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## **File Download Process on the AMMIS Interactive Services Website**

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**Alabama Medicaid Agency  
501 Dexter Avenue  
Montgomery, Alabama 36104**

**DXC Technology  
301 Technacenter Drive  
Montgomery, Alabama 36117**

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## **Introduction**

### **File Download Process Overview**

The AMMIS has several functional areas that perform specific operations for the 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 become 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.

Alabama Medicaid Agency almo \LPOWELL(VM016)



Friday, June 5, 2020  
 Trade Files  
 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](#) [Upload](#) [Forms](#)

All previously published expiration dates related to the Coron... are once again extended by the Alabama Medicaid Agency. **The new expiration date is the earlier of June 30, 2021, or the end of the COVID-19 National emergency, or any expiration date noticed by the Alabama Medicaid Agency through a subsequent ALERT.** A listing of previous Provider ALERT's 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](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

**Messages**

\*\*\* No rows found \*\*\*

**To Access Files for Download**

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

Alabama Medicaid Agency  
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Home Information Provider Search Account Claims Eligibility Trade Files Prior Authorization Providers

Home Download

**File Download Search** ? ↕

Transaction Type\*

- 271 - Eligibility Response
- 277 - Claim Status Response
- 277 - Unsolicited Claim Status
- 278 - Health Care Svc Response
- 835 - Claim Payment/Advice
- 997 - Functional Ack
- BRF - Batch Response File
- LT1 - Long Term Care Accepted
- LT2 - Long Term Care Rejected
- MGD-0002-M - Capitation Payment Listing (Patient 1st)
- MGD-0004-M - Capitation Payment Listing (Medicare Advantage)
- MGD-0055-M - Monthly PMP Enrollment Roster (Patient 1st)
- MGD-0056-M - Monthly PMP Enrollment Roster (Medicare Advantage)
- MGD-0100-M - Capitation Payment Summary by Provider
- MGD-A120-M - Capitation Payment Summary by Payee Provider
- MGD-A810-M - Monthly Medicare Advantage Enrollment and Errors (Medicare Advantage)
- NCP - NCPDP (E1, B1 and B2)
- RA - Remittance Advice**
- TA1 - Interchange Ack

search

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Home Information Provider Search Account Claims Eligibility Trade Files Prior Authorization Providers

Home Download

**File Download Search** ? ↕

Transaction Type\* RA - Remittance Advice

search

You will need Adobe Acrobat Reader on your computer to view and/or download Remittance Advice and Managed Care Enrollment Roster.

Files are listed in order of the date they become available.

**Current Reports Available for Download**

File Name	Transaction Type	NPI/Provider ID	Report Date
EOP44281.02192010.pdf	Remittance Advice		02/19/2010
EOP42892.01292010.pdf	Remittance Advice		01/29/2010

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

Step	Action	Response
1	Select a file from the <b>Current Reports Available for Download</b> list.	Windows pop-up displayed with the option to Open and view the file or Save to PC.
2	Click <b>Open</b> .	Report opened and viewed in Adobe.

The screenshot shows the Alabama Medicaid Agency website's 'Download' section. A 'File Download Search' box is visible with 'Transaction Type\*' set to 'RA - Remittance Advice'. A search button is present. Below the search box is a table with two rows of file information:

File Name	Transaction Type
EOP44281.02192010.pdf	Remittance Advice
EOP42892.01292010.pdf	Remittance Advice

Overlaid on the screen is a Windows 'File Download' dialog box titled 'Do you want to open or save this file?'. It displays the following information:

- Name: EOP44281[1].02192010.pdf
- Type: Adobe Acrobat Document, 2.04 MB
- From: webuat.alxix.slg.eds.com

The dialog box has 'Open', 'Save', and 'Cancel' buttons. At the bottom, there is a warning icon and text: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

Alabama Medicaid Agency  
**Medicaid**

Home Information Provider  
Home Download

File Download Search  
Transaction Type\* RA

File Name  
EOP44281.02192010.pdf  
EOP42892.01292010.pdf

EOP44281[1].02192010.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1746 44.9%

REPORT: CRA-BANN-R RAB: 44281 ALABAMA MEDICAID AGENCY MEDICAID MANAGEMENT INFORMATION SYSTEM PROVIDER REMITTANCE ADVICE PROVIDER BANNER MESSAGE DATE: 02/19/2010 PAGE: 1

