

To Upload and Download Files in Safari

Ministry of Health and Long-Term Care

Version 1.0

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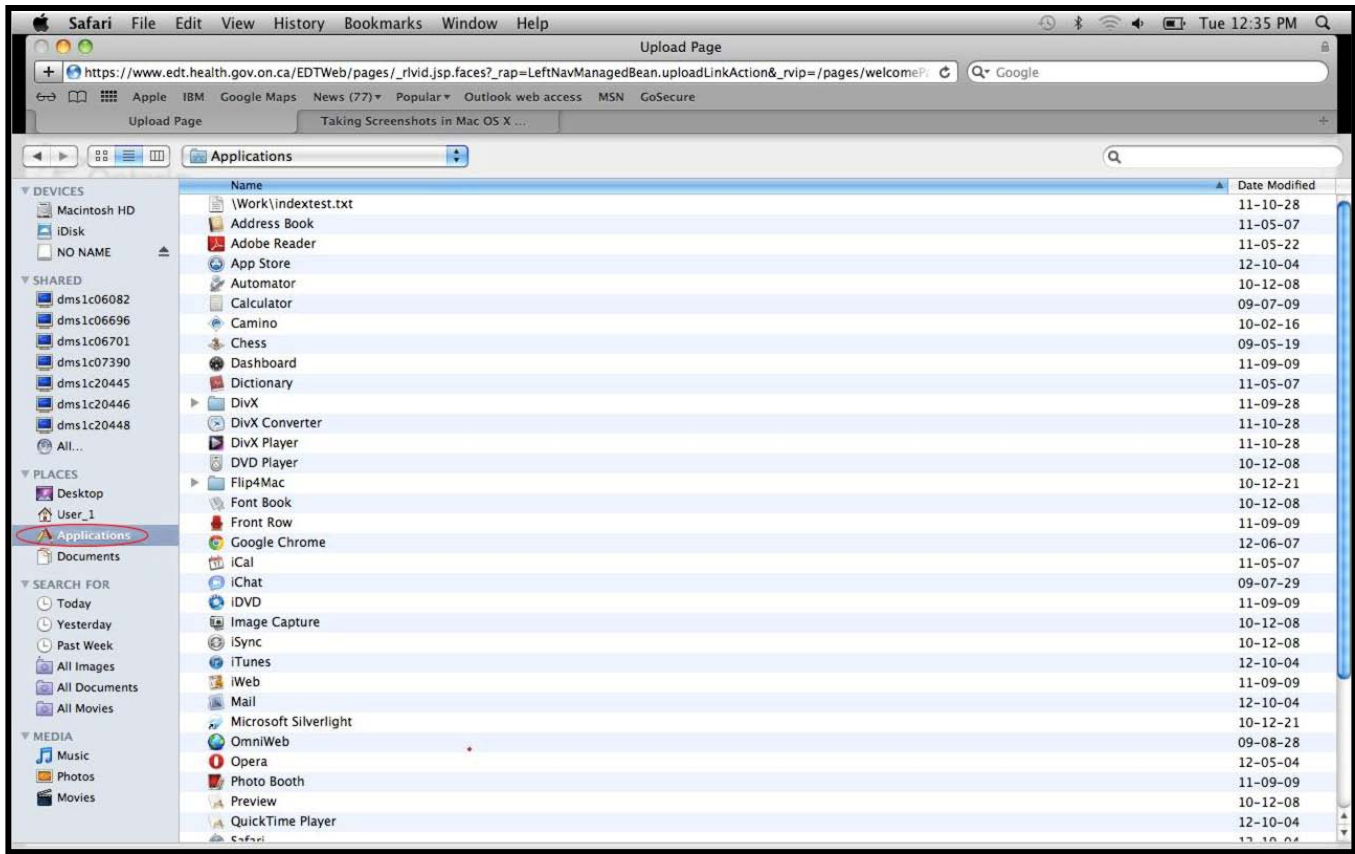
Upload Files (Refer to MC EDT Reference Manual Section 5.2)

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:

The screenshot shows a web browser window with the title "Upload Page". The address bar displays the URL: https://www.edt.health.gov.on.ca/EDTWeb/pages/_rivid.jsp.faces?_rap=LeftNavManagedBean.uploadLinkAction&_rvip=/pages/welcomeP.... The browser's bookmark bar shows links to Apple, IBM, Google Maps, News (77), Popular, Outlook web access, MSN, and GoSecure. The page header features the Ontario logo and the text "MINISTRY OF HEALTH AND LONG-TERM CARE". A "Français" link is visible in the top right. Below the header is a dark blue bar with the text "MAIN LOGOUT". The main content area is titled "File Upload". It contains three mandatory fields, each marked with a red asterisk: "Select a Billing Number" with a dropdown menu showing "999999", "Select file to upload:" with a "Choose File" button and the text "no file selected", and "Select file type:" with a dropdown menu. A red note "* - Mandatory Fields" is positioned to the right of these fields. At the bottom of the form are three buttons: "Upload", "Clear", and "Home". The footer of the page includes links for "CONTACT US | PRIVACY | IMPORTANT NOTICES" and a copyright notice: "© QUEEN'S PRINTER FOR ONTARIO, 2012 | LAST MODIFIED: 2012-05-17".

- Select a Billing Number (if more than 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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The screenshot shows a Safari browser window displaying the 'Upload Page' for the Ontario Ministry of Health and Long-Term Care. The page header includes the Ontario logo and the text 'MINISTRY OF HEALTH AND LONG-TERM CARE'. Below the header is a navigation bar with 'MAIN' and 'LOGOUT' links. The main content area is titled 'File Upload' and contains the following fields:

- Select a Billing Number:** A dropdown menu with '999999' selected.
- Select file to upload:** A 'Choose File' button next to the text 'HA999999.001'.
- Select file type:** A dropdown menu with an empty selection.

Below these fields are three buttons: 'Upload', 'Clear', and 'Home'. At the bottom of the page, there is a footer with links for 'CONTACT US', 'PRIVACY', and 'IMPORTANT NOTICES', and a copyright notice: '© QUEEN'S PRINTER FOR ONTARIO, 2012 | LAST MODIFIED: 2012-05-17'.

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

This screenshot shows the same 'File Upload' page as the previous one, but with the 'Select file type' dropdown menu open. The menu options are:

- State Dated Claim file
- OBEC inbound file
- Claim File** (highlighted)

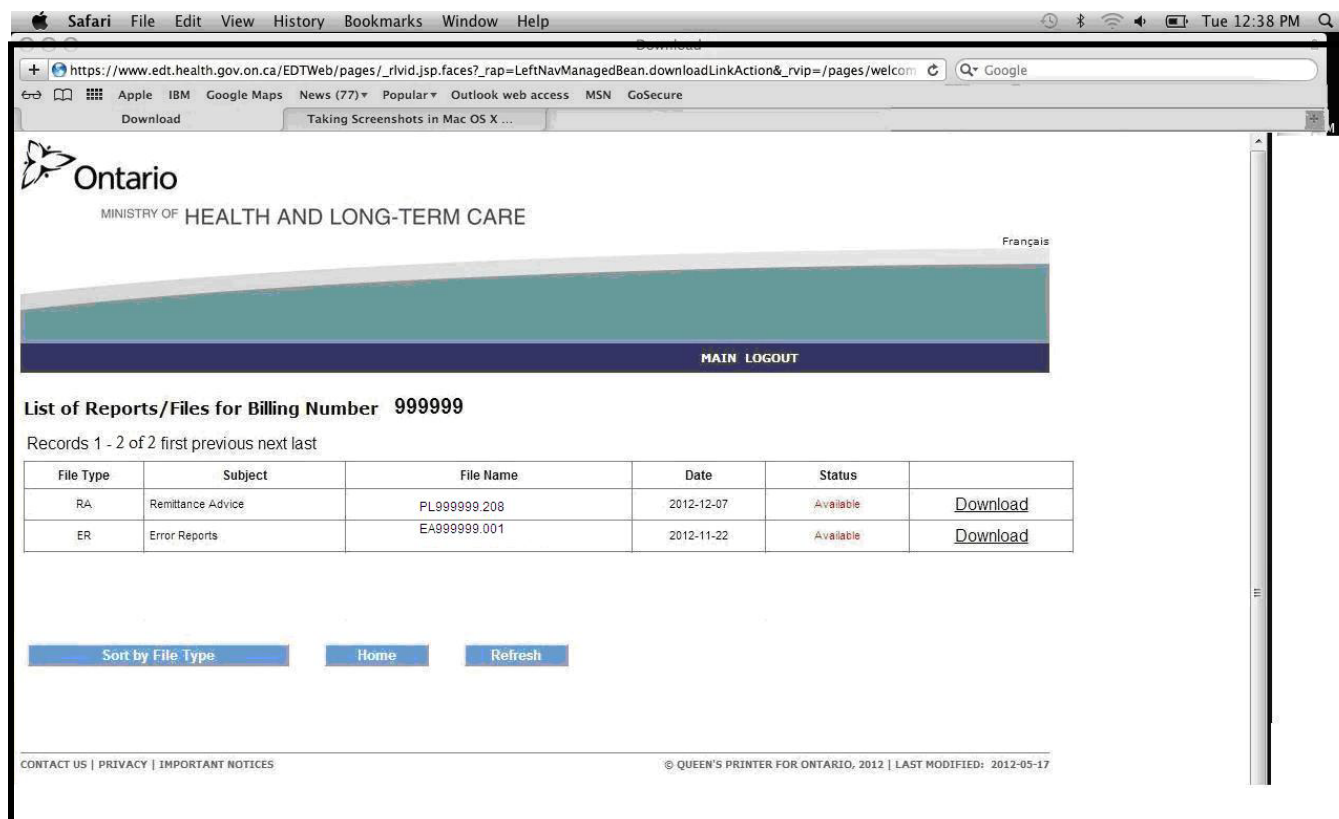
The 'Upload', 'Clear', and 'Home' buttons remain visible at the bottom of the form area.

