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Certain portions of this document includes text from the public distribution document titled "National Government Services, Inc. Enterprise Gateway Common Electronic Data Interchange (CEDI) PPP Dial Up FTP" released on March 4, 2008. This document can be accessed from <http://www.ngscedi.com/telecomm/teleindex.htm>.

For additional **CPR+** documentation, please refer to the **CPR+** F1 Help or <http://www.cprplus.com>.

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<b>Document History</b>			
<b>Writer(s)</b>	<b>SMEs / Editors</b>	<b>Release Date</b>	<b>Version #</b>
Phil Raynes / Lisa Kibe	Lisa Kibe	4/11/208	1.0

**PRINTING NOTE FOR TWO-SIDED DOCUMENTS:**

This document is designed for two-sided printing. If you are printing the PDF version of this document on a printer that can only print on one side, there will be some blank pages throughout the final print job. This is normal for two-sided documents and no information is missing with your printed version. For additional printed manuals, please contact D.H.S.

Step-by-Step Information

Original Release Date: 4/11/2008

SBS Template Version: 2.0  
Based on **CPR+** Version: v7 & v8

**Notes**

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## Fundamentals

**(This section is taken from the document titled "NSG CEDI PPP Dial Up FTP.")**

Dial up PPP services allows the use of FTP to communicate with the NGS CEDI Gateway.

The service utilizes the Windows new connection wizard to dial and accept the IP address that is pushed from the router. Once the trading partner's computer receives the IP, it will block any other IP the computer may be using at the time of the connection. This is similar to VPN tunneling. Other applications on the computer that rely on network connections are generally blocked. This will cause applications that rely on that connection to error or push pop up boxes relating to bad connections.

No special software is needed to use this service. If the trading partner has a Windows 98 or Windows XP operating system they can connect.

CEDI Help Desk

Telephone: 866-311-9184

Email: [NGS.CEDIHelpdesk@wellpoint.com](mailto:NGS.CEDIHelpdesk@wellpoint.com)

This address is different from the addresses used by the Network Service Vendors: IVANS, AGNS, VisionShare and McKesson.

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## Use of Graphical FTP

**(This section is taken from the document titled "NSG CEDI PPP Dial Up FTP.")**

Graphical FTP, such as WSFTP, will work but will display errors in the lower right hand corner of the application. This is due to the limited set of commands we support on the gateway. This reduced set of commands is used to restrict movement within the system and to give an added layer of security.

The click and drop will generally work but is not supported by NGS Gateway Services.

**Notes**

**CEDI Password Requirements**

(This section is taken from the document titled "NSG CEDI PPP Dial Up FTP.")

Password guidelines or standards provide consistency when logging into CEDI to send and receive electronic transactions. To reduce unauthorized access, all Trading Partners (submitters/senders) must follow the password guidelines listed below when creating their password:

**The first time you log in, you will be required to create a new password.**

CEDI Standards for Creating Passwords:

1. Passwords must be eight (8) characters in length. No more and no less.
2. Passwords must contain a combination of number and alpha characters.
3. Passwords must contain one of these three special characters (@, #, \$). No other special characters will be accepted.
4. Passwords are only good for 90 days, at which time the user must reset it.
5. Passwords cannot be changed by the user more than once per day.
6. After three incorrect login attempts, the ID will be revoked. Please disconnect and re-try prior to the third attempt.
7. The ID history retains the last 12 passwords the user has used. These cannot be reused.
8. Must not be stored in scripts, files, or applications unless compensating controls are in place

**NOTE:**

*Trading Partner IDs will automatically suspend after 365 days of inactivity.*

Notes

Basic PPP / FTP Setup Information

The examples identified in this section are Windows XP which is the corporate standard for NGS.

