

# Using the Web Portal to download an 835 for Easy Print

Must have the CMS Medicare Remit Easy Print (MREP) downloaded on your system. Access website: [www.wpsic.com/medicare/provider/mrep.shtml](http://www.wpsic.com/medicare/provider/mrep.shtml) If you have any questions on downloading or using the Medicare Remit Easy Print software, please contact your Medicare contractor.

Access the Misys Web Portal by logging onto [www.misyshealthcare.com](http://www.misyshealthcare.com), Client Support Login/ Client Support by Product/ (log in with client ID/password)/ Product Information /Misys Fast Services / View your Misys FastClaim and Misys FastBill Data online. Click on the ANSI 835 Remits box and click Search.

To search for a specific check or claim payment, under Search Reports, enter data into **Keyword**. You can use any of the following criteria to search for a remit file:

- Claim #
- Insured ID
- Check # (Please note that the Trace # may be listed as the check number in some instances)
- Check Amt
- Patient Name (last)

Click on **Search** to Start

The screenshot shows a Microsoft Internet Explorer browser window titled "MTS Report Search - Microsoft Internet Explorer". The address bar is empty. The main content area displays the "Misys Fast Services Report Search" page. At the top, it says "Please select the report(s) you would like to view". Below this, there are several sections of reports with checkboxes:

- FastClaim/FastEligibility Reports**
  - Accepted / Rejected Summary
  - Accepted / Rejected Monthly Summary
  - Notification Report
  - Carrier Report
  - Bad Address Report
  - Accepted / Rejected Daily Summary
  - Misys FastClaim HIPAA Pre-Edit Report
  - Claim Status Report
  - Invoice File
  - Remit Report
- ANSI 835 Reports**
  - ANSI 835 Remits
- FastBill Reports**
  - FastBill/Collection/Reminder Confirmation Reports
  - Address Correction Report
  - Misys FastCall File Receipt notification
  - FastReceipt Transaction Summary Page
  - FastForward and Unprocessed Reports
  - Misys FastCall Transaction Page
- eRx Reports**
  - Daily Active Pharmacy List
- Search Reports**
  - Keyword:
  - Start Date:  (mm/dd/yyyy)
  - End Date:  (mm/dd/yyyy)

At the bottom of the search section, there are two buttons: "Search" and "Reset". The browser's status bar at the bottom shows "Done" and "Local intranet".

Click on the **+** next to the File Name ANSI 835 Remits to see results.

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Report Search Results - Microsoft Internet Explorer". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains icons for Back, Forward, Stop, Home, Search, Favorites, Refresh, Print, Stop, and a dropdown menu. The address bar is empty, with "Go" and "Links" buttons to the right. The main content area is titled "Misys Report Search Results" and displays a folder icon next to the text "ANSI 835 Remits- 2 Results". Below this, there is a row of five buttons: "New Search", "View Report", "Check All", "Remove Selected", and "Reset". The status bar at the bottom shows "Done" on the left and "Local intranet" on the right.

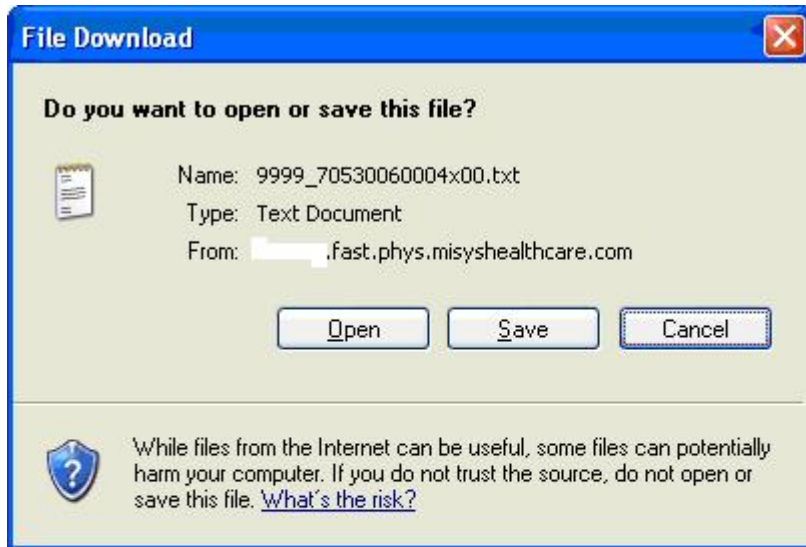
Double Click on the file you want to download, you also have the option to view the file in the 835 4010 A1 Format. (You can only download and save one file at a time.)

