IMPORTANT INFORMATION FOR STRATFORD SOFTWARE USERS

Palmetto GBA and Stratford Software are working together to facilitate connectivity to Palmetto GBA for Stratford Software customers. At this time, please use the HyperTerminal instructions below to connect and transmit files to Palmetto GBA using your Stratford Software. Stratford is working on an even cleaner connectivity option, which Palmetto GBA and Stratford will post on both websites when testing is complete. Until that time, please use the instructions below to connect and transmit files to Palmetto GBA using your Stratford Software.

HyperTerminal Instructions for NHIC Stratford Software Customers

About the Instructions

The following instructions are designed for NHIC Stratford Software Users who wish to submit their claims to Palmetto GBA during the transition period. These instructions provide an alternative method for submission of electronic claims to Palmetto GBA, but are not required if successful electronic claims transmissions are already being accomplished at this time.

About HyperTerminal

HyperTerminal™ is a communications program you can use to easily connect with the Palmetto GBA GPNet. HyperTerminal comes free with the Windows operating system; but on later versions, is not automatically installed unless the option is selected. With HyperTerminal, the user has the ability to connect and transfer files. HyperTerminal was developed for Microsoft by Hilgraeve, Inc., a trademark of Hilgraeve, Inc.

Accessing HyperTerminal

Figure 1

1. To access the Hyperterminal application, click on your Start Menu Bar (Figure 1).

2. Depending which version of Windows software your machine is using, either highlight **ACCESSORIES** and select HyperTerminal, or 2) if you are unable to locate HyperTerminal under **ACCESSORIES**, look in **COMMUNICATIONS** (Figure 2). If HyperTerminal is not installed on your computer, look up "installing Windows components" in Windows Help.
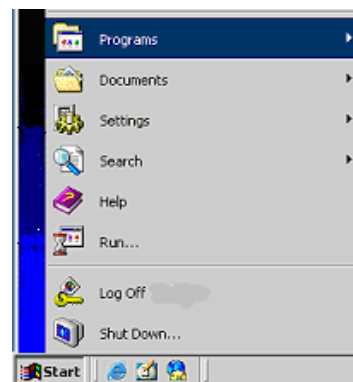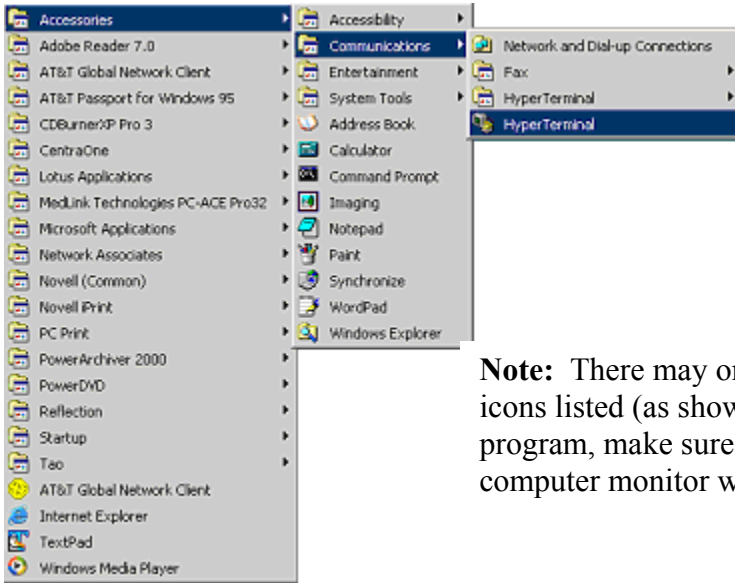
Figure 2

Note: There may or may not be **two (2)** HyperTerminal icons listed (as shown above in Figure 2). To launch the program, make sure to select the icon that looks like a computer monitor with a yellow telephone.

