To Upload and Download Files in Safari

Ministry of Health and Long-Term Care

Version 1.0 March 2013



Upload Files (Refer to MC EDT Reference Manual Section 5.2)

- 1. Close all open Internet browsers.
- 2. Open a new Safari Internet browser session and key in https://www.edt.health.gov.on.ca or use your saved bookmark.
- 3. At the GO Secure Login screen, key in your GO Secure ID (your email address) and password.
- 4. Select 'Sign In'.
- 5. At the Administration and MOHLTC Services screen, select 'MC EDT Service (Upload/Download)'.
- 6. At the Medical Claims Electronic Data Transfer screen, select 'Upload'.
- 7. At the File Upload screen:

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- Select a Billing Number (if more then one),
- Select the file to upload (select the "Choose File" button),
- A pop up "Open" screen is displayed.

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- Find the electronic location of your claims file for submission to the ministry. In this sample screen the "Applications" folder has been selected to display the corresponding subfolders.
- Ask your vendor the location where the software saves the claims file for you to select it.
- Once you have found and selected your file, it will be displayed in the "File Upload" screen beside the "Select file to upload:" field.

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• Select the corresponding file type by selecting on the down arrow (in this example it is a Claims File).

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- 8. Select 'Upload' button.
- 9. A message will be displayed "File <drive/folder/filename> was uploaded".

You may select 'Upload Another file'. Or, you may select "Home" to return to the Upload/Download options screen. Or select "Main" to return to the "Administration and MOHLTC Services" screen. Or select "Log out" and close your Safari Internet browser.

Download Files (Refer to MC EDT Reference Manual Section 5.3)

- 1. Close all open Internet browsers.
- 2. Open a new Safari Internet browser session and key in https://www.edt.health.gov.on.ca or use your saved bookmark.
- 3. At the GO Secure Login screen, key in your GO Secure ID (your email address) and password.
- 4. Select 'Sign In'.
- 5. At the "Administration and MOHLTC Services" screen, select 'MC EDT Service (Upload/Download)'.
- 6. At the Medical Claims Electronic Data Transfer screen, select 'Download'.
- 7. On the Report Download screen, select the billing number (if more than one) and select the 'Download' button.
- 8. At the List of Reports/files for Billing Number XXXXX, select the text 'Download' in the column for the file you wish to download.

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A pop-up screen will be displayed.
 In Safari, the downloaded file is automatically saved in the "Downloads" folder.

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10. Locate the Downloads folder.



11. Locate the file in the "Downloads" folder.



- Save the downloaded file to the electronic location in your software.
- You may have to consult with your software vendor to determine the exact location (drive/folder/subfolder) where the software requires the file to be saved to create your readable report.
- 12. Retrieve your open safari session from the "Dock" (or move your cursor over the bottom of the screen if the "Dock" is hidden).

You will be navigated back to the "List of Reports/Files for Billing Number XXXXX" screen, where you may select another file for downloading. Or, you may select "Home" to return to the Upload/Download options screen. Or, select "Main" to return to the "Administration and MOHLTC Services" screen. Or, select "Log out" and close your Safari Internet browser.

13. With your download file saved to the correct location on your computer, you may run your software program to create a readable report.