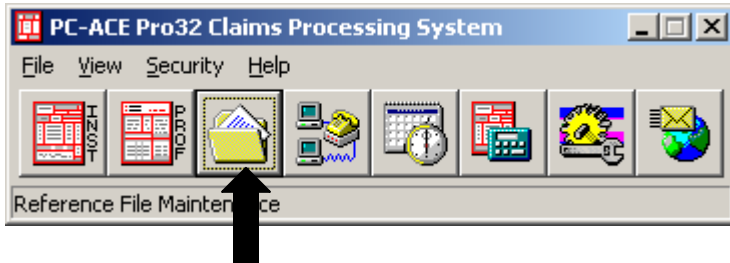


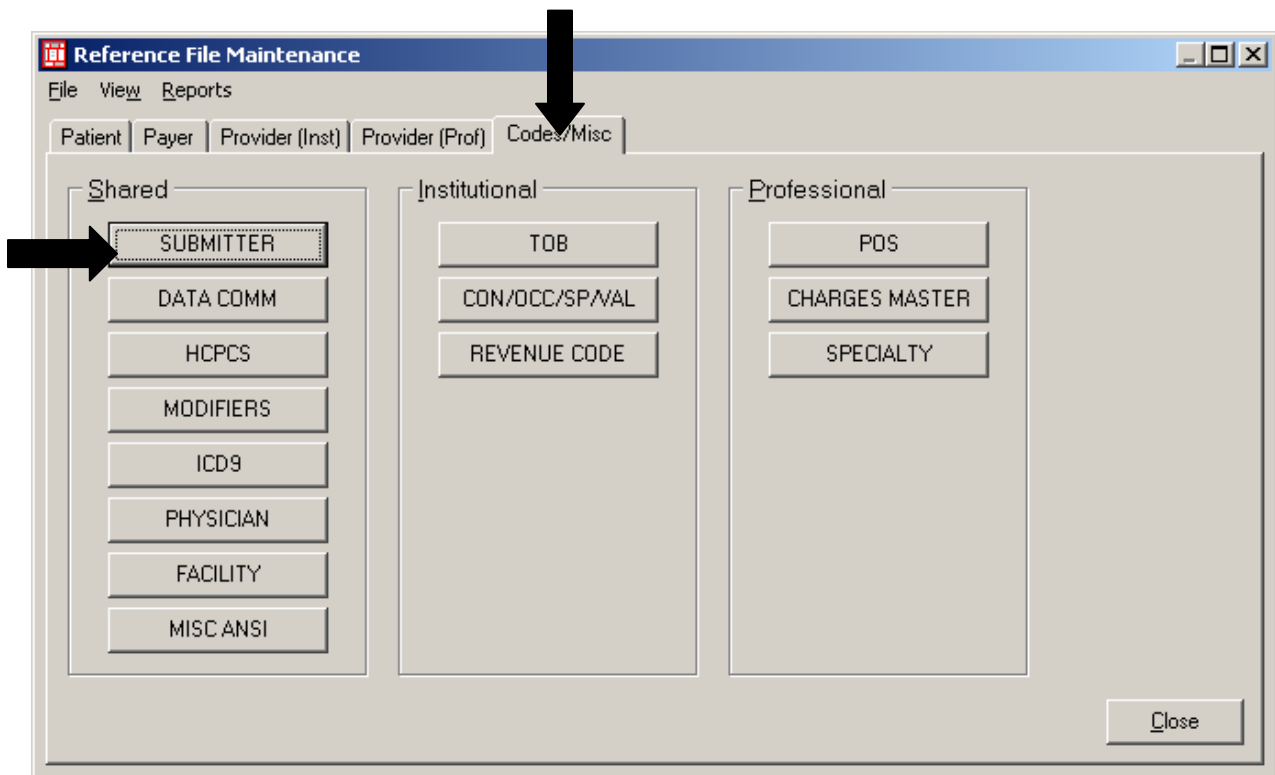
PROFESSIONAL

Changes Needed in the BCBSKS Version of PC-ACE Pro32 Software for Submission of Medicare Claims to WPS

Go to the Reference File Maintenance (yellow folder) found on the PC-ACE Pro32 toolbar.



