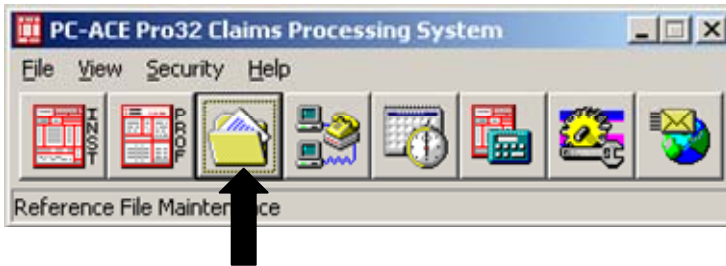


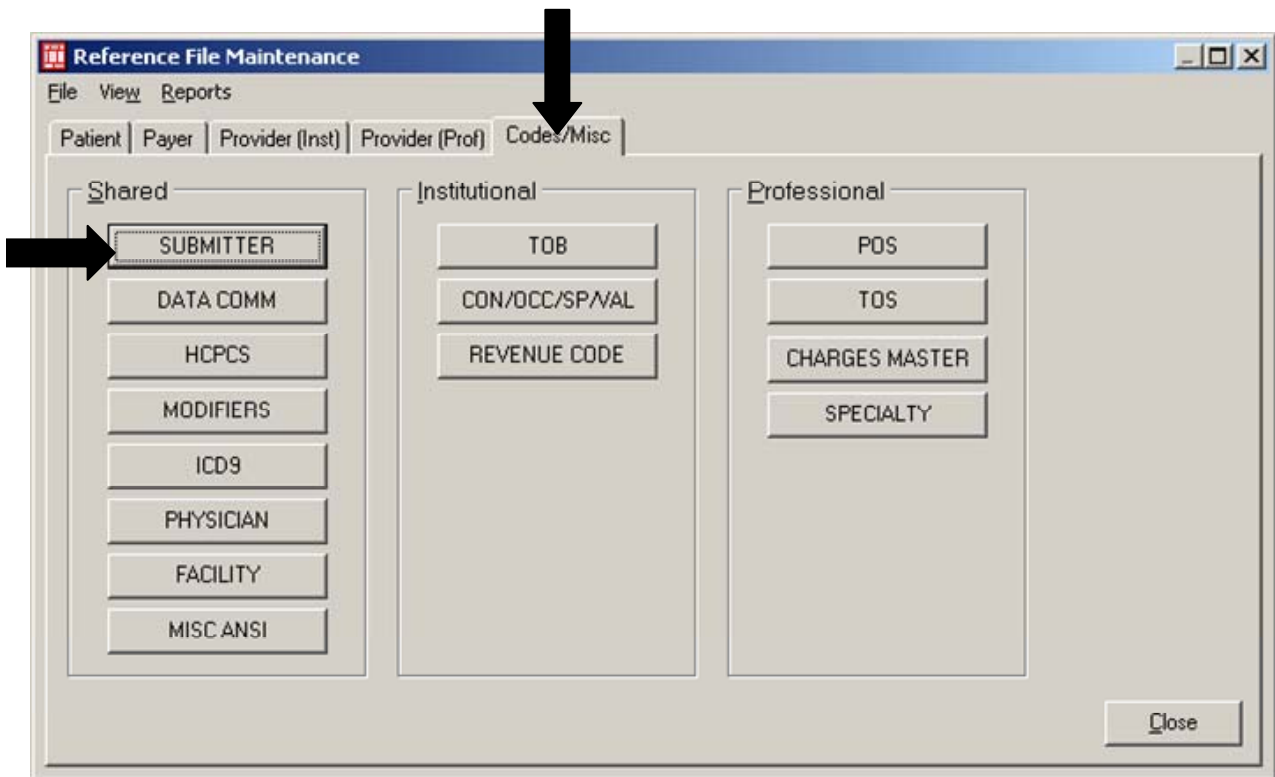
# PROFESSIONAL

## Changes Needed in the ASK (BCBSKS) Version of PC-ACE Pro32 Software for Submission of Medicare B Claims for Upstate New York

