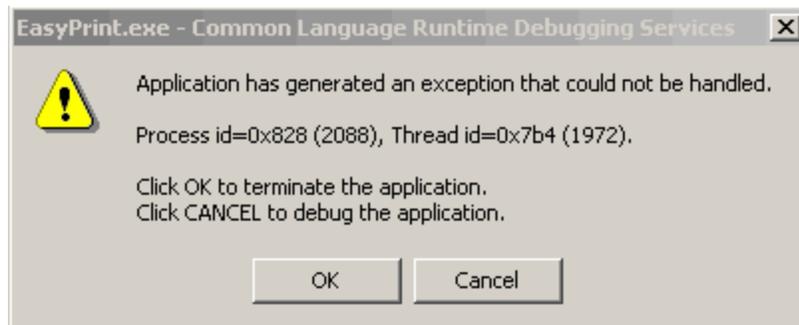
How to Know that the Medicare Remit Easy Print Code Group Install Completed Successfully

If the installation DID complete successfully, the PC user can open Medicare Remit Easy Print.

If the installation DID NOT complete successfully, the PC user cannot open Medicare Remit Easy Print and sees this message:

Hint:

If you see this error message on the PC, you need to install the Medicare Remit Easy Print Code Group.



Have the user click OK and install the CodeGroup.msi again.

The Installation Process is Complete!

Thank you for using

Medicare Remit Easy Print.