1. Click **Start > All Programs > Accessories > Communications.**

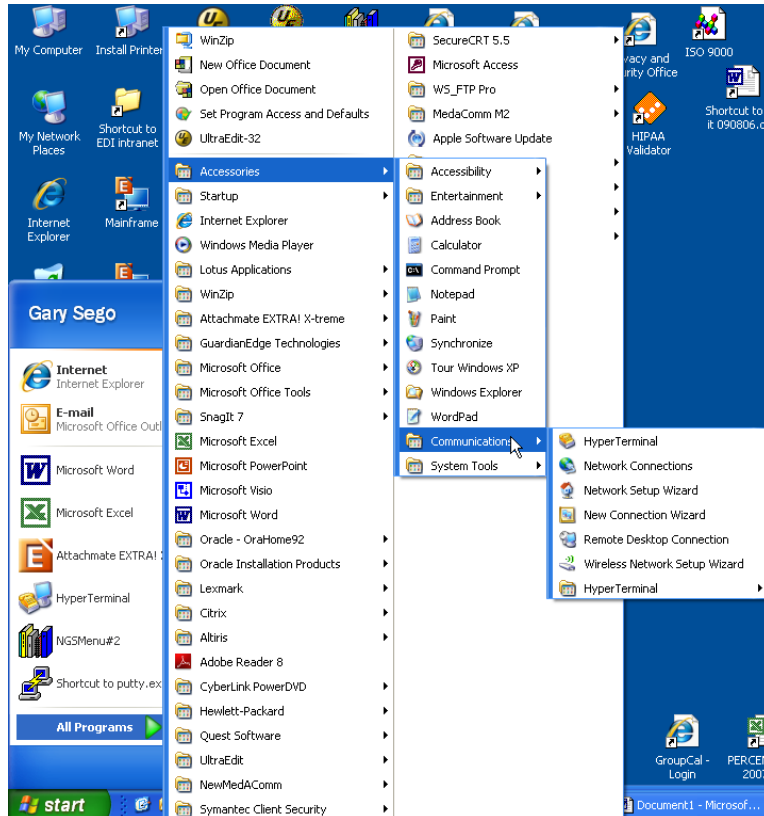


Figure 1) Select Communications

2. Select the **New Connection Wizard** option. (*The New Connection Wizard screen appears.*)

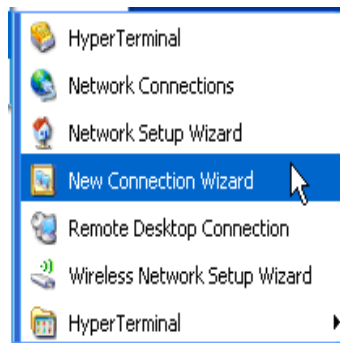


Figure 2) Select New Connection Wizard

**Notes**

3. Click on the **Next** button.



Figure 3) New Connection Wizard

4. Leave the *Connect to the Internet* radio button selected. You are not connecting to the Internet but this makes for an easier setup. Click the **Next** button to continue.

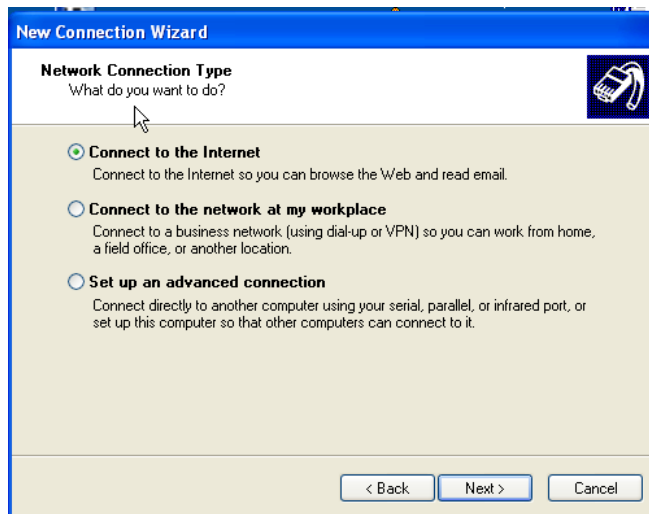


Figure 4) Network Connection Type

**Notes**

- Now select the *Set up my connection manually* radio button and click the **Next** button.



