

Extracting Claims Data from the EIS Program

1. **Log into** EIS, (User name and Password)
2. **Click** Drug Rebate
3. **Enter** the Labeler Number
4. **Click** the Submit button
Under Invoiced Paid Claims
5. **Click** Retrieve Previous Requests
6. **Click** on the File you want (file ending with .dat.gz)
7. **Click** Open
WinZip will open (If Winzip does not open, See Notes 1 & 2 below)
8. **Double Click** file name in the winzip dialog box
Notepad will open
9. **Click File** on the toolbar
10. **Click Save As**
Choose a file name or leave as is
In the Save type box select Text (.dat file will save as a .txt file)
Choose a location in the Save In box
11. **Close** the NotePad
12. **Close** Winzip dialog box
13. **Open** Excel
14. **Click** File on the Toolbar
15. **Click** Open
Navigate to the Saved the File.
16. **Double Click** on the file having the extension of either .txt or .dat
17. **Click** the Delimited Button
18. **Click** Next
19. **Click** the other button
20. **Click** in the box next to the Other button and type in the ~ (tilde sign)
21. **Click** Finish
22. Put headings on the columns and format them by wrapping the text & adjusting the width & readjusting the data type (ie, number, text, etc.)
23. **Save** the Excel spreadsheet
24. Start reviewing the Paid Claims

NOTE 1:

IF at step 7 Winzip doesn't open, check first to see if you have Winzip installed on your computer. If you do have winzip and you get an error message then at step 7 Click on the file name

Select Save using the dropdown arrow

Select save as and navigate to the location where you want to save the file and save it.

Now: Close the file

Navigate back to the saved file and

Right Click the file name of the saved file (file ending .dat.zip)

Rename the file removing the zip extension and add gz (.dat.gz)

Now Double Click on the renamed file and Winzip should open

Resume the process back at step 8.

NOTE 2:

If you are using Internet Explorer, There have been issues opening claims obtained from the EIS system using WinZip. This is an issue with Internet Explorer and WinZip combination.

As stated in Note 1, When you double-click on the link and try to download the file, Internet Explorer sometimes automatically changes the file extension from ".gz" to ".zip" and WinZip does not recognize the ".zip" extension as a valid archive file. This issue does not arise in other browsers such as Chrome, Firefox and some other zipping utilities do recognize the ".zip" extension as a valid archive file. You can try another browser when using the EIS system.