

# **What you need to get your office ready to use Electronic Claims submission.**

## ***Software***

DAC will provide you with a list of certified software vendors. Choose one. Your software vendor should be able to explain what you need to get your office up and running in terms of computers, or peripheral hardware.

## ***Sign up for electronic claims submission with your association.***

- Call DAC and request their subscription agreement forms
- Complete and fax or mail back to the association with payment
- Wait for the unique provider numbers, office number and a start date, which will be provided by the DACnet Help Desk.
- When you receive this information, supply it to your software vendor. It is up to your software vendor to get your electronic claims software configured and network ready!

## ***Computer or hardware peripherals needed***

To get the right computer for your office, ask your software vendor to send you a Hardware Specification List so you have the hardware requirements for the program you choose.

Some of the peripherals you may need are:

You will need a LaserJet printer to print the EOB (Explanation of Benefits) for your patient, or your preauthorization EOBs, receipts etc.

You will also need an external modem. Most internal modems will NOT work. DACnet requires that a hardware-based modem (as opposed to a software-based modem) to send claims on the network. To get the correct modem, ask your software vendor to provide you with one.

You will also need a backup system. Talk to your software vendor about what they recommend for your backup.

Once you have all 3 elements, you are ready to start taking advantage of the benefits of electronic claims submission!