Figure 5) Getting Ready Screen

- Select the *Connect using a dial-up modem* radio button. Then click the **Next** button.

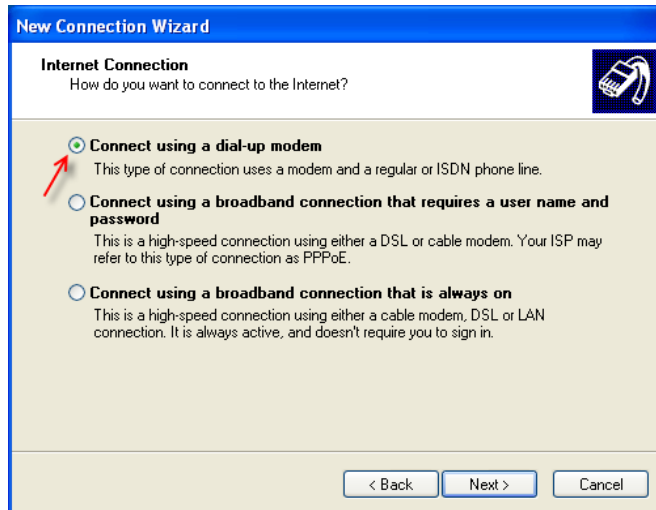
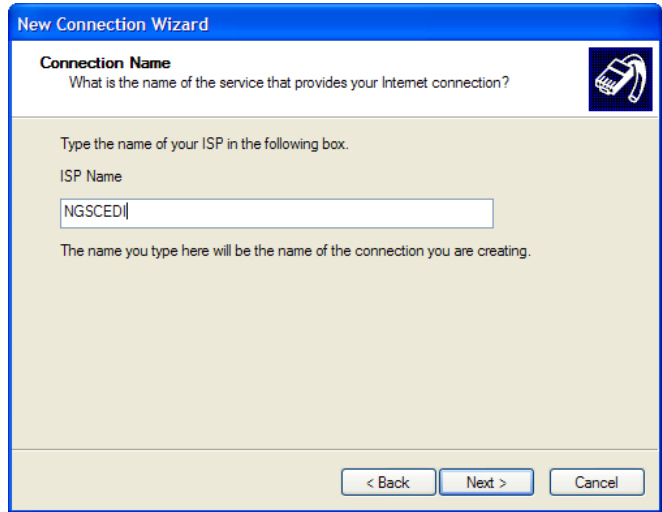


Figure 6) Internet Connection

**Notes**

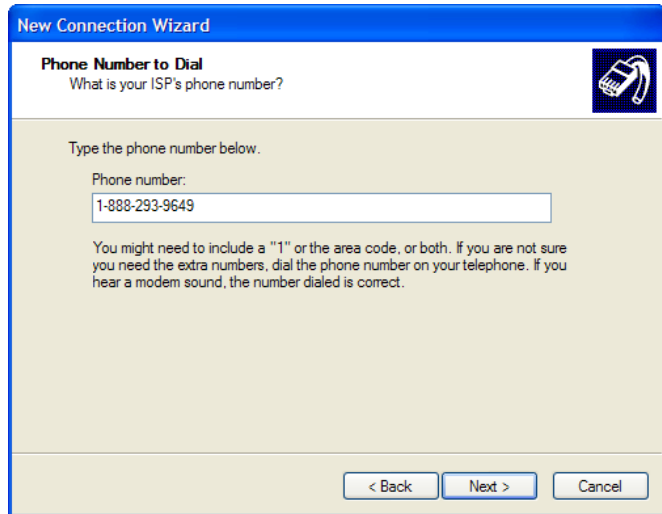
7. Enter a name that is relevant to this connection. In the figure below, we've entered NGSCEDI. Then click the **Next** button.