Click on the Codes/Misc Tab and the on Submitter.



Go to the **Submitter Reference Files, Claim Type Professional**. Highlight the LOB of MCB and the correct Payer ID for WPS, then click on **View/Update**.

Kansas Med B=05202

Nebraska Med B=05402

NW Missouri=05302 (referred to by WPS as Western MO)

****Note: The LOB's for MCB not being used by the site can be deleted.**

The screenshot shows a window titled "Submitter Setup". At the top, there are radio buttons for "Claim Type": "Institutional" (unselected) and "Professional" (selected). Below this is a table with four columns: "LOB", "Payer ID", "Submitter ID/EIN", and "Submitter Name". The first row is a header with "<< ALL >>" for LOB and Payer ID, and "SUBMITTER ID" and "SUBMITTER NAME" for the other two. The second row is highlighted in blue and contains "MCB", "05202", "12345", and "SUBMITTER NAME". The third row contains "MCB", "05302", "12345", and "SUBMITTER NAME". The fourth row contains "MCB", "05402", "12345", and "SUBMITTER NAME". The fifth row contains "MCB", "13282", "12345", and "SUBMITTER NAME". Below the table are five buttons: "New", "View/Update", "Copy", "Delete", and "Close". A black arrow points to the "View/Update" button.

LOB	Payer ID	Submitter ID/EIN	Submitter Name
<< ALL >>	<< ALL >>	SUBMITTER ID	SUBMITTER NAME
MCB	05202	12345	SUBMITTER NAME
MCB	05302	12345	SUBMITTER NAME
MCB	05402	12345	SUBMITTER NAME
MCB	13282	12345	SUBMITTER NAME

Complete all required fields on the General Tab—leave EIN, Country and Region fields blank.

The ID field will be completed with the Submitter ID number assigned by WPS.

The screenshot shows a window titled "Professional Submitter Information" with several tabs: "General", "Prepare", "ANSI Info", "ANSI Info (2)", and "ANSI Info (4)". The "General" tab is active. It contains several input fields: "LOB" (dropdown menu with "MCB" selected), "Payer ID" (text box with "05202"), "ID" (text box with "WPS SUBMITTER ID" and a black arrow pointing to it), "Name" (text box with "SUBMITTER NAME KS"), "Address" (text box with "SUBMITTER ADDRESS"), "City" (text box with "ANYWHERE TOWN"), "State" (dropdown menu with "KS" selected), "Zip" (text box with "12345-____"), "Phone" (text box with "[999] 555-1212"), "Fax" (text box with "() - -"), "Country" (text box), "Contact" (text box with "CONTACT NAME HERE"), and "E-Mail" (text box). At the bottom are "Save" and "Close" buttons.

Click the Prepare Tab:

Submission Status should be **T** during testing with WPS. This field will need to be changed to a **P** once testing is complete with WPS and can begin sending production claims.

EMC File field –this will be the **WPS Submitter ID** followed by **.dat** (example: 94999.dat)

The screenshot shows a dialog box titled "Professional Submitter Information" with a "Prepare" tab selected. A black arrow points to the "ID" field, which contains the text "WPS SUBMITTER ID". Other fields include "LOB" (MCB), "Payer ID" (05202), "Name" (SUBMITTER NAME KS), "Address" (SUBMITTER ADDRESS), "City" (ANYWHERE TOWN), "State" (KS), "Zip" (12345-___), "Phone" ((999) 555-1212), "Fax" (___) ___-___, "Country", "Contact" (CONTACT NAME HERE), and "E-Mail" (CONTACT@YAHOO.COM). Buttons for "Save" and "Cancel" are at the bottom.

NOTE: If not submitting institutional claims, skip to page 7 for information on preparing a test file.