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.

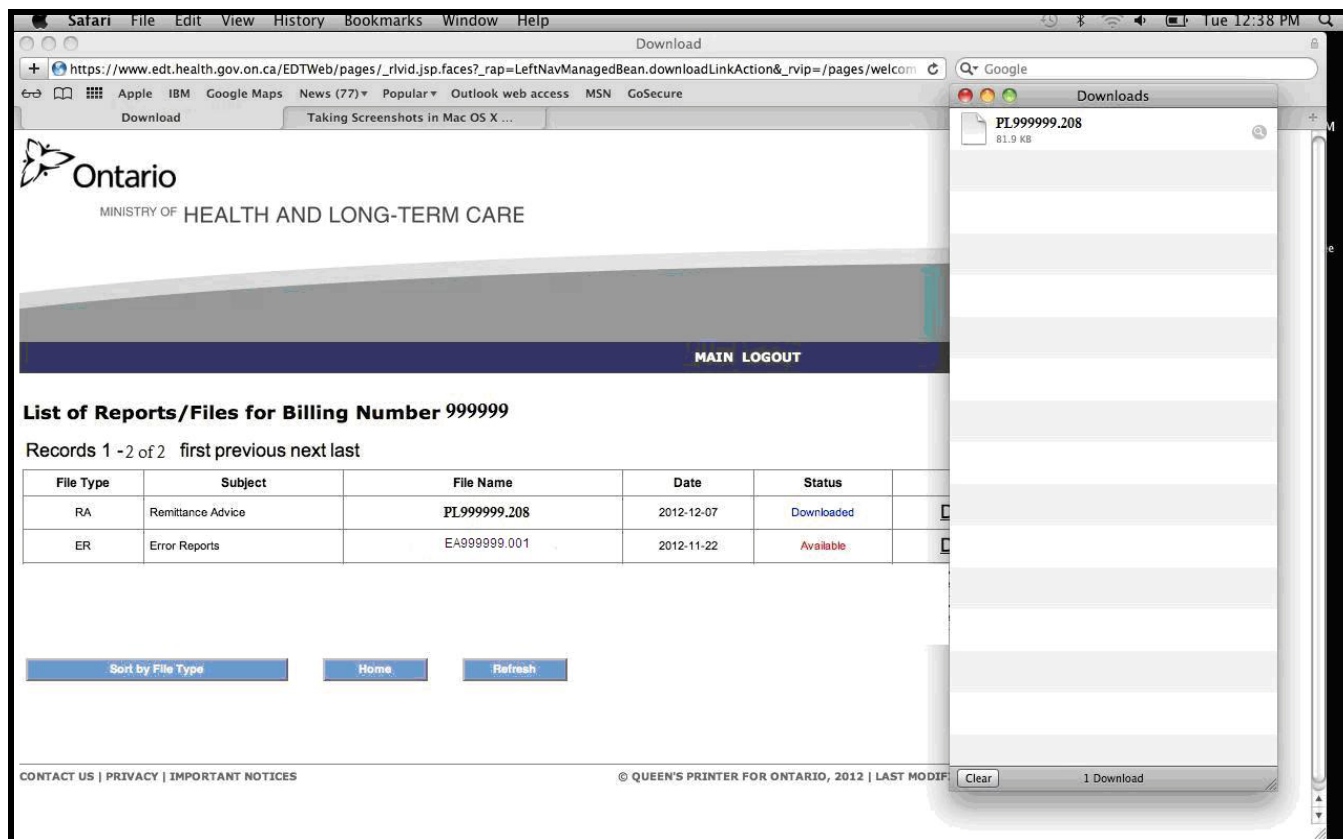
Download Files (Refer to MC EDT Reference Manual Section 5.3)

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 XXXXXX, select the text 'Download' in the column for the file you wish to download.



