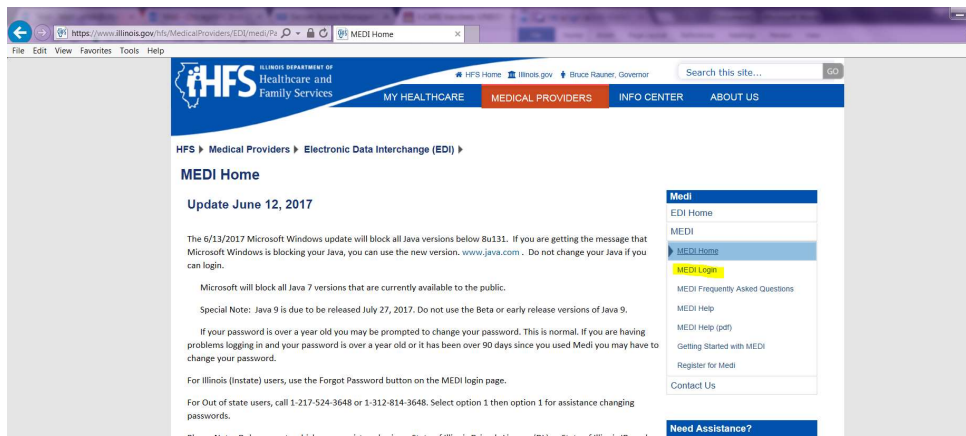
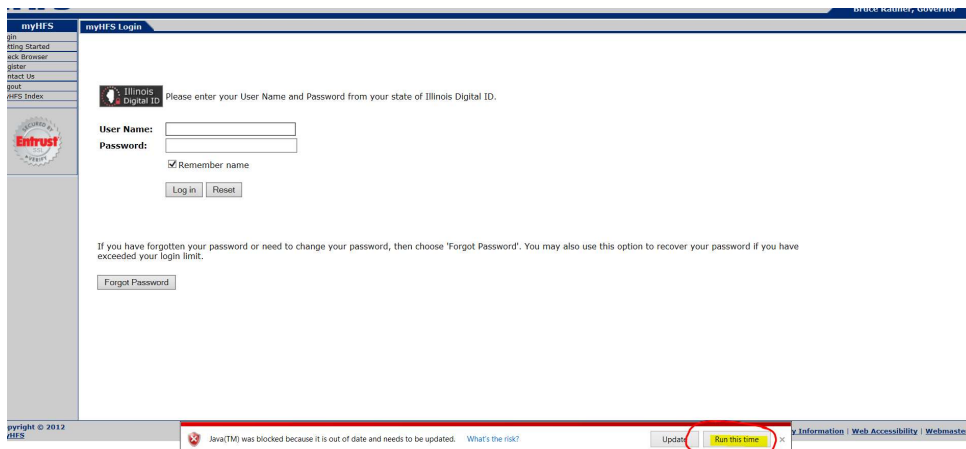


How to Log-in & Use MEDI

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

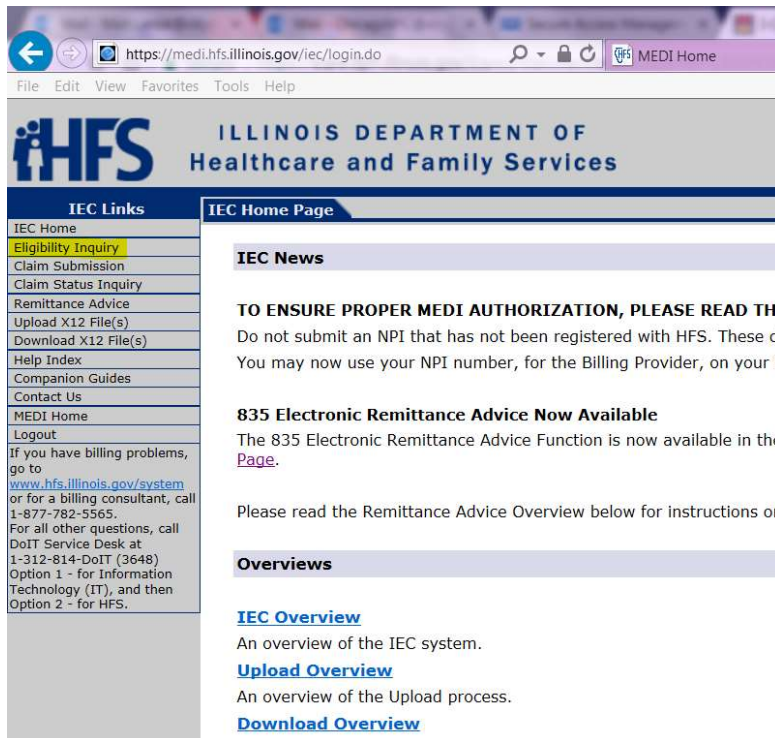


4. On next screen, click “Run this Time” on Java update prompt



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