Patient Reference Files:

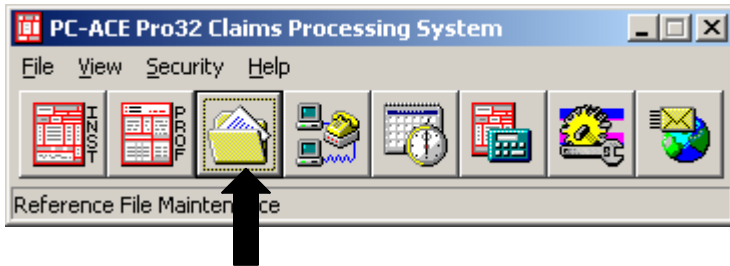
If a site has setup their Patient Reference files—they will need to manually go into each patient file and update the Payer ID fields on these screens.

This can be done from the Reference File Maintenance, Patient Tab or when entering a claim they can right mouse click in the Patient Last Name field, locate the patient name, do a View/Update and then save the changes.

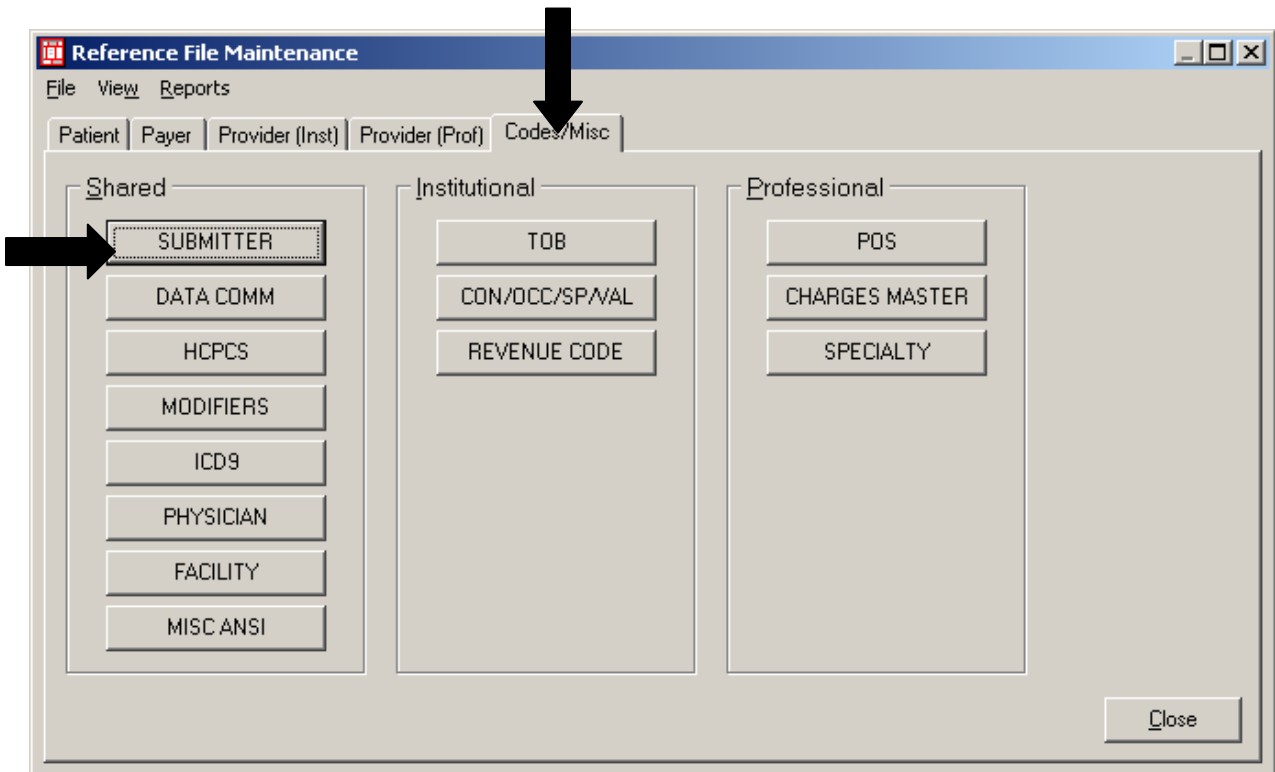
INSTITUTIONAL

Changes Needed in the BCBSKS Version of PC-ACE Pro32 Software for Submission of Medicare Claims to WPS

