Using the “New” TennCare Eligibility Look-Up Tool

***The Input and Output File Folders***

The folders which the new TennCare tool uses for reading input files, looking up patient appointments, and outputting TennCare Eligibility files have their root in

ps-nas\NAS\SSS\AR\Collections\TennCareEligibilityFilesForAutomatedProcess

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The Daily folder has the Collections and Dunning folders.

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The Collections folder is the “read” folder for the Collections Input file. Note the InputArchive and OutputArchive folders. The InputArchive folder has all the collections patient appointment input files. The OutputArchive folder has all the Collections TennCare Eligibility Output files.

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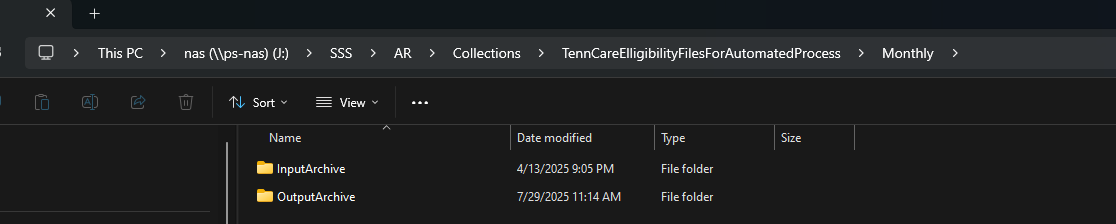
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The Dunning folder is the “read” folder for the Dunning Input file. Note the InputArchive and OutputArchive folders. The InputArchive folder has all the patient Dunning appointment input files. The OutputArchive folder has all the Dunning TennCare Eligibility Output files.

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The Monthly folder is the “read” folder for the Monthly Input files. Note the InputArchive and OutputArchive folders. The InputArchive folder has all the Monthly patient appointment input files. The OutputArchive folder has all the Monthly TennCare Eligibility Output files.



***One-Time Actions Before Using the Tool***

The tool’s configuration is set up for my use. So you have to tailor the configuration for your use.

1. Copy the folder below to your desktop.

ps-nas\NAS\SSS\AR\Collections\TennCareScreenScrapeToolVersions\ TennCare\_20250729

1. Use a Windows Explorer window to navigate to your desktop version of TennCare\_20250729. It should be on c:\users\<your network ID>\Desktop.

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1. Open the TennCare\_20250729 folder. Note that its subfolders contain the main tools in the suite. A. ImportAnyUndatedFiles, B. CollectionsLookUp, C. DunningLookUp, and D: MonthlyLookUp.

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1. Change the configuration file for the CollectionsLookUp folder.
   1. Using Windows File Explorer, navigate to the CollectionsLookUp folder.

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* 1. Open the appsettings.json with the Notepad application.

A screenshot of a computer program

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Note that DbConfigSettingsFireFoxDirectory line has the string ‘pwmorrison’ in it. Replace that string (and ONLY that string) with your own network ID and then save the file.

1. Change the configuration file for the DunningLookUp folder.
   1. Using Windows File Explorer, navigate to the DunningLookUp folder.

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* 1. Open the appsettings.json with the Notepad application.

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Note that DbConfigSettingsFireFoxDirectory line has the string ‘pwmorrison’ in it. Replace that string (and ONLY that string) with your own network ID and then save the file.

1. Change the configuration file for the MonthlyLookUp folder.
   1. Using Windows File Explorer, navigate to the MonthlyLookUp folder.

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* 1. Open the appsettings.json with the Notepad application.

A computer screen shot of a computer code

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Note that DbConfigSettingsFireFoxDirectory line has the string ‘pwmorrison’ in it. Replace that string (and ONLY that string) with your own network ID and then save the file.

