

# File Download Process on the AMMIS Interactive Services Website

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# Introduction

#### File Download Process Overview

The AMMIS Interactive Services Website has several functional areas that perform specific operations for Alabama Medicaid users. This document is designed to cover the File Download process.

# **File Download Process Objective**

The purpose of the File Download Process document is to provide information about the download option and to demonstrate how specific files returned from the AMMIS may be downloaded.

# **File Download Process Description**

Trading Partners and Providers can download batch files or PDF formatted reports from the AMMIS through the AMMIS Interactive Services Website.

The download option allows the user to view or save specific files from the state's secure website to their own PC. The user has the capability to search for files based on transaction type, which returns a list ordered by the date the files became available, beginning with the most recent.

A hyperlink is provided to allow users to download and install Adobe Acrobat Reader which is required to view an electronic Remittance Advice (RA) report or a Managed Care Enrollment Roster in PDF format.

#### File Download Process

#### To Access the File Download Search Panel

Step	Action	Response
1	Select <b>Trade Files</b> from drop down main menu.	Drop down list options displayed.
2	Click <b>Download</b> .	File Download Search panel opens.

almo\LPOWELL(VM016) Medicaio Friday, June 5, 2020 You have approximately 19 minutes until your session will expire. Home NDC Look Up Information Account Claims Eligibility Trade Files Prior Authorization Providers Provider Look Up Home Provider Search Consent Form Search Attachment Search Download All previously published expiration dates related to the Coron Agency. The new expiration date is the earlier of June 30 icy are once again extended by the Alabama Medicaid Agency. The new expiration date is the earlier of June 30, some the COVID-19 National emergency, or any expiration date noticed by the Alabama Medicaid Agency through a subsequent ALERT. A listing of previous Provider ALERTs and notices related to the health emergency is available by selecting the Agency's COVID-19 page in the bottom section: https://medicaid.alabama.gov/news\_detail.aspx? ID=13729 Provider ID: Taxonomy: Zip Code: 3 Your 835 transactions and/or Paper Remittance Advice is being sent to: 835 Receiver(s): Network Participation: N/A

### To Access Files for Download

Step	Action	Response
1	Select a transaction from the Transaction Type drop down list.	Selected transaction highlighted.
2	Click Search.	Current Reports Available for Download panel displays the current transactions available for



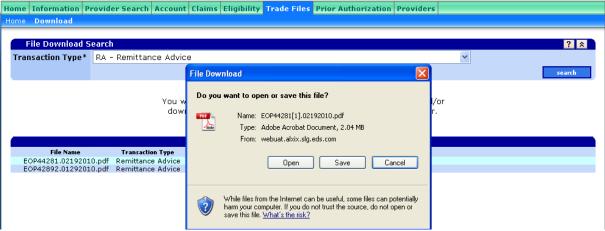




#### To Download a File and View on-line

Step	Action	Response
1	Select a file from the Current Reports Available for Download list.	Windows pop-up displays with the option to Open and view the file or Save to PC.
2	Click Open.	Report opens and can be viewed in Adobe.







# To Download a File and Save to a PC

Step	Action	Response
1	Select a file from the Current Reports Available for Download list.	Windows pop-up displays with the option to Open and view the file or Save to PC.
2	Click Save.	Windows pop-up displays to select a location for saving.
3	Select a folder to save the document to.	Document saved.