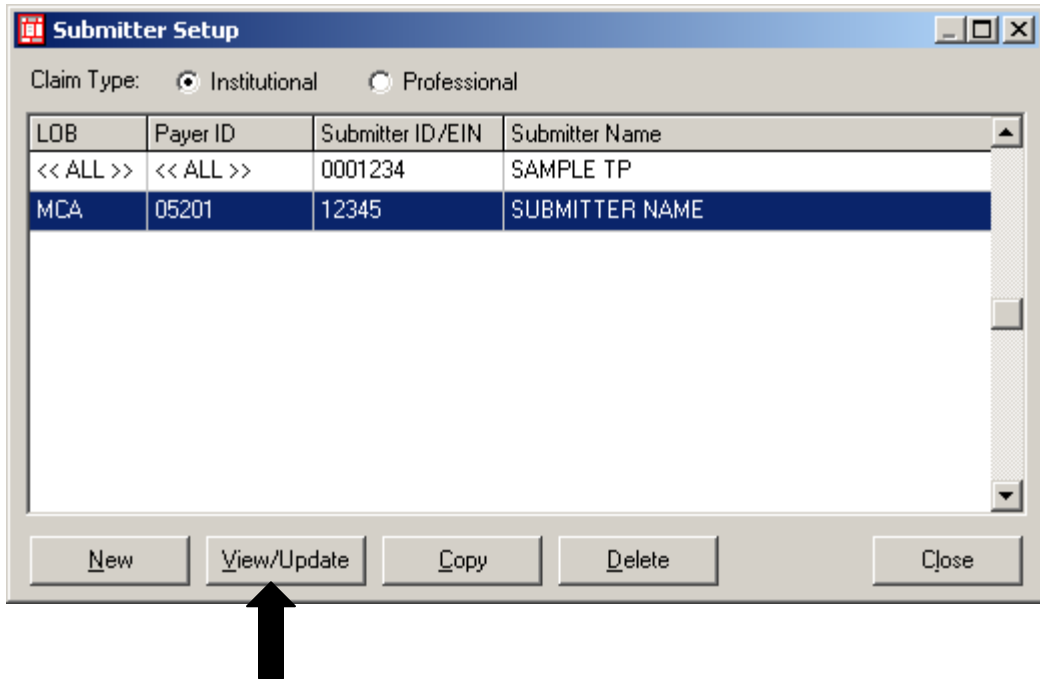
Go to the Reference File Maintenance (yellow folder) found on the PC-ACE Pro32 toolbar.



Click on the Codes/Misc Tab and then on Submitter.

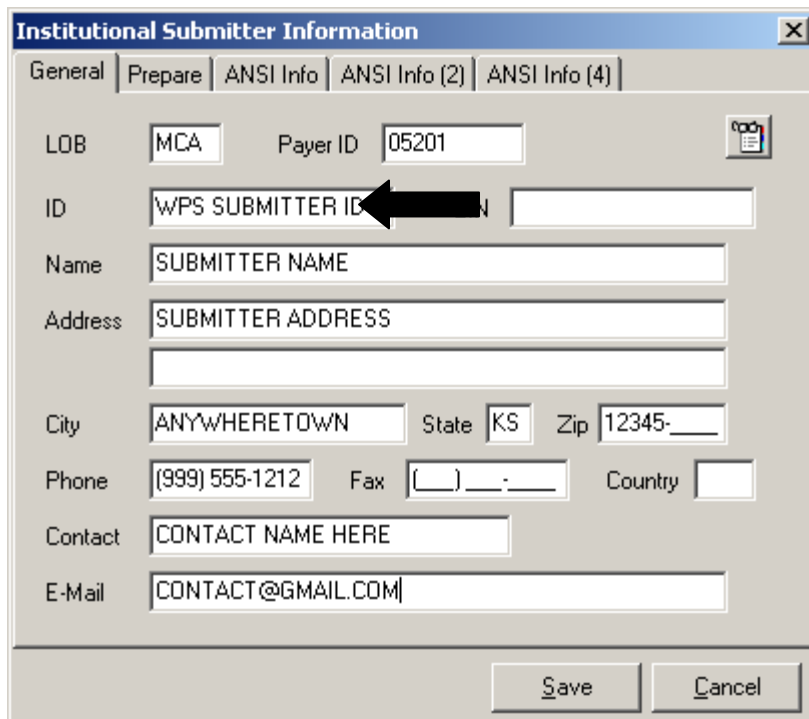


Go to the **Submitter Reference Files, Claim Type Institutional**. Highlight the LOB=MCA. Click on **View/Update** for MCA:



