## How to Log-in & Use MEDI

- 1. Open Internet Explorer
- Go to <u>https://www.illinois.gov/hfs/MedicalProviders/EDI/medi/Pages/default.aspx</u> (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

myHFS	myHFS Login	
myHFS gin tting Started ack Bronser gister mest to goot ners Index	myHFS Login	Please enter your User Name and Password from your state of Illinois Digital ID.
pyright © 2012	If you have forg exceeded your la Forget Passwon	Iten your password or need to change your password, then choose "Forgot Password". You may also use this option to recover your password if you have
AHES		Ava(TM) was blocked because it is out of date and needs to be updated. What's the risk? Update Run this time X

- 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