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



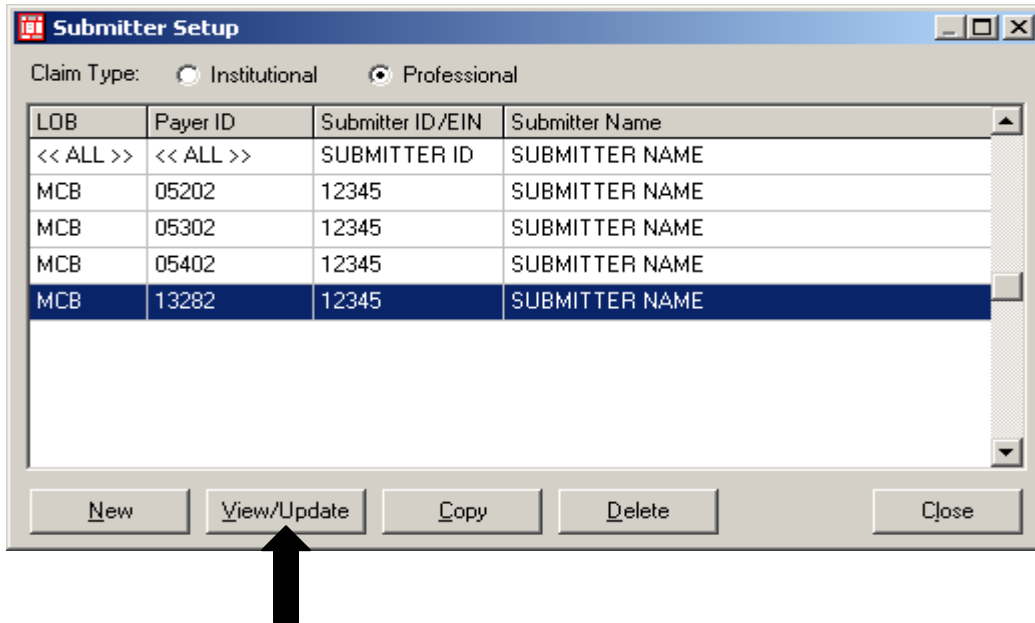
Click on the Codes/Misc Tab and then on Submitter.



Select the **Claim Type Professional**. Highlight the correct Payer ID for Upstate NY Medicare, click on **View/Update**.

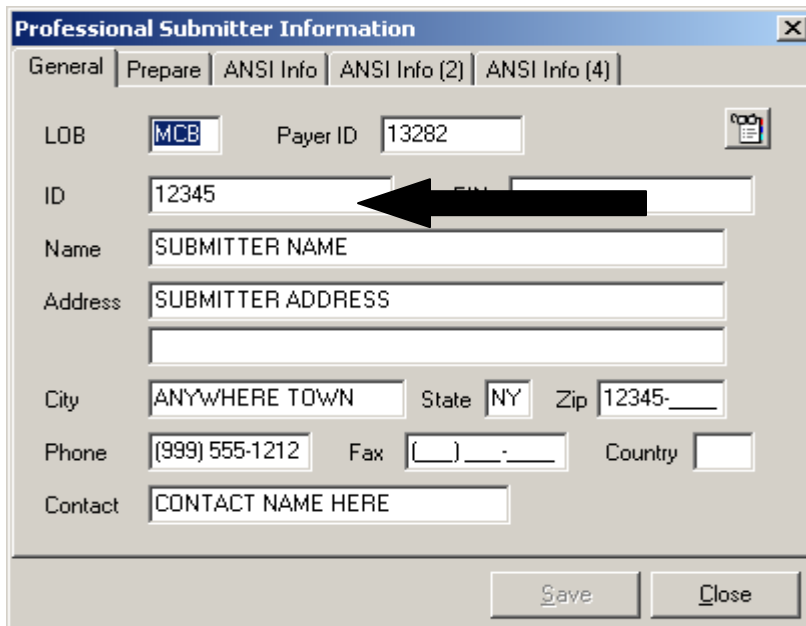
**Medicare B of Upstate New York Payer ID= 13282**

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



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

The ID field will be completed with the Submitter ID number assigned by Medicare B of Upstate New York. This Submitter ID will begin with **NYBU**.