After launching HyperTerminal, the **New Connection**-HyperTerminal window will display with the **Connection Description** message box on top (Figure 3). This is where you establish the filename that will identify Palmetto GBA connection, or " session." You will only need to set up the connection information the first time. After you have created a session and saved it to a file, you will use this session to access the Palmetto GBA GPNet system, and you will not have to configure HyperTerminal again. To finish the set-up, complete the following steps.
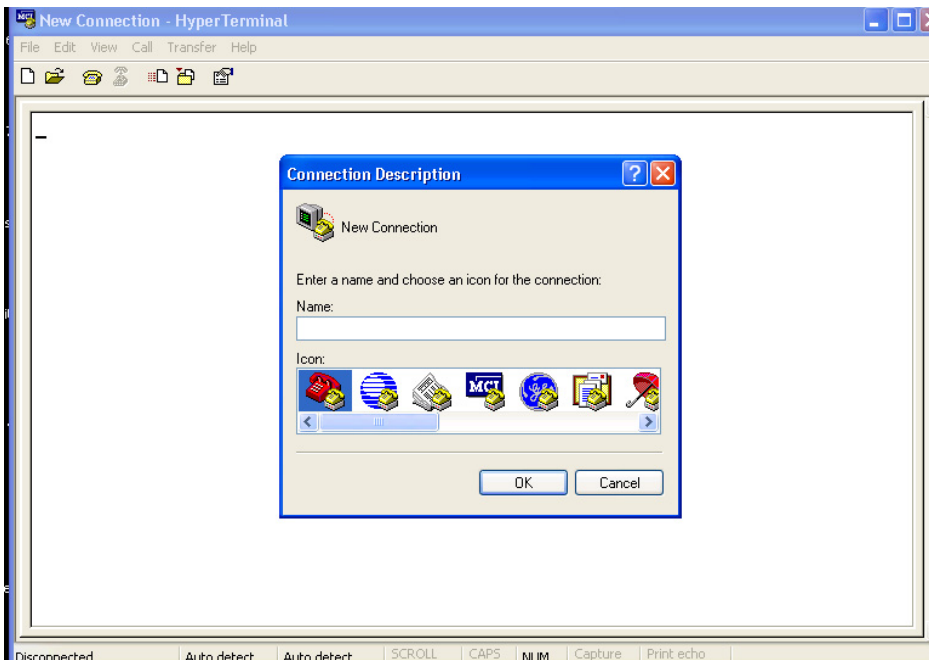