Complete all required fields on the General Tab—leave EIN, Country and Region fields blank.

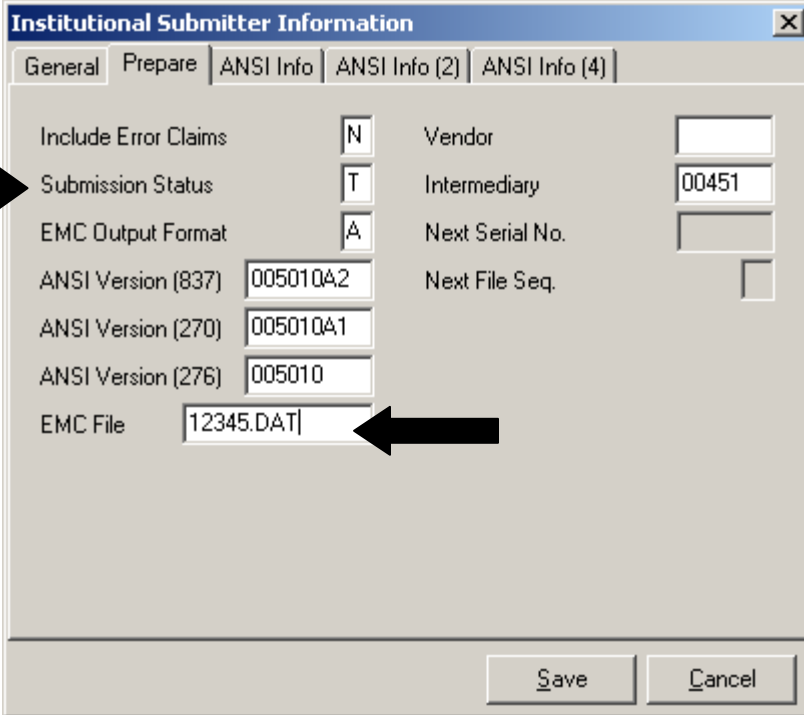
The ID field will be completed with the Submitter ID number assigned by WPS.



Click the Prepare Tab:

Submission Status should be **T** during testing with WPS. This field will need to be changed to a **P** once testing is complete with WPS and can begin sending production claims.

EMC File field—this will be the **WPS Submitter ID followed by .dat** (example: 94999.dat)



The screenshot shows the 'Institutional Submitter Information' dialog box with the 'Prepare' tab selected. The 'Submission Status' field is set to 'T' and the 'EMC File' field contains '12345.DAT'. Other fields include 'Include Error Claims' (N), 'EMC Output Format' (A), and various ANSI Version fields. The 'Vendor' and 'Intermediary' fields are empty and '00451' respectively. The 'Next Serial No.' and 'Next File Seq.' fields are also empty. The 'Save' and 'Cancel' buttons are at the bottom.

Field	Value
Include Error Claims	N
Submission Status	T
EMC Output Format	A
ANSI Version (837)	005010A2
ANSI Version (270)	005010A1
ANSI Version (276)	005010
EMC File	12345.DAT
Vendor	
Intermediary	00451
Next Serial No.	
Next File Seq.	

Patient Reference Files:

If a site has setup their Patient Reference files—they will need to manually go into each patient file and update the Payer ID fields on these screens.

This can be done from the Reference File Maintenance, Patient Tab or when entering a claim they can right mouse click in the Patient Last Name field, locate the patient name, do a View/Update and then save the changes.