**IMPORTANT:**  
*The ISP Name CANNOT contain a space.*



**Figure 7)** Connection Name

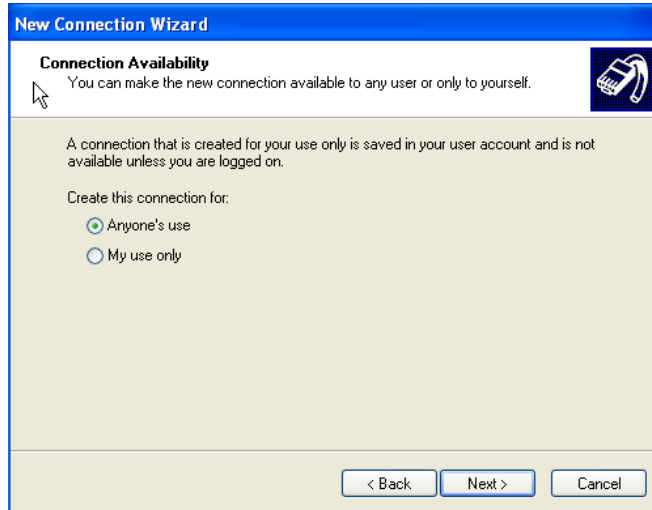
8. On the Phone Number to Dial screen, enter 1-888-293-9649 in the available field.
  - a. You may or may not need a "9" before the phone number. The "9" allows the dial to pause for the outside connection to be made.
  - b. The "1" in the phone number is the standard for long distance. Click the **Next** button.



**Figure 8)** Phone Number to Dial

**Notes**

9. NGS suggests that the *Anyone's use* radio button option is selected, but this can vary by user. Click the **Next** button to continue.



**Figure 9)** Connection Availability

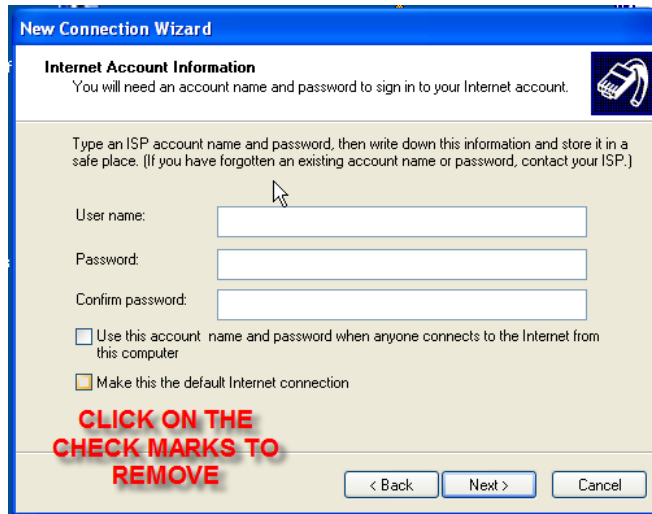
10. While on the Internet Account Information screen, leave the *User name*, *Password* and *Confirm password* fields blank.



**Figure 10)** Internet Account Information

**Notes**

11. For the two checkboxes on the screen, NGS suggests that they be unchecked as in the figure below. Click the **Next** button to continue.



**Figure 11)** Selections Unchecked

12. The connection wizard displays the final screen with a breakdown of the connection that was just created. Click the **Finish** button to close the screen.
  - a. It is not necessary to add the shortcut connection to your desktop.
  - b. This completes the setup section.



**Figure 12)** Completing the Connection Wizard

Notes

Editing the Connection Properties

Once the connection is created, you will need to edit the new connection properties.

