



ARTSCO, Inc.
Form Processing Dept.
501 Lloyd St.
Pittsburgh, PA 15208

Import Data Request (Attach Files To E-Mail)

Rev. 7

When completed, please click on Submit by Email button, then attach import files to the Email before sending. **If sending the Patient file, send as a password protected and encrypted Excel document (File>Info>Protect Workbook>Encrypt with Password**). You can click on the Print Form button to save a paper copy of this request for your records. Note: If your default Email program does not open after clicking on the Submit by Email button, at the bottom left of your screen, click on the Start button>Control Panel>Default Programs>Set program access and computer defaults>Custom>Choose a default e-mail program.

1. Import Files Attached (Must Be CSV OR EXCEL Format, See Page 2 For Details):

Note: If exporting the files from Brightree, please read specific instructions on page 3 on how to generate the files.

| | | |
|--|------------|----------------------|
| <input type="checkbox"/> Physician | File Name: | <input type="text"/> |
| <input type="checkbox"/> Facility | File Name: | <input type="text"/> |
| <input type="checkbox"/> Referral Source | File Name: | <input type="text"/> |
| <input type="checkbox"/> Patient | File Name: | <input type="text"/> |
| <input type="checkbox"/> Payers | File Name: | <input type="text"/> |

2. Additional Information:

Company: _____

Authorized Representative: _____ **Phone:** _____

Information will be imported one time only before any other information is entered into Rehab Accelerate. The files containing the information should be e-mailed to ARTSCO in one of the required formats. You must maintain your setup data after ARTSCO imports the files you provided.

Information that can be imported:

- Physician
 - First Name
 - Last Name
 - Middle Name
 - Street1
 - Street2
 - City
 - State
 - Zip
 - Phone Fax
 - PECOS Certified
 - NPI
 - UPIN
 - License
 - GRP
- Facility
 - Name
 - Street1
 - Street2
 - City
 - State
 - Zip
 - Phone
 - Fax
 - Email
 - NPI
 - GRP
- Insurances (Payer)
 - Payer Name
 - Payer ID#
 - Payer Street1
 - Payer Street2
 - Payer City
 - Payer State
 - Payer Zip
 - Plan Name (Use State the payer is in if this does not apply)
 - Allow Type (valid values listed below) Note: This is the default if Fee schedule used and a code is not in the fee schedule
 - Fee For Service (must include a separate fee schedule file)
 - Cost Plus Extended (Uses all 3 discounts)
 - Retail Minus
 - Cost Minus Extended (Uses all 3 discounts)
 - Retail Plus
 - Base Cost Plus (Uses only the primary discount)
 - Retail Minus Times Bill Mult (Retail Minus * Billing Multiplier)
 - Allow Percent (Percentage value for Allow Type given, example 20 for Retail Minus 20%)

Referral Source

- Name
- Street1
- Street2
- City
- State
- Zip
- Phone
- Fax
- Patient (demographics only, not tied to orders)
 - First Name
 - Last Name
 - Middle Name
 - SSN
 - Patient Status (Active, Inactive, Deceased)
 - Entered In System Date
 - Date Of Birth
 - Email
 - Street1
 - Street2
 - City
 - State
 - Zip
 - Phone
 - Fax
 - Responsible Party Name
 - Responsible Party Address
 - Responsible Party Home Phone
 - Responsible Party Work Phone
 - Gender
 - EIN

NOTE: Payer Fee Schedules now can be imported by the user in Rehab Accelerate. ARTSCO will no longer import fee schedules. For details refer to the help file in Rehab Accelerate or the Rehab Accelerate help file on our web site at artscoinc.com.

Go to:

Setting Up Before Using > Payer > Add/Copy/Import/Delete Fee Schedule

and look in the following section:

To Import from a file (Note: Existing allowables with matching code and modifier will be updated not inserted):

Brightree Export Instructions

To get these reports you will utilize a combination of standard reporting and Ad-Hoc Reporting.

Facility File

Referral Source File

Create an Ad-Hoc report, select the Facilities View, Select ALL and save as an Excel Output, then request the report.

Note: Brightree does not have a way to distinguish between a facility and referral source, they only have a facility view.

We recommend exporting the Facilities View as both the facility file and as the referral source file. The downside to doing this is having to maintain the same data in 2 places in Rehab Accelerate. You could also manually separate the facility view into separate facility and referral source files with appropriate data in each file. This would eliminate the need to maintain the same data in 2 places.

Patient File

Create an Ad-Hoc report, select the Patients View, only select Patient, Billing Address & Responsible Party sections, save and request.

Note: Only patient demographics can be imported. This will NOT generate orders from the imported patients. It will give you the ability to choose an existing patient along with their demographics for new orders. Also Brightree will not distinguish between Rehab patients and other types of patients you might have. You can choose to manually separate out the Rehab patients, use all patient types, or not generate patients for importing at all.

Physician File

Create an Ad-Hoc report, select Doctors, select ALL, save and run the report.

Payers File

Run a standard Insurance Report (not an Ad-Hoc report). This is a standard report located under Ordering – Reports. Run the report as CSV output.

Fee Schedules File

Run a standard Price List Report (not an Ad-Hoc report). This is a standard report located under Inventory - Reports. Run the report as CSV output and select each payer separately. You must generate a separate file for each payer you want a fee schedule for.