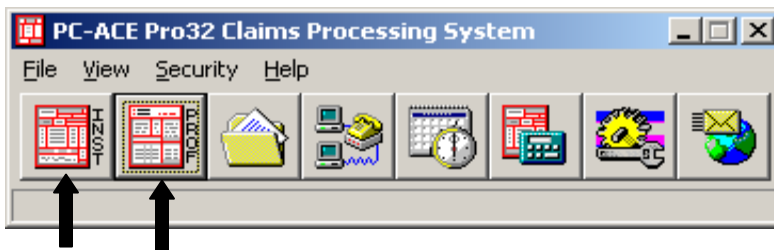
Claims for Test File:

Old claims can be used for testing with WPS. To do this you can copy 25 old claims from your PC-ACE Pro32 software. Be sure to select only Medicare claims.

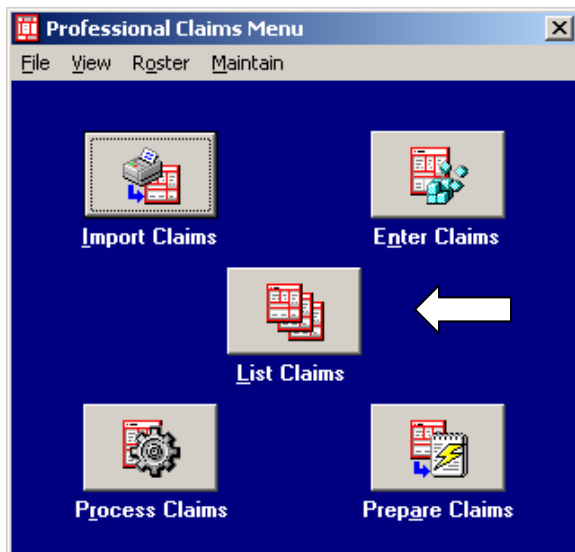
Be sure to make the appropriate changes to each claim as outlined in these instructions.

Copying Claims in PC-ACE Pro32

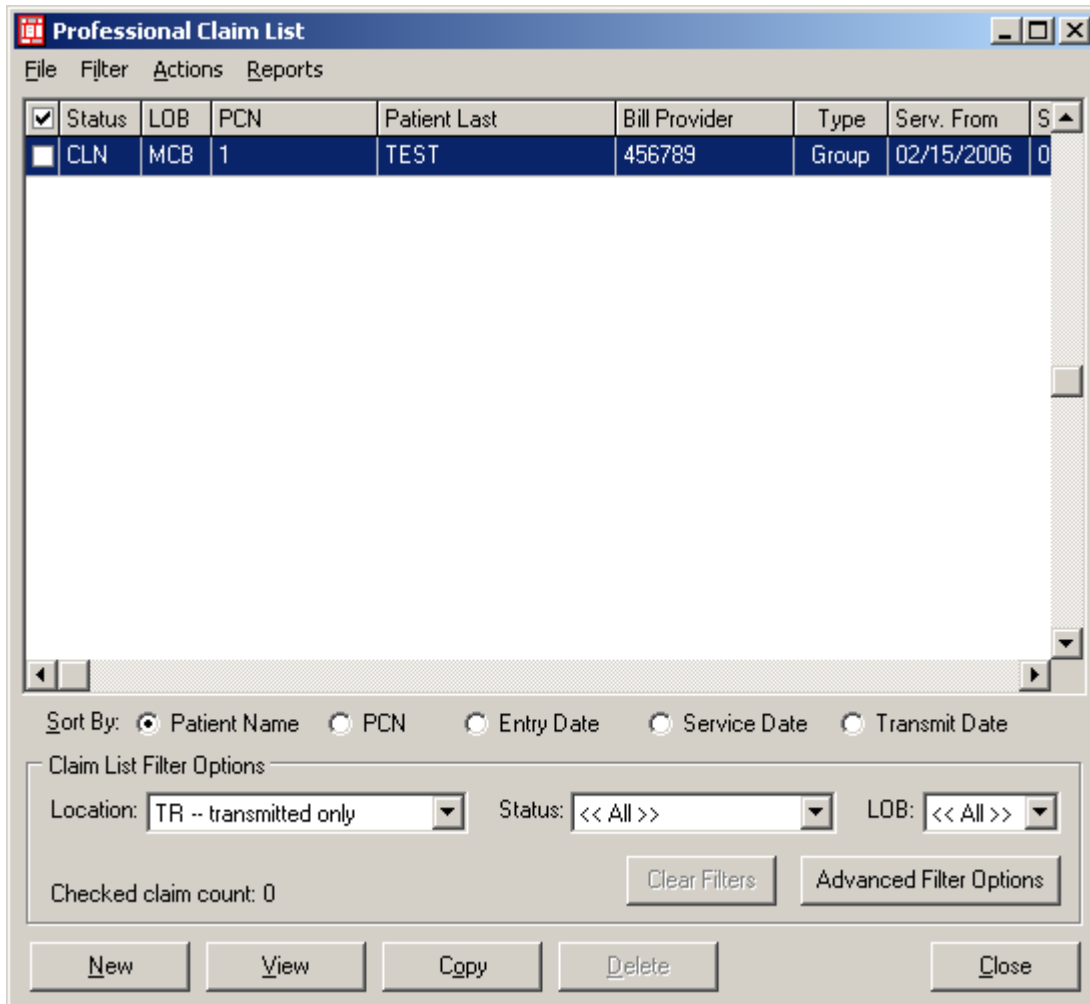
From the PC-ACE Pro32 Main Toolbar, click the Professional or Institutional Claims Processing button to display the appropriate Claims Menu.



