

Self-Installing Upgrade for ProclaimWin

1. Print a copy of these instructions for reference during the upgrade process
2. Ensure the ProclaimWin software is closed before upgrading
3. Go to: <http://www.ut.regence.com/physician/billing/electronicClaims/proclaim>

- a. Click on "Download ProclaimWin Upgrade"
- b. Choose "save" and select an easily accessible location on your hard drive.

NOTE: This must be done on the same computer that runs ProclaimWin. If you are unable to download the file using that computer, please call the Regence EDI Support Center at (801) 333-2900 and we will gladly send you a ProclaimWin Update CD.

4. Double-click the file titled "Proclaim49135.exe" (this is the file you just saved to your hard drive).

The ProclaimWin update application will open.

- a. Click on "Install ProclaimWin Updates".
- b. Select "Exit" to complete the update.

If you experience any problems loading the downloaded copy of the ProclaimWin update please call the **Regence EDI Support Center at (801) 333-2900** and we will gladly send you a ProclaimWin Update CD.

To submit all claims through the internet using version 4.9.135 you will need to have signed up with one of UHIN clearinghouses, Emdeon or Capario. Once you have done so, it will be necessary for you to go into the Payer Master in Proclaim and change all non-UHIN payers to the clearinghouse you will be using.

5. Upgrade Payer Master: (recommended)

- Open ProclaimWin. Go to "Setup", then "Payer Maintenance". Click "Update Payer Master".
- You will receive a message "Payer Master Update Completed". Click OK. You will now have the latest Payers.
- This will NOT affect your existing files. Please delete any duplicates you find.