Figure 3

1. Enter **GPNET** in the Name Field of the Connection Description box (Figure 4) and click OK.

Figure 4

2. Next, you will be prompted for the telephone information for your connection (Figure 5). For Area Code and Phone Number field information, please refer to your Submitter ID Activation Form. The Connect Using field will default to your currently installed dial-up modem. Click OK upon completion.
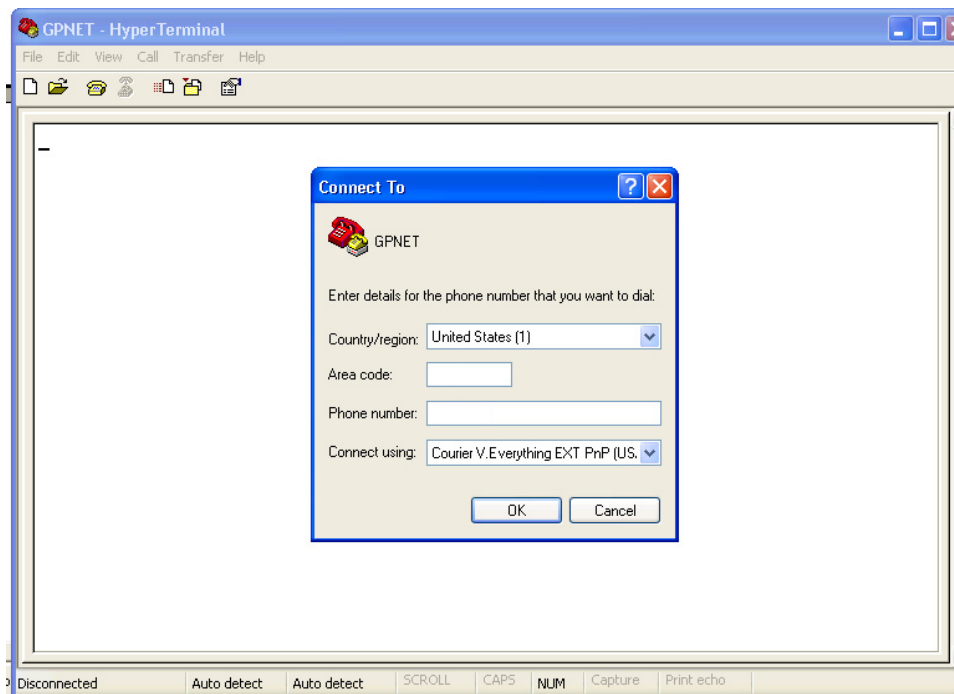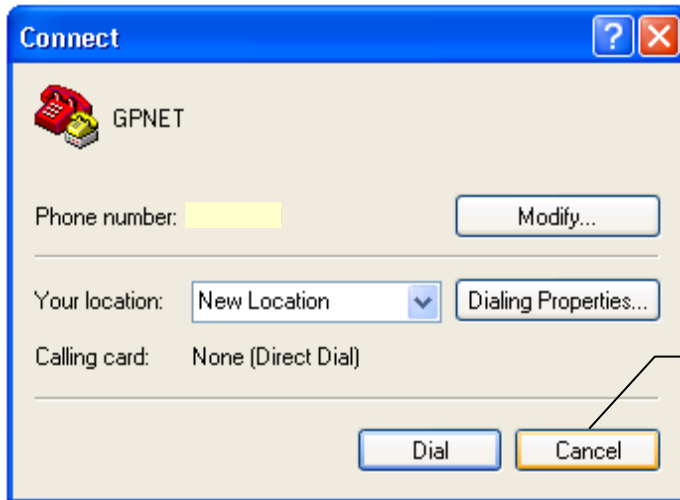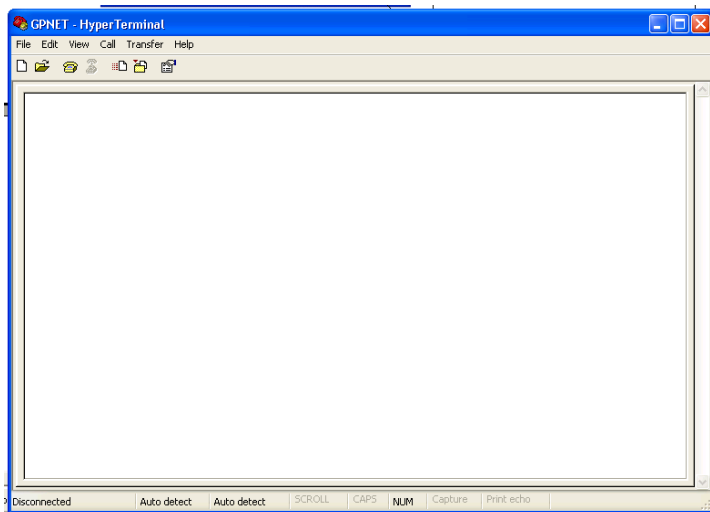

Figure 5

3. The Connect screen will display at this time (Figure 6). This connection will need to be saved for future usage and to alleviate repeating the steps included in this document. At the Connect screen, select the Cancel option.

Figure 6

Select the **Cancel** option to proceed with the Save function to allow for future usage of your HyperTerminal connection.

4. The blank **GPNet-HyperTerminal** screen will display (Figure 7). From the File Menu, select File-Save As (Figure 8). The Save In folder should be routed to your Desktop and the filename will be GPNET.ht (Figure 9).
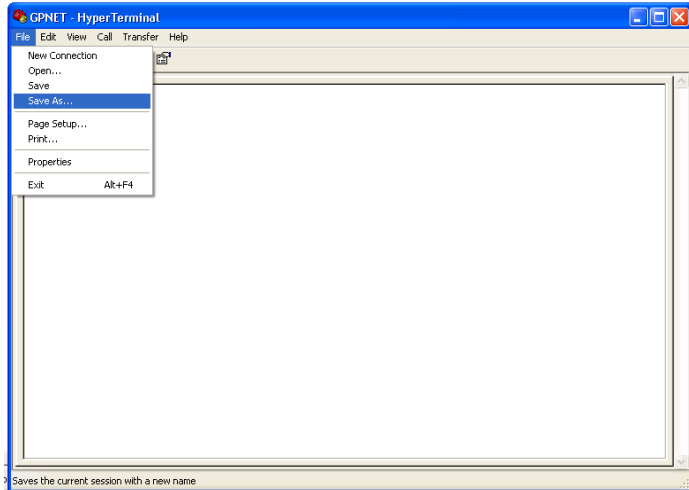

