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

- 1. To access the Hyperterminal application, click on your Start Menu Bar (Figure 1).
- Depending which version of Windows software your machine is using, either highlight ACCESSORIES and select HyperTerminal, or
 if you are unable to locate HyperTerminal under ACCESSORIES, look in

Fii	Programs	Þ
1	Documents	Þ
5	Settings	Þ
	Search	Þ
2	Help	
2	Run	
&	Log Off	
D	Shut Down	
Start) 🥭 🖄 🤮 🗍	

Figure 1

COMMUNICATIONS (Figure 2). If HyperTerminal is not installed on your computer, look up "installing Windows components" in Windows Help.



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.

New Connection - HyperTerminal	
File Edit View Call Transfer Help	
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	Dunnection Description New Connection Enter a name and choose an icon for the connection: Name: Con: Con: Co:
Disconnected Auto detect Aut	to detect SCROLL CAPS NUM Capture Print echo

Figure 3

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

Connection Description	?×
New Connection	
Enter a name and choose an icon for the connection:	
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GPNET	
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	>
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OK Ca	ncel



 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.

🍫 GPNET - HyperTerminal		
File Edit View Call Transfer Help		
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Disconnected Auto detect Au	to detect SCROLL CAPS NUM Capture Print echo	

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.

Connect ? 🔀	
SPNET GPNET	
Phone number: Modify	
Your location: New Location 🔽 Dialing Properties	Figure 6
Calling card: None (Direct Dial) Dial Cancel	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).

GPNET - HyperTerminal	Uala						×	
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Disconnected Auto d	etect Auto detect	SCROLL	CAPS NUM	Capture	Print echo			

SPNET - HyperTen	minal			
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My Documents				
				Click the Save button to
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<u>_</u>				complete the setup of your
My Computer				HyperTerminal Session
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	File name:	GPNET.M	Save	
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Mu Network	Save at type:	Session files (".ht)	Cancel	

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).

🍣 GPNET - HyperTerminal	
File Edit View Call Transfer Help	
Call Wait for a Call Stop Waiting Disconnect	
	See Step 3 Below.
Connects to remote system	

Figure 10

2. The Palmetto GBA <u>GPNet Communications Manual</u> 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.