I. THIS CHAPTER:

- Describes how to access EPICS;
- Describes Main Menu options;
- Describes Main Menu function keys;
- Describes how to access a Main Menu option; and
- Describes how to exit EPICS.

II. ACCESSING EPICS

You can access EPICS via a terminal or personal computer.

A. To Access EPICS Via a Terminal

1. Open the **Mainframe State Banner** screen.
2. From the **State Banner** screen, key CICSSCC4 and press **Enter**.
3. In the **Userid** field, key your RACF ID.
4. Press **Tab**.
5. In the **bill-cde** field, key FRD-DHR.
6. Press **Tab**.
7. In the **Password** field, key your password.
8. Press **Enter**. A blank CICS screen displays.
9. Key FRO1 and press **Enter**. The EPICS MAIN MENU displays.

**NOTE:** The O in FRO1 is a number value.

B. To Access Via a PC (Personal Computer)

1. From your **Windows Desktop**, double-click the **Mainframe** icon.
2. From the **State Banner** screen, key CICSSCC4 and press **Enter**. The CICS screen displays.
3. In the Userid field, key your RACF ID.

4. Press Tab.

5. In the bill-cde field, key FRD-DHR.

6. Press Tab.

7. In the Password field, key your password.


9. Key FR01 and press Enter. The EPICS MAIN MENU displays.

NOTE: The 0 in FR01 is a number value.

III. MAIN MENU

The EPICS MAIN MENU provides you with a list of six options from which to choose. These options define the six major functionalities within EPICS. Depending on your security authorization, you can select an option from the list and view, create, or update data.

A. Main Menu Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administration Menu</td>
<td>To enter security updated (DHHS Customer Support Only)</td>
</tr>
<tr>
<td>2. Referral Menu</td>
<td>To process referrals</td>
</tr>
<tr>
<td>3. Claims Menu</td>
<td>To process claims</td>
</tr>
<tr>
<td>4. Collections</td>
<td>To process payments</td>
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<tr>
<td>5. Disqualifications</td>
<td>To process disqualifications</td>
</tr>
<tr>
<td>6. Maintenance Menu</td>
<td>To transfer and reassign cases</td>
</tr>
</tbody>
</table>

B. Main Menu Function Keys

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>To access EPICS on-line help</td>
</tr>
<tr>
<td>F12</td>
<td>To exit EPICS</td>
</tr>
</tbody>
</table>

C. To Access a Main Menu Option

After you complete the EPICS logon procedures, select a MAIN MENU option to add, update, or view data in EPICS.

1. Logon to EPICS. The MAIN MENU displays.
2. In the **Enter Option** field, key the number of the **MAIN MENU** option and press **Enter**. A menu displays with a list of options from which to choose.

3. Proceed with adding, updating, or viewing data.

**IV. EXITING EPICS**

When exiting EPICS, you must logoff properly from the session. If you neglect to do so, you may have difficulty logging back into EPICS or the system may “lock.” Ensure all work has been added and updated successfully before you logoff.

**To Exit EPICS Via a Terminal or Personal Computer (PC):**

A. To exit EPICS, press the **F12** function key. A PIE menu displays.

B. Press the **F3** function key. A blank CICS screen displays.

C. Key logoff, press **Enter**. The STATE BANNER screen displays.

**NOTE:** From any screen in EPICS, you can press the **F3** function key to return to the **MAIN MENU**.