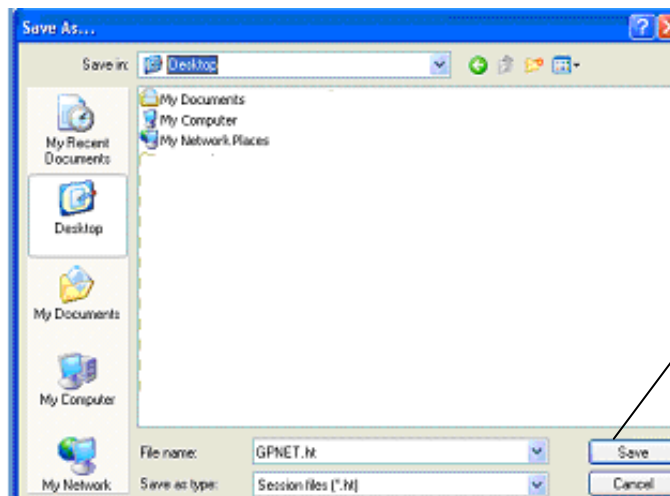**Figure 7**

Figure 8

Figure 9

Click the **Save** button to complete the setup of your HyperTerminal Session.

Transmission of your Electronic Claims File

1. At the above blank GPNET screen, select **Call-Call** or **Call-Connect** from the File Menu Bar (Figure 10).
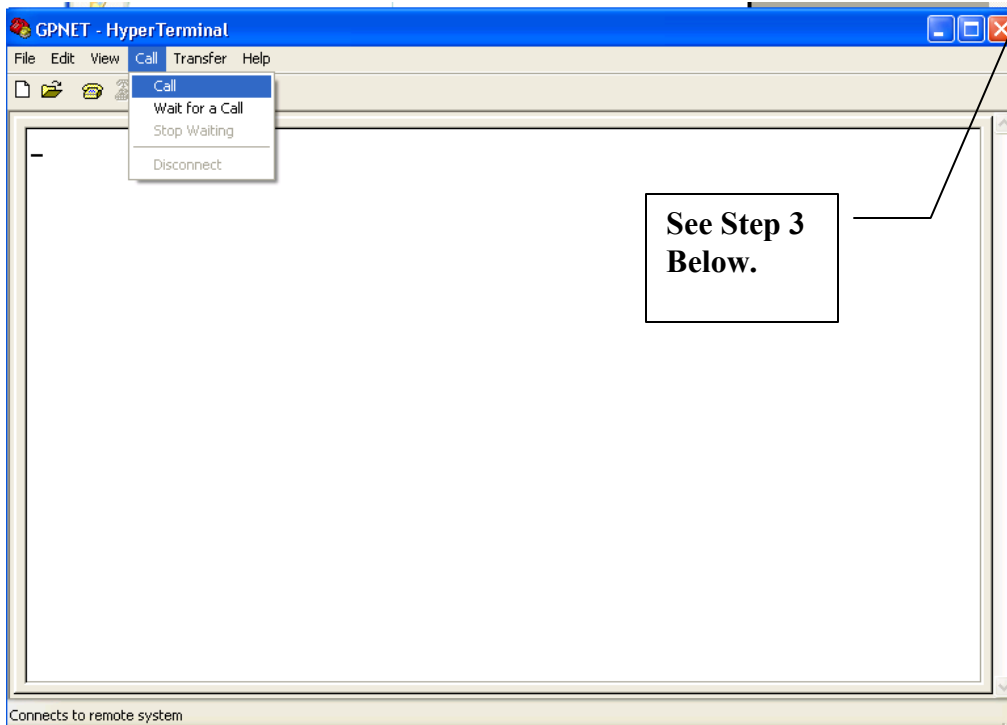
Figure 10

2. The Palmetto GBA **GPNet Communications Manual** will provide assistance with steps of how to login and transmit your electronic claims file. When you have reached Step 3 of the Upload File section of the GPNet Communications Manual, the file path and filename that you will be uploading to Palmetto GBA is as follows:

Northern California: C:\Stratford\SSIWIN\304901\M6r964.trn
Southern California: C:\Stratford\SSIWIN\304970\M6r964.trn

3. After completion of the electronic claims submission and retrieval of reports via the GPNet system, select the red **X** in the upper right corner of the GPNet-HyperTerminal screen to close the session.