1. Right-click on the newly created dial-up entry on the Network Connection Screen and select the **Properties** option.

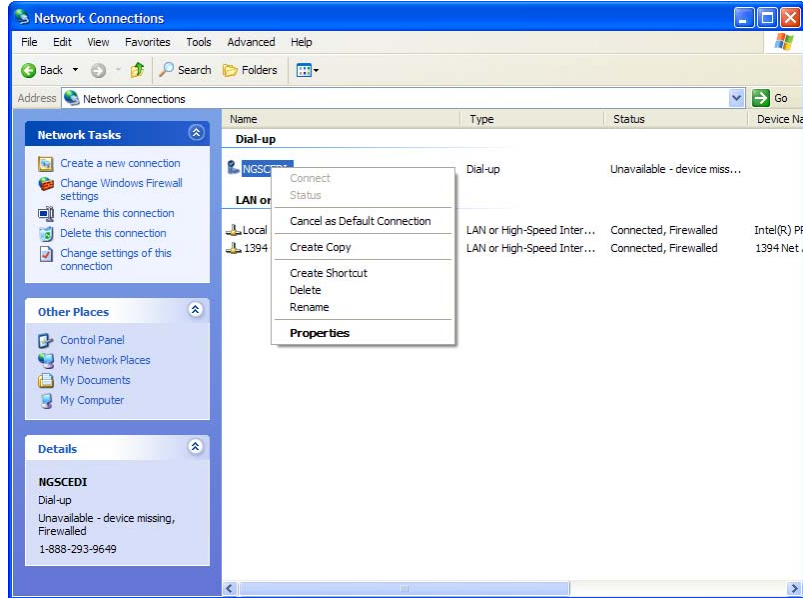


Figure 13) Network Connection Screen

2. While on the dial-up entry Properties screen, select the **Options** tab. In this document, the dial-up entry was labeled NGSCEDI.

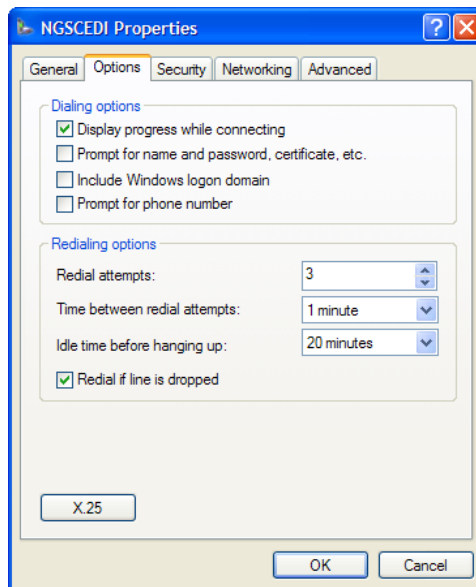
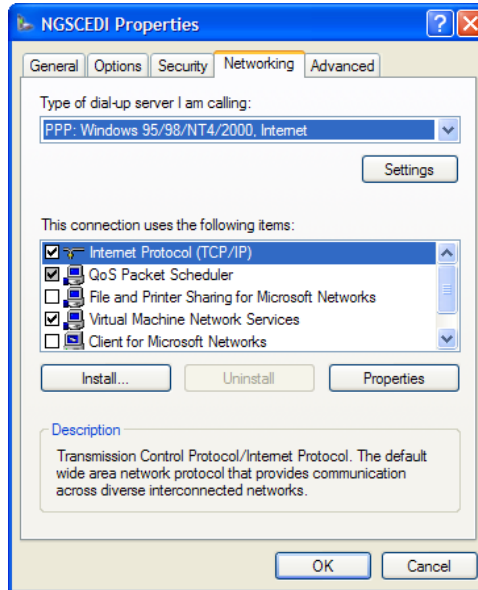


Figure 14) Options Tab

**Notes**

3. Uncheck the following prompts:
  - a. Prompt for name and password, certificate, etc.
  - b. Prompt for phone number
4. Select the **Networking** tab.