DEPT OF DAVEY ID NPI ID CHECK/EPT NUMBER ISSUE DATE

#1 ATTENTION: ALL PROVIDERS  
THE RELEASE OF DIRECT DEPOSITS AND CHECKS FOR THIS REMITTANCE ADVICE (RA) DEPENDS ON THE AVAILABILITY OF FUNDS. PLEASE VERIFY DIRECT DEPOSIT STATUS WITH YOUR BANK. GO TO WWW.MEDICAID.ALABAMA.GOV TO VIEW THE PAYMENT DELAY UPDATES DETAILS. PAYMENT ALERTS WILL BE POSTED ONLY IF THERE WILL BE A PAYMENT DELAY.

#3 ATTENTION: ALL PROVIDERS (279)  
EFFECTIVE FEBRUARY 25, 2008, ALL CLAIMS MUST BE SUBMITTED USING THE PROVIDER'S NPI NUMBER AS THE PRIMARY IDENTIFIER. AN ADDITIONAL SECONDARY IDENTIFIER IS RECOMMENDED TO ASSIST IN IDENTIFICATION OF A SPECIFIC SERVICE LOCATION. YOU MAY FIND THE INFORMATION TO COMPLETE ON OUR WEBSITE AT THE FOLLOWING LINK: HTTP://WWW.MEDICAID.ALABAMA.GOV/BILLING/NPI.ASPX. IF YOU HAVE QUESTIONS, PLEASE CONTACT YOUR PROVIDER REPRESENTATIVE AT 1-800-688-7989.

### To Download a File and Save to a PC

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

The screenshot shows the Alabama Medicaid Agency website interface. At the top, there is a navigation menu with links: Home, Information, Provider Search, Account, Claims, Eligibility, Trade Files, Prior Authorization, and Providers. Below this is a sub-menu with 'Home' and 'Download'. The main content area features a 'File Download Search' section with a dropdown menu for 'Transaction Type\*' set to 'RA - Remittance Advice' and a 'search' button. A 'File Download' dialog box is overlaid on the page, asking 'Do you want to open or save this file?'. The dialog displays the following information: Name: EOP44281[1].02192010.pdf, Type: Adobe Acrobat Document, 2.04 MB, and From: webuat.alix.slg.eds.com. There are 'Open', 'Save', and 'Cancel' buttons. At the bottom of the dialog, there is a warning icon and text: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'. In the background, a table lists files for download:

File Name	Transaction Type
EOP44281.02192010.pdf	Remittance Advice
EOP42892.01292010.pdf	Remittance Advice

The screenshot displays the Alabama Medicaid Agency website interface. At the top, the logo and navigation menu are visible. The navigation menu includes: Home, Information, Provider Search, Account, Claims, Eligibility, Trade Files, Prior Authorization, and Providers. Below the navigation menu, the page title is "Home Download".

The main content area features a "File Download Search" section. The "Transaction Type" dropdown menu is set to "RA - Remittance Advice". A search button is located to the right of the dropdown.

Below the search section, a table lists search results:

File Name	Transaction Type	NF
EOP44281.02192010.pdf	Remittance Advice	C
EOP42892.01292010.pdf	Remittance Advice	C

A "Save As" dialog box is open over the search results. The dialog box shows the "Save in:" location as "Temp". The "File name:" field contains "EOP44281[1].02192010.pdf" and the "Save as type:" is set to "Adobe Acrobat Document". The "Save" and "Cancel" buttons are visible at the bottom right of the dialog box.



Home Information Provider Search Account Claims Eligibility Trade Files Prior Authorization Providers

Home Download

**File Download Search** ? ↕

Transaction Type\* RA - Remittance Advice [v] search

**Download complete** [min] [max] [close]

Download Complete

Saved:  
 EOP44281[1].02192010.pdf from webuat.alix.slg.eds.com

Downloaded: 2.04 MB in 5 sec  
 Download to: C:\Temp\EOP44281[1].02192010.pdf  
 Transfer rate: 419 KB/Sec

Close this dialog box when download completes

[Open] [Open Folder] [Close]

File Name	Transaction Type
EOP44281.02192010.pdf	Remittance Advice
EOP42892.01292010.pdf	Remittance Advice

C:\Temp

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Folders

Address C:\Temp

Name	Size	Type	Date Modified
EOP44281[1].02192010.pdf	2,098 KB	Adobe Acrobat Doc...	2/23/2010 11:46 AM