

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Export Vendor Files from the Cloud

Last Modified on 01/22/2020 12:58 pm EST



Note: This documentation applies to the OP Cloud environment.

To export vendor files from the OP Cloud:

1. Create a claim file, statement file, or immunization registry file.
2. Create a location on your desktop where you wish to export the file locally.
3. Select **Activities > Administrative Documents**.
4. Select the appropriate Correspondent ID and desired Transaction type (i.e.: 837 or STMT).
5. Click the **Search** button.
6. Locate and select the file you wish to export.
7. Click the **Export** button.
8. Navigate to the **Network** drive in the **Save As** window.
9. Double-click **tsclient**.
10. Double-click the **\\tsclient\C Share** folder or your local folder. For your local folder, you are looking at local drive folders (C:\, D:\, etc.).
The path to your desktop is **Network > tsclient > C:\ >Users > local username > Desktop**.
 - The "*local username*" will be the Windows username that is currently logged in.
11. Navigate to the folder you created in step 2.

Once the file is deposited on the desktop, the user will be responsible for contacting their vendor to upload the file.

Repository for Practice Administration Documents

Search criteria:

Correspondent ID: **1** Generic
NONE
TA
TMP

Transaction type: **2** 270
271
835
837
887

Begin date:
End date:

Text Search:

3 Include reviewed records: ☒

4 Search **5** Export

Document Name	Correspondent ID	Transa
GatewayEDI-2014092416	Generic	837
CLAIMS-20141203121646	Generic	837
CLAIMS-20141209162556	Generic	837
CLAIMS-20141209163128	Generic	837
CI & IMS-20141208120450	Generic	837

Save As

Network > tsclient > \\tsclient\C > Users > dpoles > Desktop

Organize New folder

Name	Date modified	Type
Desktop		
Downloads		