

# **CHAPTER 1**

## **Getting Started**

**NOTE: If you have downloaded the software from the Internet be sure that you have printed out ALL documentation before trying to install.**

1. Be sure that your computer meets the system requirements.  
\*\*See the system requirements in the “**Quick Start Guide**” (Chapter 2).
2. Install the PC-ACE Pro32 software.  
\*\*See the PC-ACE Pro32 Installation section in the “**Quick Start Guide**” (Chapter 2).  
\*\*The password needed for installing the software is located in your confirmation letter.
3. Open the PC-ACE Pro32 program by double clicking on the icon on the desktop.  
\*\*See “Logging in for the first time” in the “**Quick Start Guide**” (Chapter 2) for more information.
4. Set up of the PC-ACE reference files.  
\*\*Follow the steps in the “**Setting Up the PC-ACE Pro32 Reference Files**” (Chapter 3).  
\*\*If billing for one provider, you will set up a **solo** practice provider type. If setting up an individual provider within a group, you will need to set up a group practice and then set up a provider screen for each individual within the group. If billing commercial claims you will need to set up as a **group** practice with an individual tied to group even if you are a solo practice.
5. Importing Claims (**Note: Key entry users disregard this section**)  
\*\*See Importing Claims section under the “**Quick Start Guide**” (Chapter 2).
6. Enter the Professional or Institutional claim forms.  
\*\*Click on the Professional or Institutional claim-processing icon.  
\*\*For helpful information on entering claims, see claim entry and edit processing in the “**Quick Start Guide**” (Chapter 2) or the “**Basic Claim Information**” (Chapter 4).
7. Transmit claim file to ASK.  
\*\*Follow steps in the “**File Transfer and Reading Reports**” (Chapter 5).
8. Download and reading reports.  
\*\*See the “**File Transfer and Reading Reports**” (Chapter 5).

**NOTE: If you have questions about the software, please use the On-line Help feature shown in the example below.**



### **\*\*\*Shortcut Keys\*\*\***

- If you right click the mouse or press F2 in “lookup” fields, a dropdown will appear listing the valid options for that field.
- If you press Alt and F2 together, flashing fields will appear in the fields that have drop down menus
- If you hold the mouse pointer over a field, a brief description of that field will appear
- Pressing F1 at any time will display the corresponding PC-ACE Pro32 On-line Help System topic.

If you need further assistance, contact the EMS Helpdesk at 800-472-6481, option 1, or via e-mail at [askedi@bcbsks.com](mailto:askedi@bcbsks.com)