How to Log-in & Use MEDI

1. Open Internet Explorer

2. Go to https://www.illinois.gov/hfs/MedicalProviders/EDI/medi/Pages/default.aspx (or search “Medi Illinois” and click “MEDI Home – Illinois.gov”)

3. On MEDI Home screen, click “MEDI Login” on right side of screen

4. On next screen, click “Run this Time” on Java update prompt

5. Screen will reload; when reloads, you can log in

6. Click “Internet Electronic Claims System(IEC)” on next screen
7. Click “Eligibility Inquiry” on left side of screen

8. Complete necessary fields
   a. Select Provider ID
   b. Select NPI
   c. Begin Date (date of immunization administration)
   d. End Date (same date)
   e. Recipient Number (no other information needed if this is provided)
   f. First Name
   g. Last Name
   h. Birthdate
   i. Zip (only needed if “Multiple recipients” message appears)

9. After each inquiry, click “Retain Inquiry” to return to search. Enter new patient information