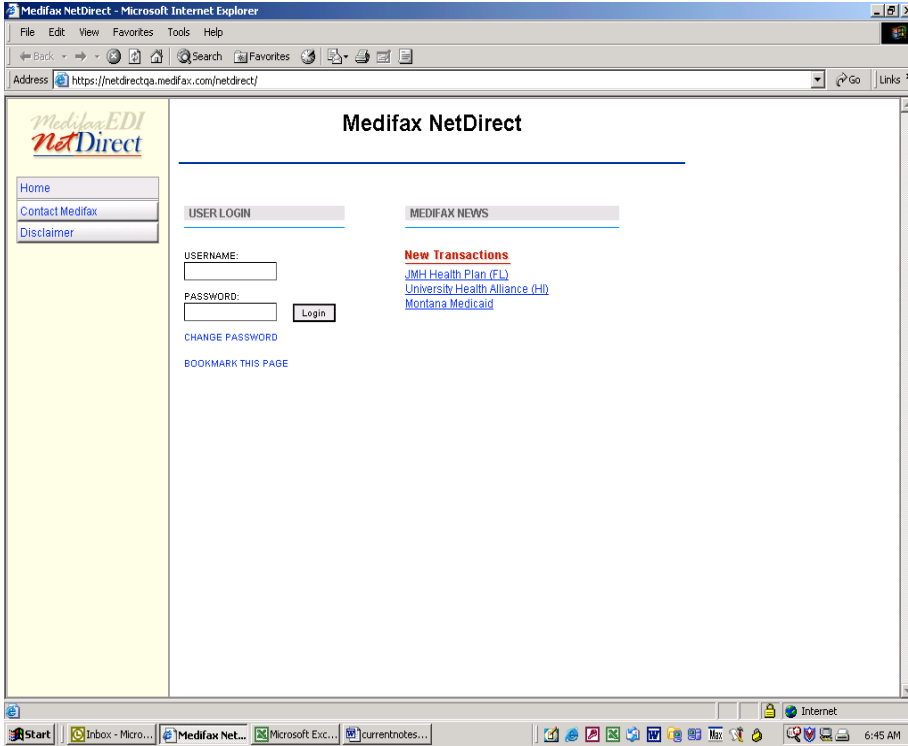


# MedifaxEDI® Instructions

## For University Family Care and University Physicians HCG

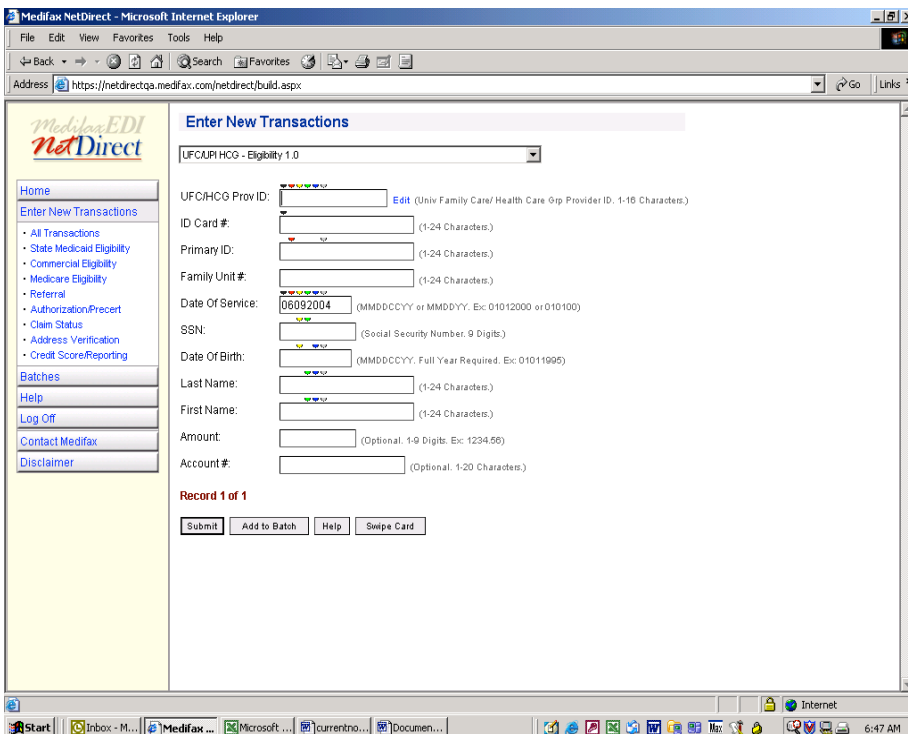


Clicking the Medifax link in the Provider section of the University Family Care or University Physicians HCG website will connect you to MedifaxEDI at <https://medifax.com/netdirect/>

When connected, the screen at the left will display.

- Enter your USERNAME, provided by Medifax.
- Enter your PASSWORD.
- Click on Login.

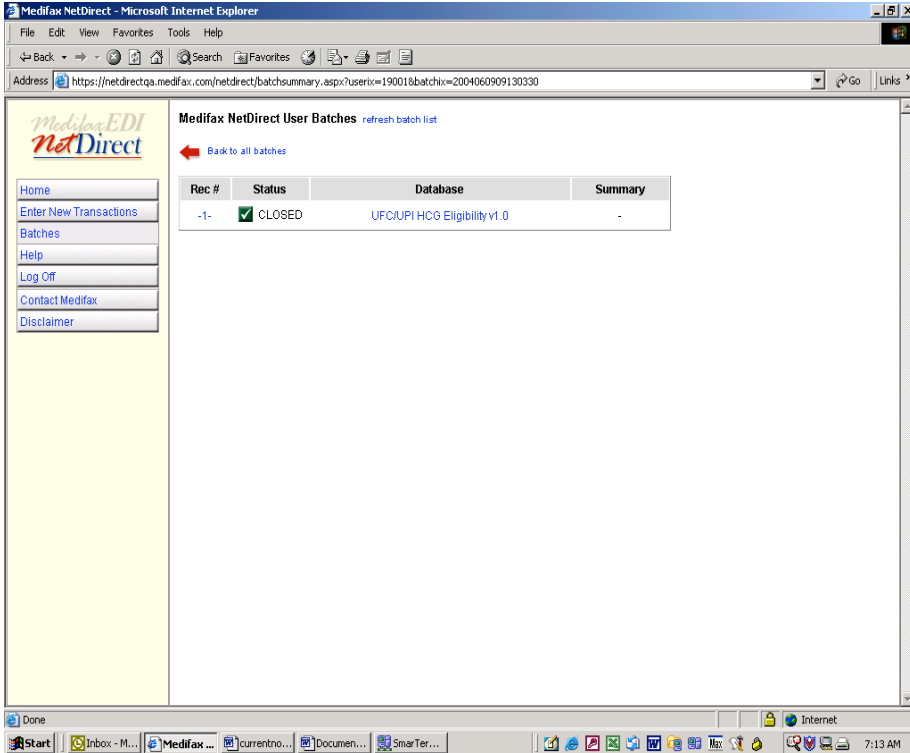
If you do not have a Username and Password, contact MedifaxEDI at 1-800-819-5003



- Select UFC/UPI HCG - Eligibility 1.0 on the first drop down menu.
  - If the UFC/UPI-HCG option is not available, contact MedifaxEDI Customer Support at 1-800-444-4336.
- Enter your Provider ID.
- In the Primary ID field, enter the member's ID Card number.
- If the member's ID Card number is not available, you may enter social security number, birth date and member name.
- Click Submit.

# MedifaxEDI® Instructions

## For University Family Care and University Physicians HCG



- To view your search results, click on the number under the “Rec #” heading.
- To view previous requests submitted, click on Batches in the left hand column.



- The result of your search provides:
  - Member demographics.
  - Primary Care information.
  - Copay information.
- Scroll down to view all information.
- Choose File/Print to print the screen.
- To close the screen, click the X in the upper right hand corner.
- Closing this screen will return you to the previous screen. You may close that screen or click “Enter New Transaction” in the left hand column to do another member search.