The screenshot shows a Microsoft Internet Explorer browser window titled "Report Search Results - Microsoft Internet Explorer". The address bar is empty. The main content area displays "Misys Report Search Results" and "ANSI 835 Remits- 2 Results". Below this is a table with two columns: "EDI Filename" and "Report Date".

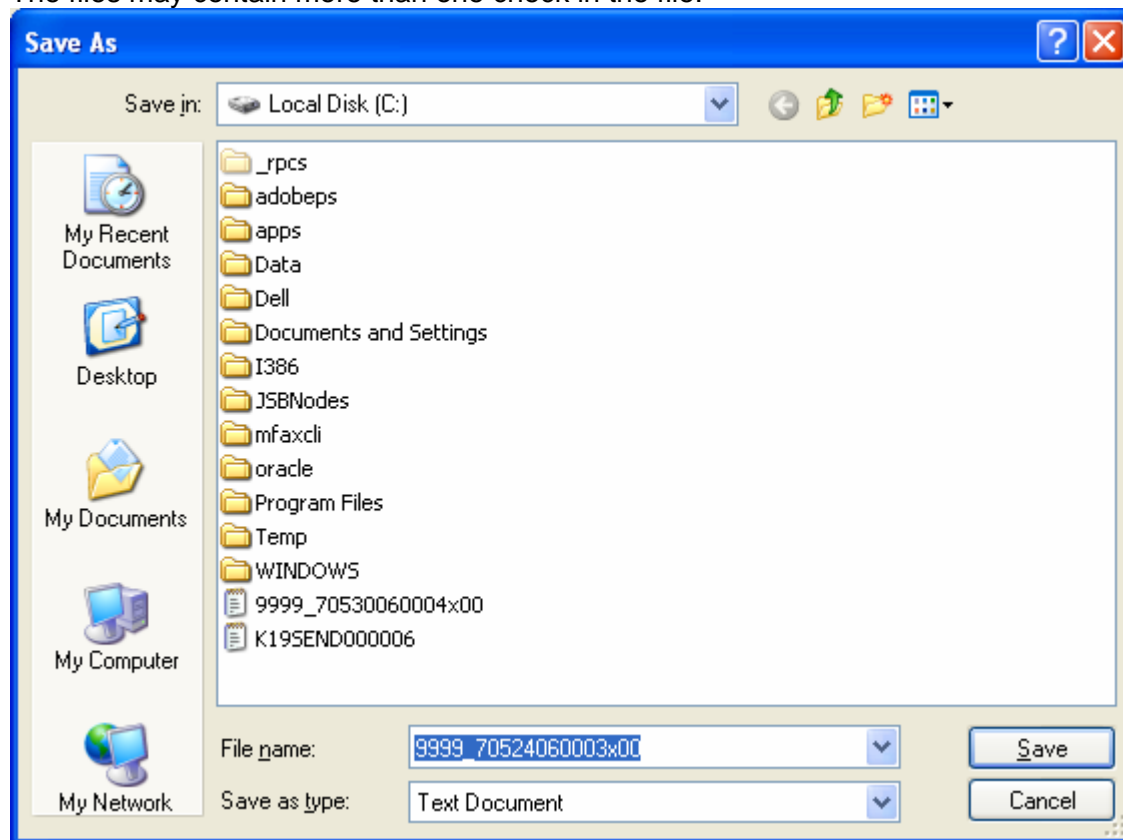
EDI Filename	Report Date
<input type="checkbox"/> <a href="#">9999:70530060004x00</a>	05/30/06
<input type="checkbox"/> <a href="#">9999:70524060003x00</a>	05/24/06

Below the table are five buttons: "New Search", "View Report", "Check All", "Remove Selected", and "Reset". The status bar at the bottom right shows "Local intranet".

Click on Save



Save the file on your computer where it will be easy to locate the file.  
The files may contain more than one check in the file.



You will then access MREP (Easy Print).

Import and select the file you saved on your computer from the Web Portal. [These files will be saved on the Web Portal for a maximum of 30 days.](#)

**CLIENTS USING THE MULTI-COMPANY REMIT SETUP FOR SHARED PROVIDER NUMBERS:**

835 remit files may be listed on the web portal in either company involved in the multi-company setup. You may have to search each separate sub account on the web portal to locate the 835 remit files to download.