Click the Prepare Tab:

**EMC File field** –this will be the **Upstate New York Medicare B Submitter ID** followed by **.DAT** (example: NYBU12345.DAT)

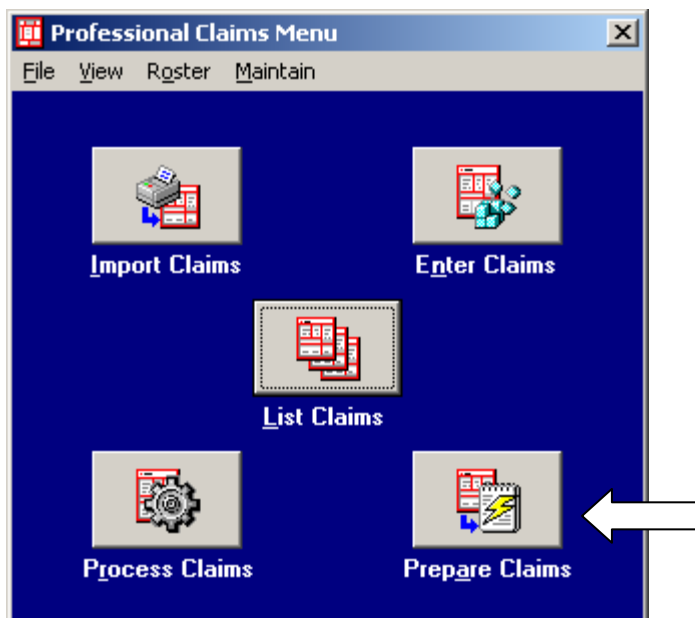
The screenshot shows a dialog box titled "Professional Submitter Information" with a close button (X) in the top right corner. The "Prepare" tab is selected, and the "ANSI Info" sub-tab is active. The dialog contains several fields and controls:

- Include Error Claims: dropdown menu with 'N' selected.
- Submission Status: dropdown menu with 'P' selected.
- EMC Output Format: dropdown menu with 'A' selected.
- Vendor: empty text box.
- Intermediary: empty text box.
- Next Serial No.: empty text box.
- ANSI Ver (837 Prof): text box containing '004010A1'.
- ANSI Ver (837 Dent): text box containing '004010A1'.
- ANSI Version (270): text box containing '004010A1'.
- ANSI Version (276): text box containing '004010A1'.
- EMC File: empty text box with a black arrow pointing to it from the right.

At the bottom of the dialog are "Save" and "Close" buttons.

