Vaya Health

AlphaMCS RA: Steps to Export into Excel

Follow these steps to export Your Vaya Health AlphaMCS Remittance Advice (RA) into a more user-friendly Excel file.

1. In AlphaMCS, under menu, RA report, use selection criteria to locate your RA.
2. Click on the hyperlink under RA name.
3. Box appears entitled "RA Report Download". Choose Report format drop down value Standard or Expanded. Choose Export To drop down value CSV.
4. Click "OK" to download the file. Message displays "Leave site?", select "Leave." The report will download. View the opened RA to confirm it is the one you want.
5. Name and save the file to a location on your computer or network. We recommend you reference the date of the RA and the check number in your document title.
6. Open your Excel program and select "file open" from the headers. You may need to select "all files" from your dropdown criteria if your Excel defaults to select only from Excel files.
7. Text Import Wizard – Step 1 – choose "delimited."
8. Text import Wizard – Step 2 – choose comma.
9. Text Import Wizard – Step 3 – choose finish.
10. Data will populate into Excel. Save your file now as an Excel-formatted file.
11. View the columns of data in your file. In any column where you see ######## characters, increase the column width so that the data show. This can be done by double-clicking the right margin of the column in the column header in each respective column. Or, you can do it one time for your whole worksheet by selecting your first column at the header, dragging your cursor across all your columns of data so that they are highlighted, and then double-clicking a single column. All of your columns should expand so that they are wide enough to show all of the data in them.
12. To edit your data into a more user-friendly format, begin by clicking on line 2 on the left margin of your spreadsheet and "insert row." You should now have a blank row in your spreadsheet.
13. Insert two blank rows just below row 1 in your document.
14. Open the "CSV-RA-Conversion-Template" document from the document link on AlphaMCS | Vaya Health. Copy the two rows of data from this spreadsheet and paste them into your workbook. Save your workbook.
15. Review to see that the values in the top two rows are identical. Then delete every column that has the word delete in it in row 3. Do this by placing your cursor in the column header letter, right-clicking and choosing "delete." Your spreadsheet data will appear to move to the left to assume the space that you just deleted.
16. Delete the top two rows of your spreadsheet and all the text box references. Save your file again.
17. Delete any other columns which you do not want present in your file.
18. For the columns that you want to keep, you may rearrange them by selecting the column header, right-clicking your mouse and selecting "cut", then move to the column of the spreadsheet where you want to put the data, right-click a second time and choose "insert cut cells."
19. Reformat the data in any columns by clicking the column header, right-clicking the mouse, and select format cells from the menu. For example: $ gives you currency format; % is percentage.
20. Note that reason code is a numeric value. You can find the corresponding adjudication code description in the "Claims Adjudication Reason Codes" document, which is on the claims section of the Vaya website under Claims Adjudication – Codes.
21. To add in a column with the narrative description, copy the adjudication code column and insert the column to the right. Then you can replace the numeric values with the corresponding text by choosing "review" and the "find and replace" function. With your cursor on the column header and the find and replace box up, enter your numeric code in the find box and the text for it in the replace box. Then, select "replace all" for the command to work. Be sure to begin with any three-digit codes first, then all

two-digit codes, then the single-digit codes.

22. For any columns you want to total, Ctrl+End will move your cursor to the bottom of your file. Move your cursor to the cell just below the last row of data in a column that you want to total. In that cell, enter =SUM(A2:AXXXX), where A is the column that you are in and XXXX is the very bottom row value of data). When you hit "enter," your formula should provide the total of all the values in that cell. If you wish to print your file, be sure to format your data to fit the page orientation and width and confirm using the "print preview" function before you print.

And, last, but not least:

23. If you have any problems or find any errors in these instructions, email claims@vayahealth.com and include "Problem with the RA instructions" in the subject header.