



# Beacon Health Options

## Batch Claim Submission User Guide

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<https://www.beaconhealthoptions.com/providers/beacon/providerconnect/>  
*Beacon Health Options, Inc. is formerly known as ValueOptions, Inc.*

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## Overview

Batch claim submission allows submitters to send a group of claims to Beacon Health Options, Inc. (Beacon) using an 837i or 837p formatted HIPAA compliant file. These files can be created through a practice management software and can be uploaded to Beacon for processing through our ProviderConnect portal.

ProviderConnect is best compatible with Internet Explorer. For all web browsers, please make sure you have your browser settings equipped to allow Javascript, cookies, and pop-up windows from [www.valueoptions.com](http://www.valueoptions.com) and [www.beaconhealthoptions.com](http://www.beaconhealthoptions.com).

You must have an electronic account set up before you are able to log in to ProviderConnect. If you do not currently have an electronic account, you will need to submit a completed Account Request Form. Locate this form here: [www.beaconhealthoptions.com/providers/beacon/providerconnect/](http://www.beaconhealthoptions.com/providers/beacon/providerconnect/).

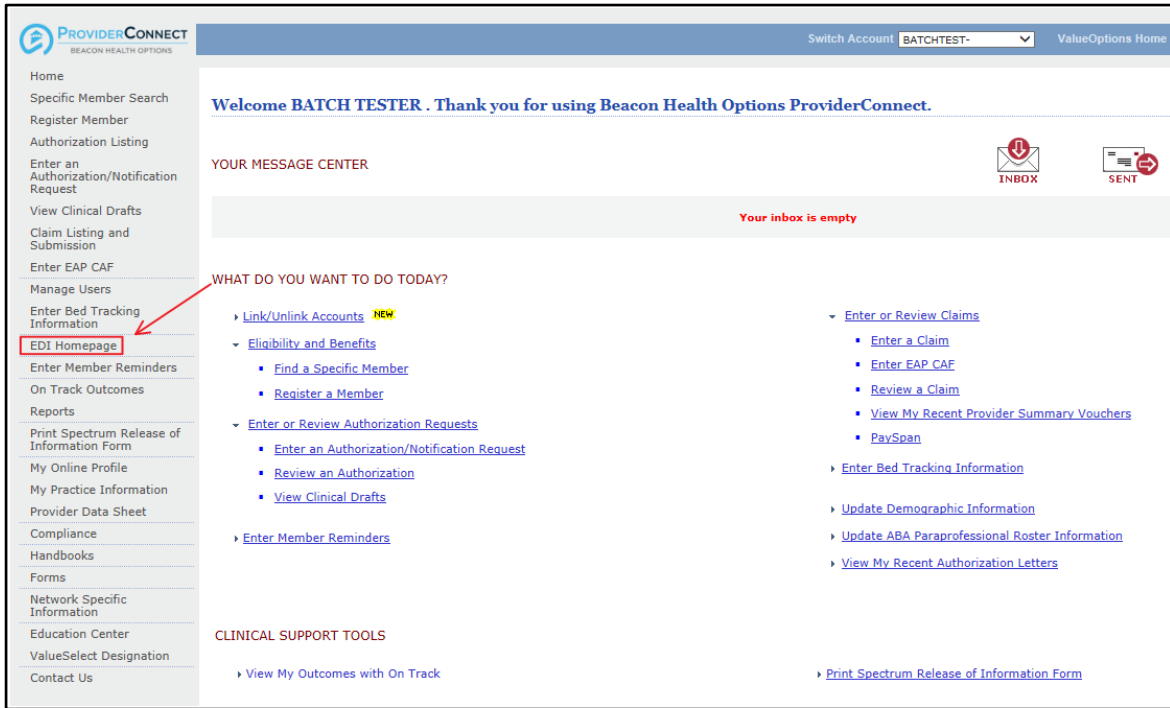
Once your account is set up, go to [www.beaconhealthoptions.com](http://www.beaconhealthoptions.com) and click on “Beacon Health Options (formerly ValueOptions) Providers” under the Providers dropdown. Then access ProviderConnect on the right to log in and locate the EDI homepage.

If you have questions or need technical assistance,  
contact the EDI Helpdesk at 888-247-9311, Monday-Friday, 8 a.m.-6 p.m. ET  
or email [e-supportservices@beaconhealthoptions.com](mailto:e-supportservices@beaconhealthoptions.com).