## Preparing claims for Upstate New York Medicare B:

From the Claims Menu, click on **Prepare Claims**

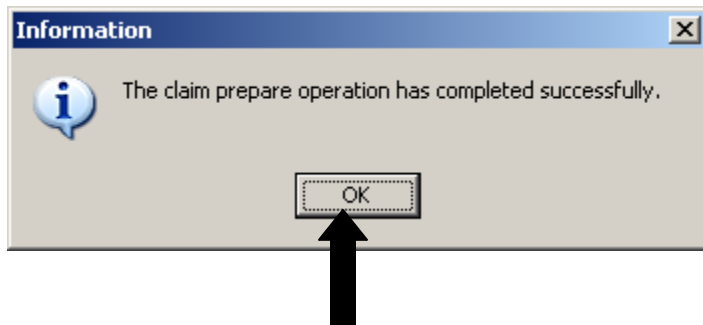
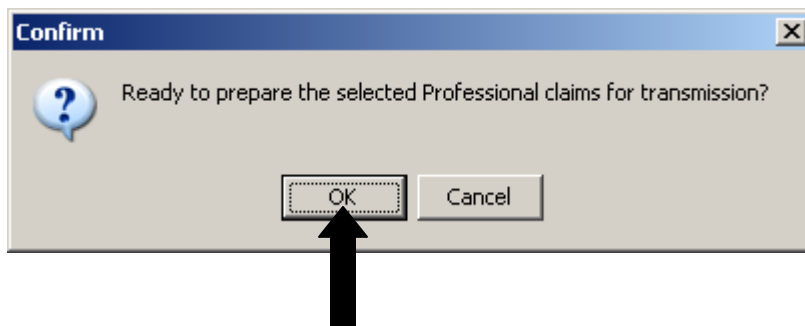
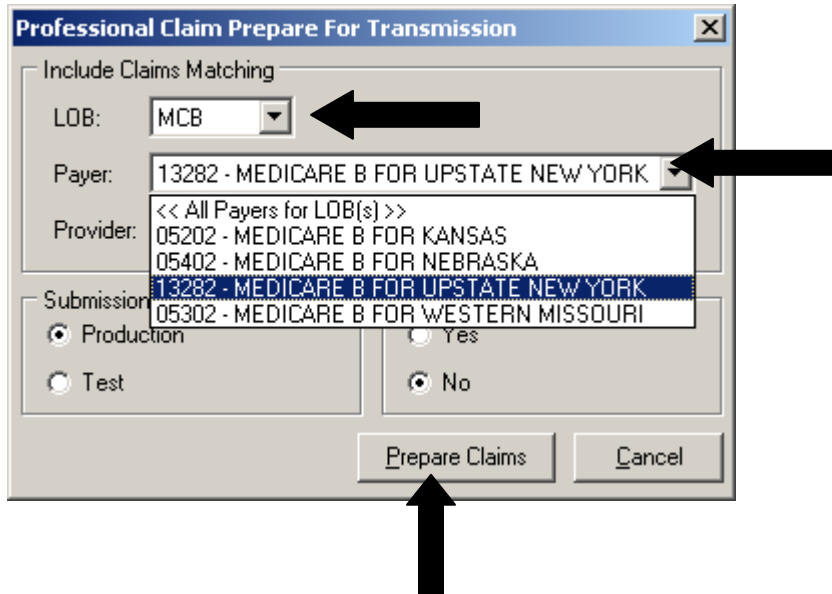


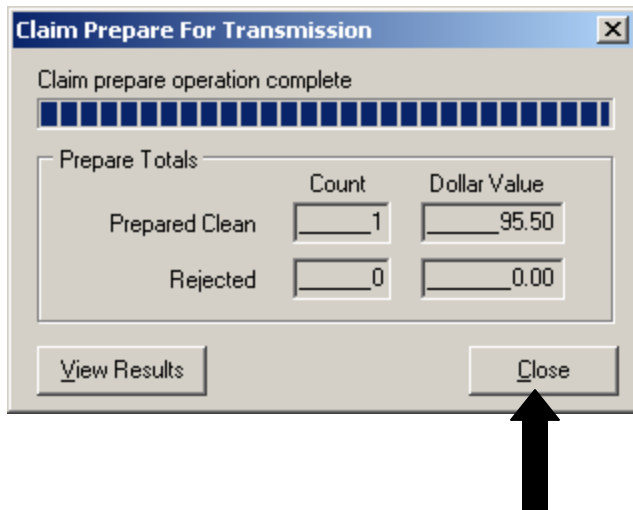
In the **LOB** field, change the LOB to **MCB** by clicking the drop down arrow and making this selection.

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

### Upstate New York Medicare B Payer ID= 13282

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





You are now ready to transmit the claims.

Please follow the steps outlined for transmitting your claims through your Network Service Vendor.