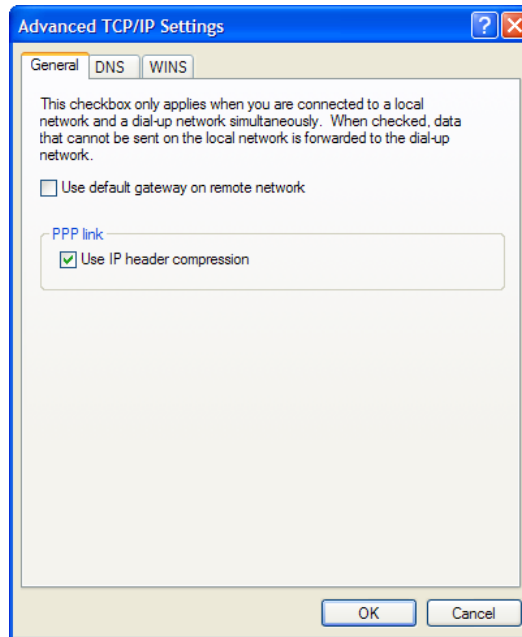


**Figure 15)** Networking Tab

5. Select the **Internet Protocol (TCP/IP)** connection and then click the **Properties** button. (*The TCP/IP Properties screen appears.*)
6. While on the TCP/IP Properties screen, click the **Advanced...** button.

**Notes**

7. Uncheck the **Use default gateway on remote network** option and then click the **OK** button. (*This closes the Advanced TCP/IP Settings screen.*)



**Figure 16)** General Tab

8. You are returned to the TCP/IP Properties screen. To close this screen and save the settings, click the **OK** button. (*This closes the TCP/IP Settings screen.*)
9. On the Connection Properties screen, click the **OK** button to save these settings.

## Dialing In the First Time

**NOTE:**

*YOU WILL NEED TO DIAL IN OUTSIDE OF CPR+ THE FIRST TIME TO CHANGE YOUR PASSWORD.*

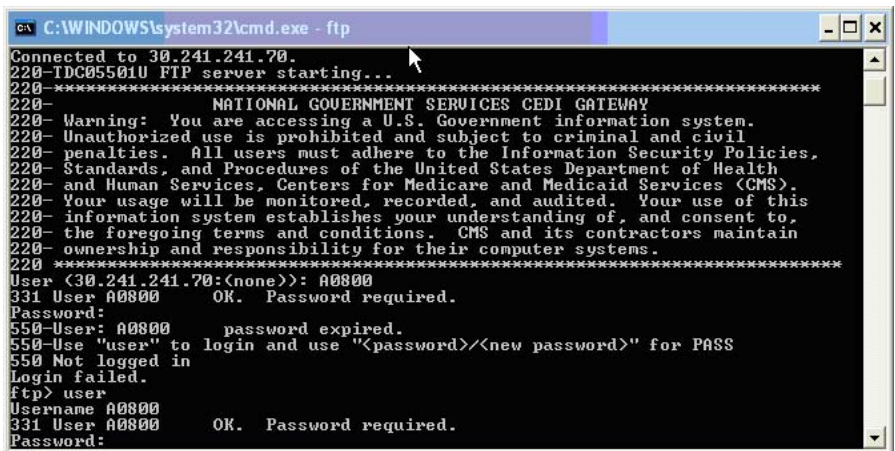
1. Go to **Start > Settings > Network Connections** and double-click on the network connection created above.
  - a. The modem will begin to dial out to connect to NGS CEDI.
  - b. Once connected to their network, you will need to go to **Start > Run**. (*The Run screen appears.*)
  - c. Type CMD in the available field and click the **OK** button to open the Command prompt window.

**Notes**

2. While on the Command prompt screen, do the following:
  - a. Type in FTP and then press the **<Enter>** key.
  - b. Type Open 30.241.241.70 9954 and then press the **<Enter>** key.
  - c. Type your Submitter ID in the *User* field and then press the **<Enter>** key.
  - d. Type Go2CEDI! in the *Password* field and then press the **<Enter>** key.
  - e. You will see a message that the user password is expired. Use "user" to login and use "<password> / <new password>" for Pass. Not logged in. Login Failed.
  - f. Type user at the ftp> prompt and hit enter.
  - g. Type Submitter id and hit enter.
  - h. Type Go2CEDI! / and what you want your new password to be (no more and no less then 8 characters) and then press the **<Enter>** key.

