AVAROS

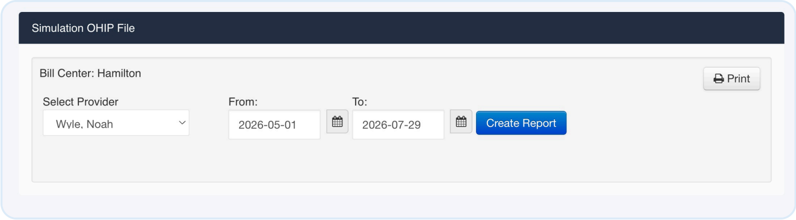
Submission and error correction checklist

Guideline for submitting claims and actioning rejections.

RUN THIS
Every submission cycle

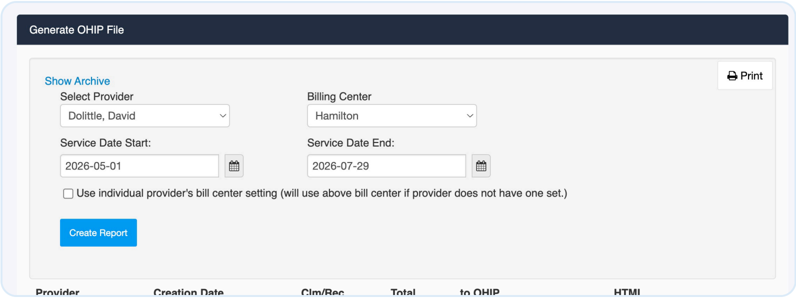
1 Run OHIP simulation first, resolve flagged errors

Administration › Billing › **Simulation OHIP File**



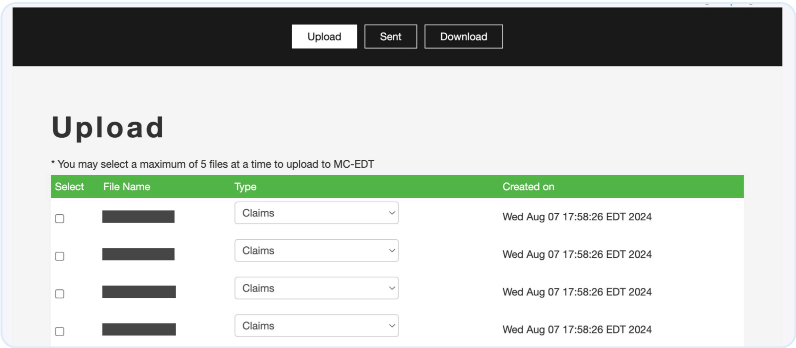
2 Generate and submit the claim file via MCEDT

Administration › Billing › **Generate OHIP File**



3 Ensure all files are submitted in the MCEDT Mailbox

Administration › Billing › **MCEDT Mailbox**



Close the loop on rejections

Reports come back on a delay — these two steps finish the cycle.

AVAROS

4 Check batch edit and error report

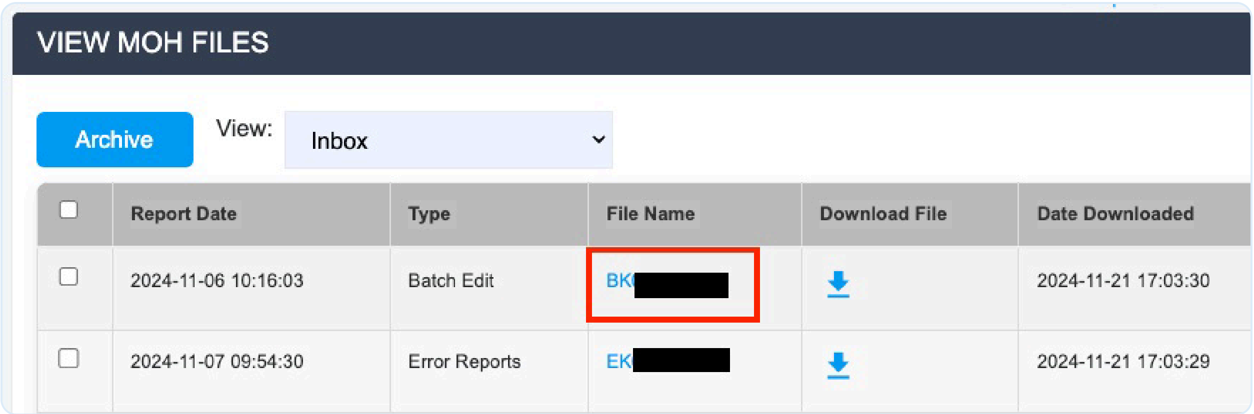
AFTER 48–72 HRS

ONLY IF AUTO-DOWNLOADS IS OFF

Administration › Billing › MCEDT Mailbox › Download › Select Billing Number › Check off › Download

THEN RUN THE FILE

Administration › Billing › **View MOH Files** › click the file name to run



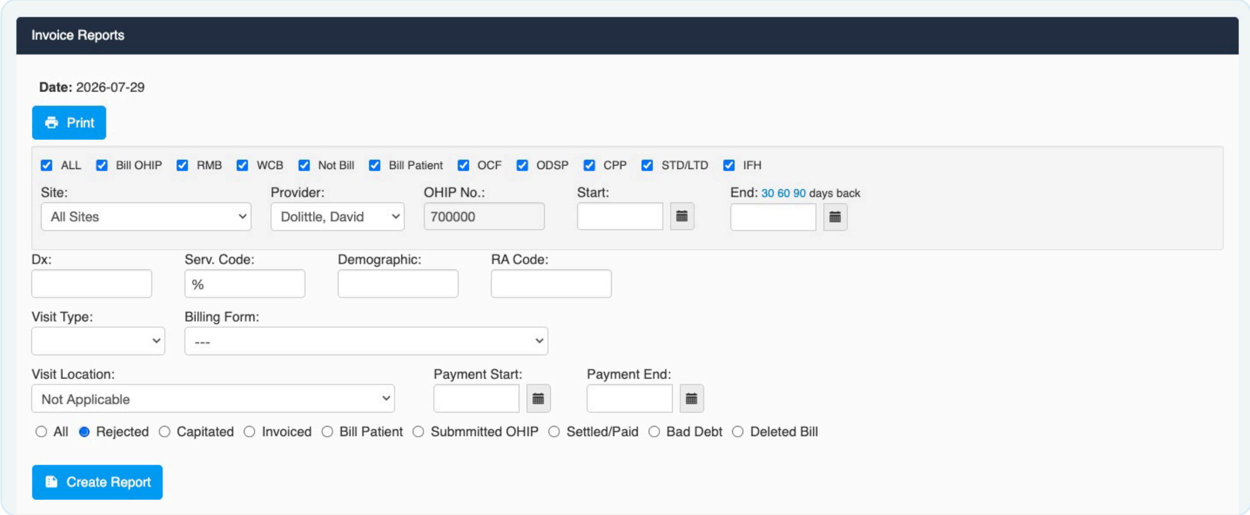
5 Correct and resubmit rejected claims

FIND THEM

Administration › Billing › **Invoice Reports** › Rejected

FIX THEM

Edit the invoice directly, then set Billing Status back to **“Bill OHIP”**



THE CYCLE
5 steps

01 Simulate
02 Generate
03 Confirm sent
04 · 48–72 HRS Check reports
05 Correct & resubmit