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

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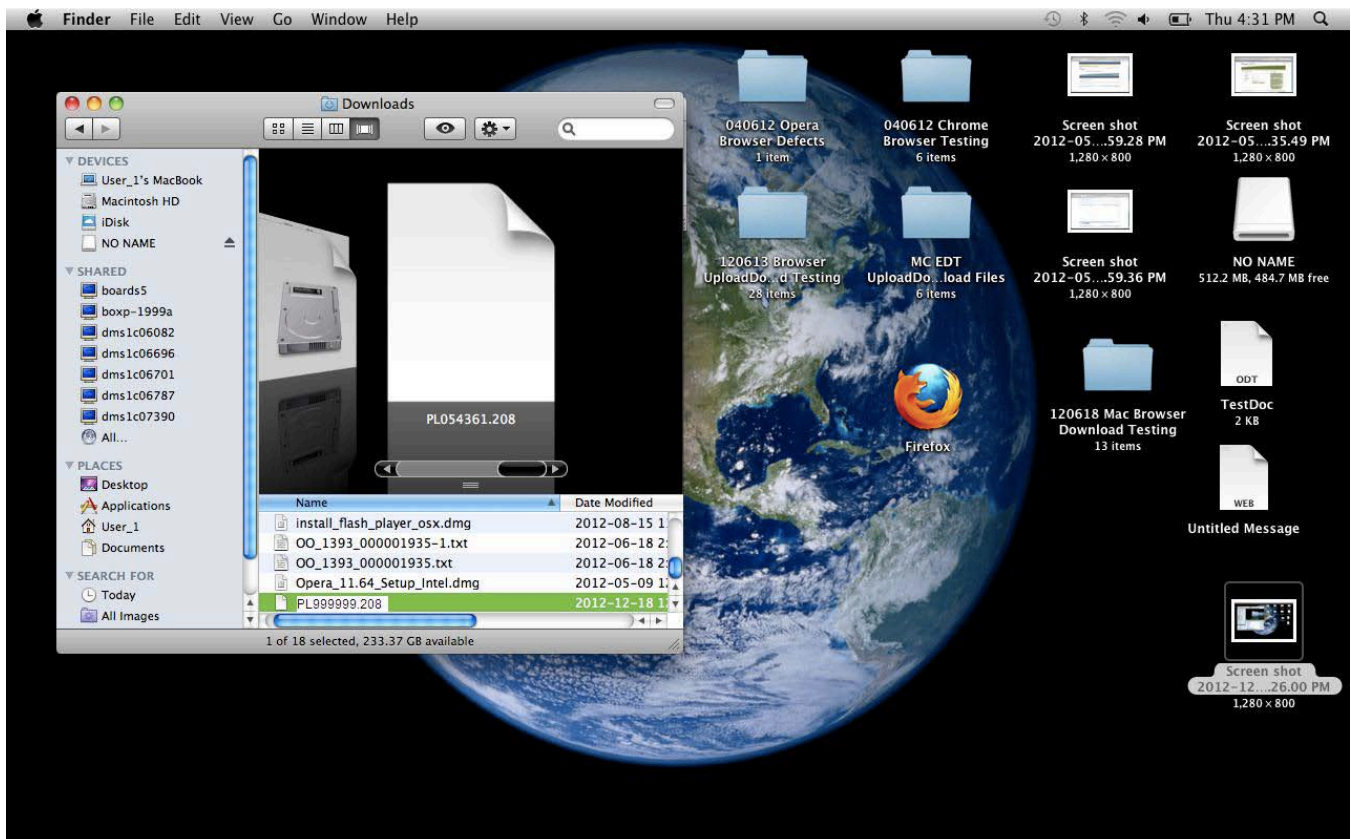


10. Locate the Downloads folder.

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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 XXXXXX” 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.