***Steps To Process Daily Collections and Dunning Look-Ups***

1. Place the Daily Collections report **with the filename TennCareCollections.xlsx (note that there is no date in the filename)** into

Ps-nas\NAS\SSS\AR\Collections\TennCareElligibilityFilesForAutomatedProcess\Daily\Collections

1. Place the Daily Dunning report **with the filename TennCareDunning.xlsx (note that there is no date in the filename)** into

Ps-nas\NAS\SSS\AR\Collections\TennCareElligibilityFilesForAutomatedProcess\Daily\Dunning

1. Open a command window by clicking on the Microsoft Start button placing “cmd” without the double-quotes into the Search field. You’ll see a command window icon. Right-click on the icon and choose the “Run as Administrator” menu option.
2. Type in  "cd OneDrive - Summit Medical Group, PLLC\Desktop\TennCare\_20250729" without the double-quotes and press enter. This should bring you to root folder of the TennCare look-up tool.
3. Use Windows File Explorer to look at the TennCare Eligibility Look-Up Tool folder sitting on your desktop by typing “dir” without the double-quotes and pressing enter.

C:\users\<your network ID>\Desktop\TennCare\_20250729

A screenshot of a computer program

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Note the files with the “.cmd” extension: Collections.cmd, Dunning.cmd, Import.cmd, and Monthly.cmd. These are “command” files. To Import the Collections and Dunning input files, type “Import” without the double-quotes and press enter.

1. Wait until the Import command completes.

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1. Type “Collections” without the double-quotes and press enter.

You’ll see the Firefox screen pop up. NOTE: If the Import of the collections input file results in no new collections entries to look up, the Command window will display a message stating that case without bringing up Firefox.

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1. Log into the TennCare website.
2. On the home page left-click on the TennCare On Line Services link.

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1. On the Services Page, click on the Eligibility Verification link.

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1. Once you get to the Eligibility Verification screen in Firefox, you are ready to activate the tool look-up process.

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1. Find the Command Window where you kicked off the Collections Look-Up process. It should have the question “Is your browser on the TennCare Eligibility screen (y/n)?” displayed. Enter y on the command window to start looking up collections entries. You’ll see the number of lookups count up gradually.

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1. Once all Collections entries are looked up and the program completes, the command prompt should re-appear. Type “Dunning” without the double-quotes and press enter.
2. Repeat Steps 5 – 11, but this time you’ll be performing the Dunning look-ups.
3. If any of the Collections lookups resulted in Eligibility entries, you’ll find an output file in the following directory having today’s date.

Ps-nas\NAS\SSS\AR\Collections\TennCareElligibilityFilesForAutomatedProcess\Daily\Collections\OutputArchive

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1. If any of the Dunning lookups resulted in Eligibility entries, you’ll find an output file in the following directory having today’s date.

Ps-nas\NAS\SSS\AR\Collections\TennCareElligibilityFilesForAutomatedProcess\Daily\Dunning\OutputArchive

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***Steps To Process Monthly Look-Ups***

1. Place all monthly files you would like to look up **(make sure there are no dates in any of the filenames)** into

Ps-nas\NAS\SSS\AR\Collections\TennCareElligibilityFilesForAutomatedProcess\Monthly

1. Open a command window by clicking on the Microsoft Start button placing “cmd” without the double-quotes into the Search field. You’ll see a command window icon. Right-click on the icon and choose the “Run as Administrator” menu option.
2. Type in “cd Desktop\TennCare\_20250729” without the double quotes and press enter.
3. Type in “Import” without the double-quotes and press enter. You should see your files being imported on the screen.
4. Once the Import completes, type in “Monthly” without the double quotes and press enter.
5. Once the Firefox browser appears, log into the TennCare website and navigate to the Eligibility Look-Up screen.
6. Go back to your Command Window and enter ‘y’ to the question “Is your browser on the TennCare Eligibility screen (y/n)? You will see the number of look-ups down count up.

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1. Once the Monthly Look-Up executable finishes, look for the Tenn-Care Eligibility Output file in the following directory. There should be a file with today’s date.

Ps-nas\NAS\SSS\AR\Collections\TennCareElligibilityFilesForAutomatedProcess\Monthly\OutputArchive

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