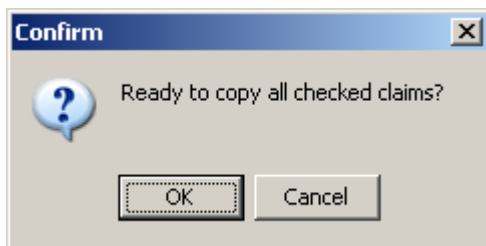
Click the List Claims button on the Claims Menu to display the list of claims. By default, the list will display claims in the "to be transmitted (CL) location.



Change the Location Field to TR-Transmitted only. Check mark the claim (s) from the list, choose Copy All Checked Claims from Actions on the toolbar.



You will receive the following message, click OK.



The Copy feature will retain the original claim in the system.

Once you have copied the claims, change the location back to CL—to be transmitted, you should now see the claims.

You will need to open each claim and go to the Insured Information Tab, put the cursor in the Payer ID field and right click, select the correct payer for WPS Medicare as follows:

Kansas Med B=05202

Nebraska Med B=05402

NW Missouri=05302 (referred to by WPS as Western MO)

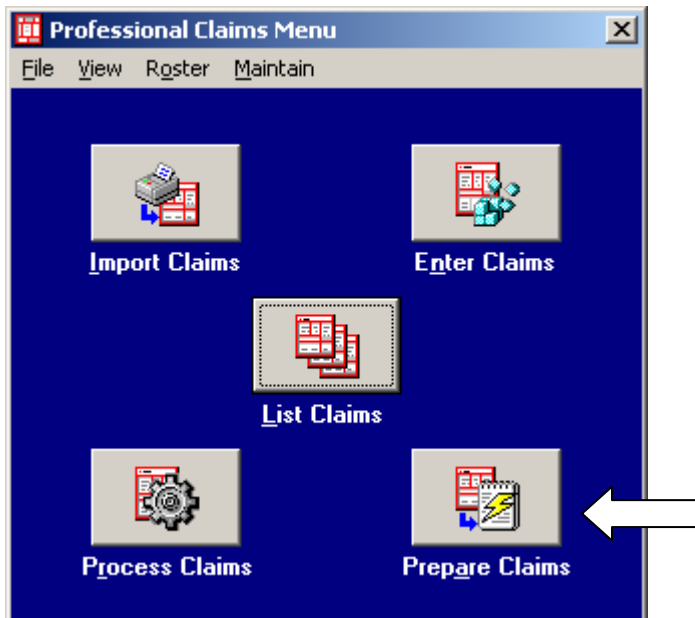
Kansas Med A=05201 (if doing institutional claims)

Then click on SAVE.

