

Physician Medical Claims Vendor Information Package

What to Upload: The Florida Cancer Data System (FCDS) is accepting a copy of the physician's medical claim to fulfill their obligation to report cancer to the Florida Department of Health. FCDS accepts the standard electronic claims submission ANSI 837 format using the 5010 version. FCDS is only interested in the patient, physician and practice information. FCDS is NOT uploading any financial data. You may simply make a copy of the claim form you processed and successfully submitted to the 'clearinghouse' for your client. No other modification to the standard format is required.

When to Upload: You may upload file(s) based on a schedule that is operationally best for you. However, FCDS requests that you upload a file(s) at least monthly. **Please upload only files that have been successfully uploaded to the clearinghouse.**

Getting Started: If you have not already done so, please log onto the FCDS web site to register as a medical claims vendor. On the FCDS Web page, click '[Physicians](#)'.

URL: <http://fcds.med.miami.edu/inc/physicians.shtml>

Then click '[Physician Vendor Reporting](#)'. Click the button '[Register](#)' to begin the registration process. You must complete all the requested information. Your Username will be sent to you via e-mail. Please follow the login instruction in the e-mail. After completing the requested information you will be requested to choose one of two encrypted transmission methods. You will be transmitting cases on the physician's behalf via HTTPS or SFTP.

Instructions for HTTPS

Using your login credentials, log on to the FCDS Physician Office Data Upload web page. Click the tab labeled Upload Data. To locate the file you wish to upload you may type in the name of the file in the window or you may click the browse button to locate the name of the file. Click on the file name. Once the file is selected, click on the submit button and the file will be uploaded to the FCDS. You will receive a confirmation e-mail indicating the status of your file upload (successful or unsuccessful).

Instructions for SFTP

The FCDS IT division will establish a special SFTP account for you which will allow you to upload your data. Mark Rudolph in the FCDS office will establish the account for you. His contact information is below.

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If you do not already have an SFTP program you will need to acquire one. There are several freeware products available on the market. FCDS is not suggesting any particular product.

However, by way of example using:

<http://www.coreftp.com/download/coreftplite.exe>

Run CoreFTP,

Choose the New Site button, and fill in:

Site Name: FCDS FTP

Host / IP: fcds.med.miami.edu

Username: FCDS generated userid

Password: User generated password – (check the "Don't save password" checkbox)

Connection: SSH/SFTP (should default to this)

When you login, you will see the file on the lower right side window. On the lower left window, browse to where you want the file to go. There are little icons above the filelist to browse the directory tree or to switch to a different drive letter. Hold mouse over an icon to see help.

To upload to FCDS, right-click on the file and choose upload. You will see a progress bar in the bottom window.

Please note: this is a send-only, no-directory listing, no-read sftp account. If you immediately logoff/login again, you won't see the file you just uploaded!

FCDS Technical Contact Information

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