**NOTE:**

*Please see "CEDI Password Requirements" section on page 4 of this document for more information about setting up your password.*



**Figure 17)** Command Prompt Interface

3. Once your password has successfully been changed, type BYE at the FTP> prompt and then press the **<Enter>** key.
4. To exit the command prompt, type EXIT and then press the **<Enter>** key.

**Notes**

At this point, you will then need to disconnect from the NGS CEDI network. You will have a (network icon) in the Windows system tray that indicates if you are connected to the NGS CEDI network or not. If clicked, a status box will open up and you can click on disconnect or you can right-click on the icon and then click the **Disconnect** button.

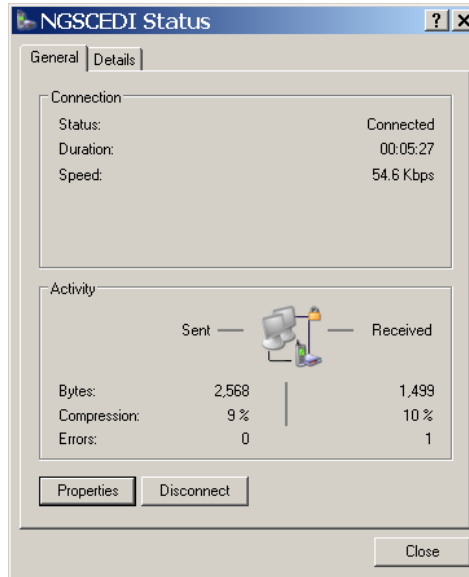


Figure 18) Network Connection Status

**Setting Up CPR+**

Now that the network connection and all of the settings are configured properly, you can complete the setup in **CPR+**.

1. Go to **Billing / Financial (5) > Electronic Claims (4) > DME MAC Claims (Medicare) (1)**.
  - a. Select a company or all companies if prompted.
2. Click the **Setup (F6)** button.
3. Select the *Dialup Networking (FTP)* Radio box. (*This will open up the Dialup Networking Entry field.*)
4. Select the entry just created from the associated drop-down list.

Notes

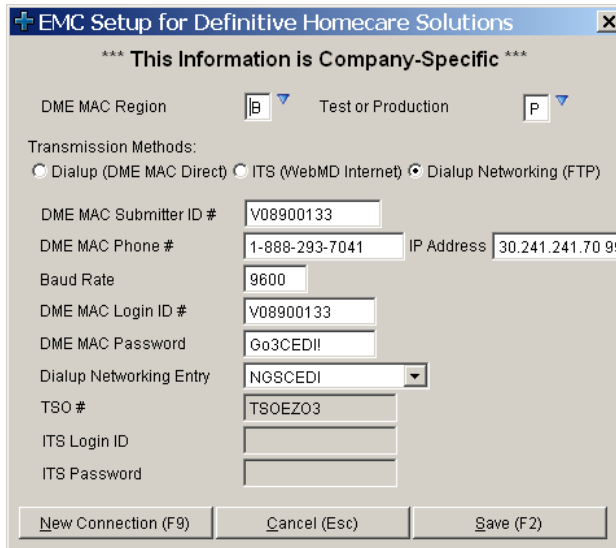


Figure 19) EMC Setup Screen

5. Press the <Ctrl+F8> keys to open the IP address field to the right and enter the new IP and Port number 30.241.241.70 9954.
6. Once a claim batch has been created (batch creation process is the same) and you have selected Yes to transmit, the following prompts are displayed on the screen while the system is connecting. No action is required by the user.