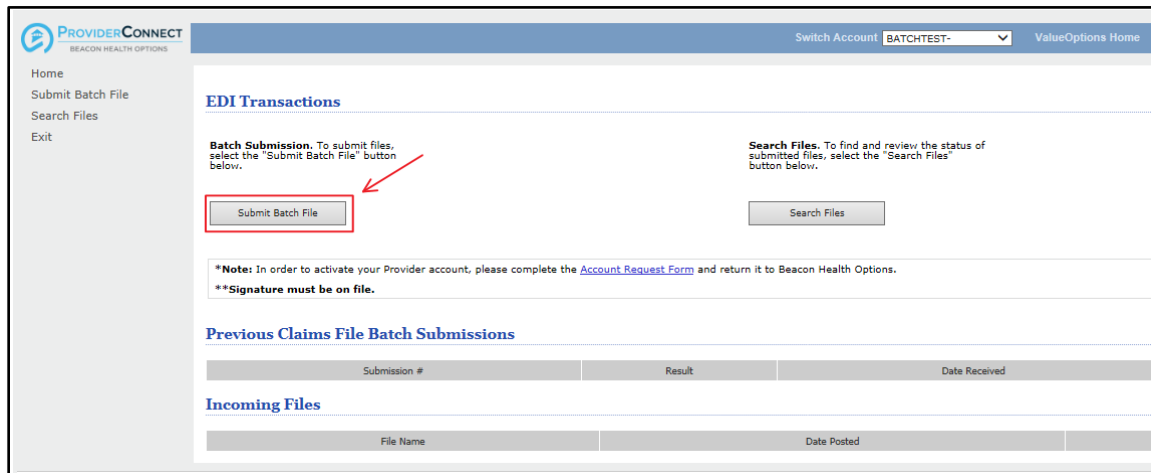
Note: When sending email to Beacon, do not include any Protected Health Information (member #s, DOBs, etc.), unless you are sending via secure email. For more about how to send and receive secure email from Beacon, see the “General Information” section here: [www.beaconhealthoptions.com/providers/beacon/contact-information/](http://www.beaconhealthoptions.com/providers/beacon/contact-information/).

# Getting Started with Batch Claim Submission

At the ProviderConnect homepage, click on the “Enter a Claim” link.



Once on the EDI Homepage, click “Submit Batch File” to begin.



# Submit Batch File: Select Form Type

## Step 1 of 4:

Using the dropdown menu you will select the “Form Type.”

PROVIDERCONNECT  
BEACON HEALTH OPTIONS

Home  
Submit Batch File  
Search Files  
Exit

### Submit Batch File - Step 1 of 4

To submit a claims batch file, begin with step 1 below.  
Required fields are denoted by an asterisk ( \* ) adjacent to the label.

\* Form Type

- 837I
- 837p
- 5010837ITEST
- 5010837pTEST
- 278

Next Cancel

Once the form type is selected, click “Next.”

# Submit Batch File: Enter Totals

## Step 2 of 4:

Enter the total claim count and dollar amount for your batch file and click “Next.”

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Home  
Submit Batch File  
Search Files  
Exit

### Submit Batch Claim - Step 2 of 4

Next, enter information in the fields below. This information will be used to validate the actual file that is received in Step 3 of this process. Required fields are denoted by an asterisk ( \* ) adjacent to the label.

\*How many claims are in this file?  (ex. "35889")

\*What is the total dollar amount?  (ex. "35889.00")

Next Cancel

*Note: If the total claim or dollar amount entered does not match the amount in the file, it will fail during validation and cause the batch of claims to reject and Beacon will not be able to process the batch.*

## Submit Batch File: Upload File

### Step 3 of 4:

Click “Browse” to search your computer for the file you would like to upload.

**PROVIDERCONNECT**  
BEACON HEALTH OPTIONS

Switch Account

Home  
Submit Batch File  
Search Files  
Exit

### Submit Batch Claim - Step 3 of 4

Enter the batch file to upload or click Browse to search your local hard drive. Click Upload to begin batch file transfer. This file should be formatted in the [pre-defined](#) format.

Required fields are denoted by an asterisk ( \* ) adjacent to the label.

\* Upload file  **Browse...**

(Select a file from your local hard drive)

**Submit** **Cancel**

**Note:**

- only text and Zip files may be uploaded.
- All files must be at least 50 bytes in size.
- Compressed files may be uploaded and can contain uncompressed text files up to 1GB in size.
- Compressed files cannot be password protected.

For more information on compressing your files using ZIP, please visit the [WinZip](#) site if you are using a PC or the [MacZip](#) site if you are using an Apple computer.

All files will be scanned using McAfee VirusScan to ensure processing by our systems.

Once you have selected your file, click “Upload.”

## Submit Batch File: Confirmation

### Step 4 of 4:

Here you can see your submission results, you will also receive an email once validation has completed acknowledging if your batch has passed or failed compliance.

**PROVIDERCONNECT**  
BEACON HEALTH OPTIONS

Switch Account

Home  
Submit Batch File  
Search Files  
Exit

### Submit Batch Claim - Step 4 of 4

Your file has been submitted successfully.  
The Submission Number assigned for this submission will be sent to the registered internet e-mail address shortly.

\*Note: Passing the format verification process is not a guarantee of claim(s) payment.  
Claim(s) payment is contingent upon the accuracy of the data submitted.  
You may receive an explanation of benefits (EOB) denying payment if actual claim data is invalid or if the member is ineligible.

**Edi Home**