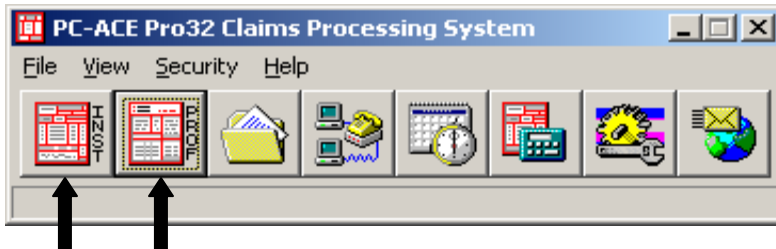


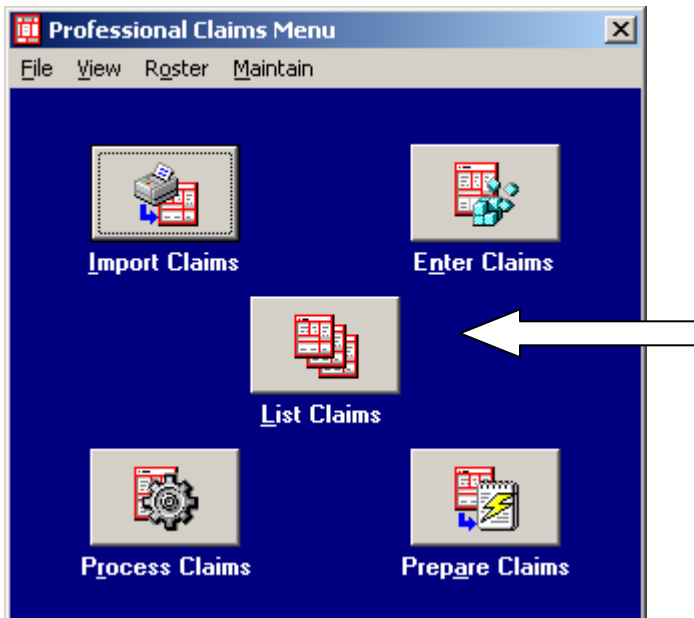
COPYING CLAIMS

Copying Claims in PC-ACE Pro32

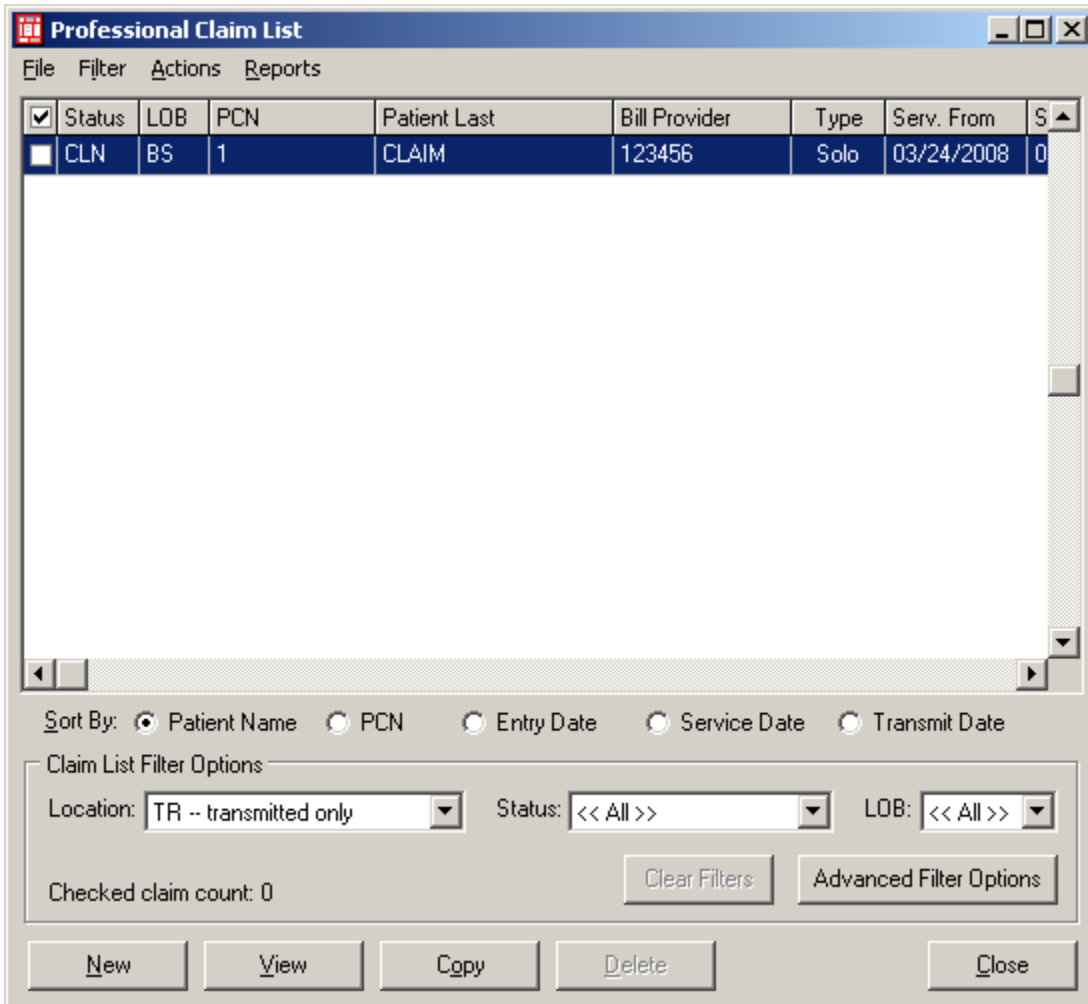
From the PC-ACE Pro32 Main Toolbar, click either the Institutional Claims Processing button or the Professional Claims Processing button to display the Claims Menu.



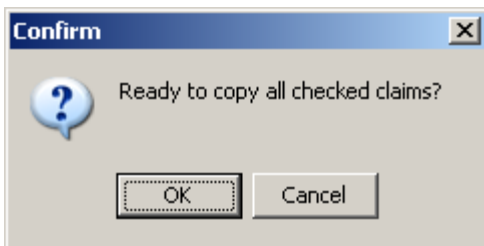
Click the List Claims button on the Claims Menu to display the list of claims. By default, the list will display claims in the "to be transmitted (CL) location.



Claims can be copied from any of the locations listed in the location field. Select the claim (s) from the list, choose the Copy Selected Claim or 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.