**NOTE:**

*If you do not see the following prompts, check the CPR+ icon properties. The Start and Target paths must be mapped to a drive letter. UNC paths are not supported for this process.*

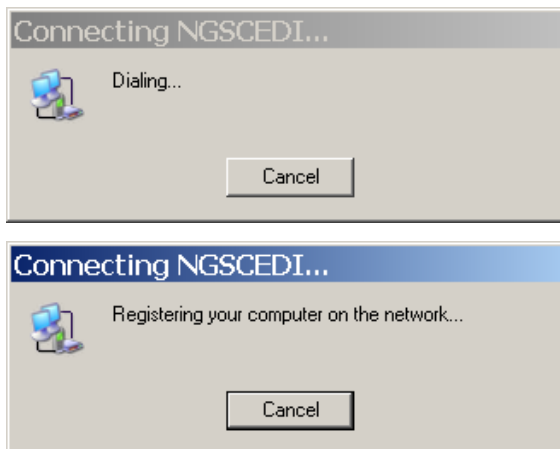


Figure 20) Connection Prompts

Notes

- The prompts will clear and **CPR+** will connect to the FTP site to upload or download as indicated.

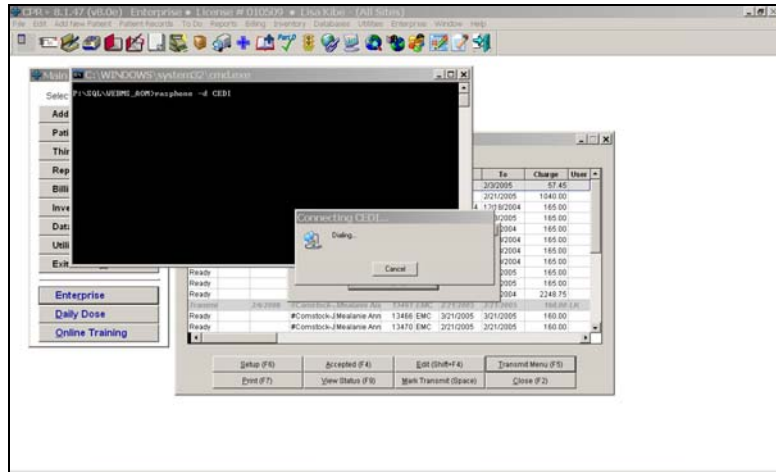


Figure 21) CPR+ Screen with Connection Prompt

- Once the action is completed, the following message box will display:

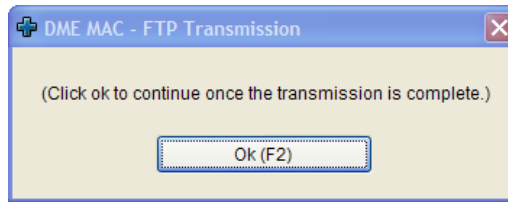


Figure 22) Transmission Completed Prompt

- A Transmission Log appears after clicking the **OK (F2)** button.

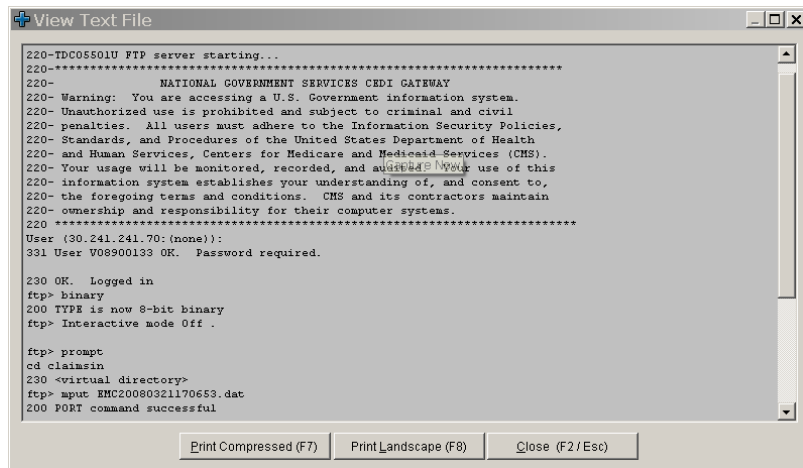


Figure 23) Transmission Log

**Notes**

This Transmission Log is your confirmation that the requested action was completed.