Once all claims are in a **CLN** status you are ready to **Prepare** and **Transmit** the claims to **WPS**.

Preparing claims for WPS:

Close the Claims List, from the Claims Menu, click on **Prepare Claims**



In the **LOB** field, change the LOB to **MCB = Medicare B or Medicare A** by clicking the drop down arrow and making this selection.

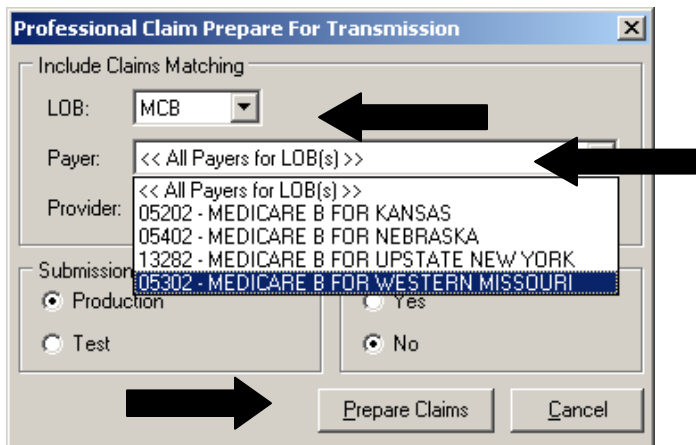
In the Payer field, change the Payer to the correct Medicare Payer by clicking the drop down arrow and making the correct selection:

Kansas Med B = 05202

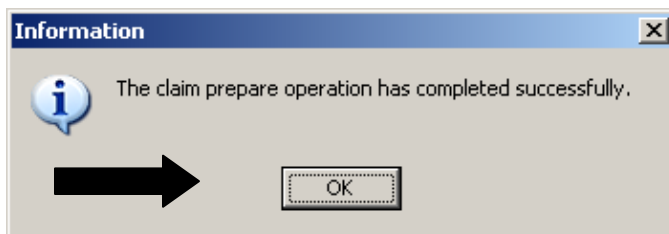
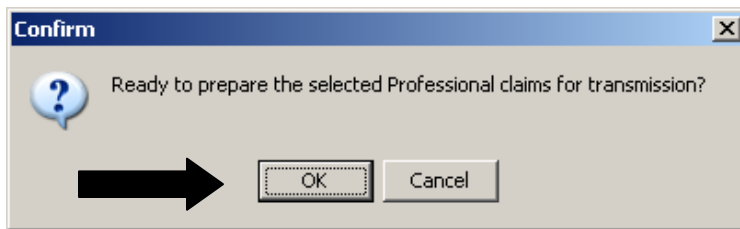
Nebraska Med B = 05402

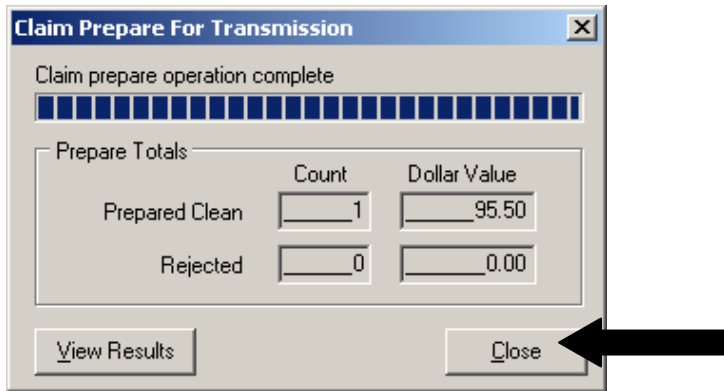
NW Missouri = 05302 (referred to by WPS as Western MO)

Kansas Med A = 05201 (if doing institutional claims)



Then click on **Prepare Claims**, **Ok**, **OK** and **Close** as shown below.





You are now ready to transmit the claims to WPS.

Refer to WPS at http://www.wpsic.com/edi/med_macj5.shtml for connectivity options and instructions on claim submission.