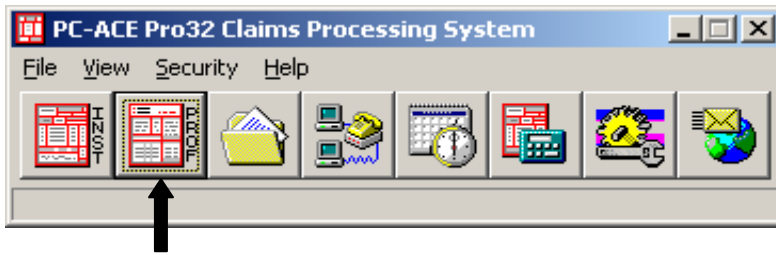


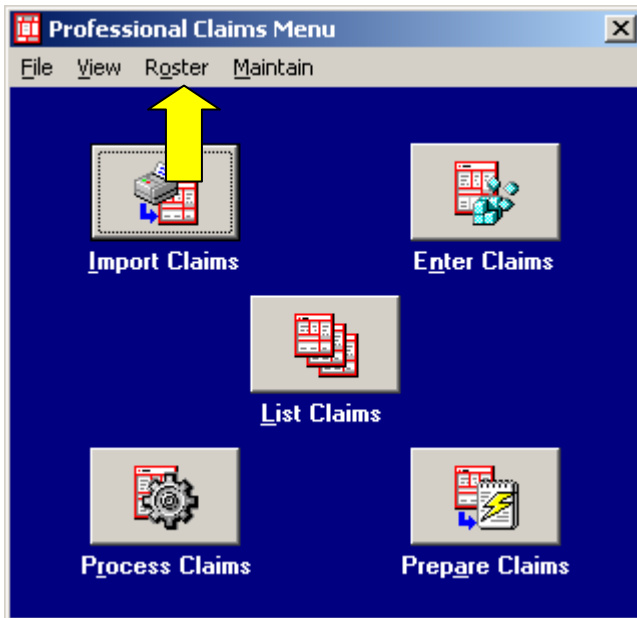
ROSTER BILLING

Roster Billing In PC-ACE Pro32

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



On tool Bar click on Roster. Then click on New Roster.



Professional Roster Billing Form

Patient Info & General | Extended Roster Info

Payer ID: [] Provider ID/No.: [] Service Date: [/ /] POS: [] Type: [] HCPCS: [] Refer. ID/UPIN: [] Vaccine Chg.: [0.00] Admin Chg.: [0.00]

LN	Patient Control No. Address Line 1	Insured's ID Address Line 2	Patient's Last Name City	First Name	MI	Sex	State	Birthdate Zip Code
1	[]	[]	[]	[]	[]	[]	[]	[/ /]
2	[]	[]	[]	[]	[]	[]	[]	[/ /]
3	[]	[]	[]	[]	[]	[]	[]	[/ /]
4	[]	[]	[]	[]	[]	[]	[]	[/ /]
5	[]	[]	[]	[]	[]	[]	[]	[/ /]

Save Cancel

Complete this screen

The Patient Control No. is auto populated.

Professional Roster Billing Form

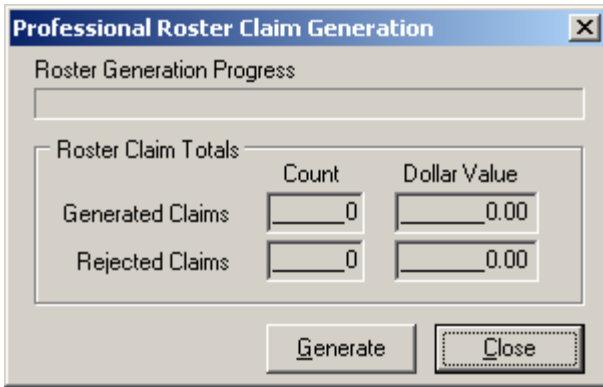
Patient Info & General | Extended Roster Info

Payer ID: [05202] Provider ID/No.: [123456] Service Date: [01/03/2008] POS: [11] Type: [] HCPCS: [90658] Refer. ID/UPIN: [] Vaccine Chg.: [10.00] Admin Chg.: [10.00]

LN	Patient Control No. Address Line 1	Insured's ID Address Line 2	Patient's Last Name City	First Name	MI	Sex	State	Birthdate Zip Code
1	[12345601038SSOD01]	[123456789A]	[PATIENT LAST NAME]	[FIRST NAME]	[]	[M]	[KS]	[06/20/1938]
2	[12345601038SSOD02]	[]	[]	[]	[]	[]	[]	[/ /]
3	[12345601038SSOD03]	[]	[]	[]	[]	[]	[]	[/ /]
4	[12345601038SSOD04]	[]	[]	[]	[]	[]	[]	[/ /]
5	[12345601038SSOD05]	[]	[]	[]	[]	[]	[]	[/ /]

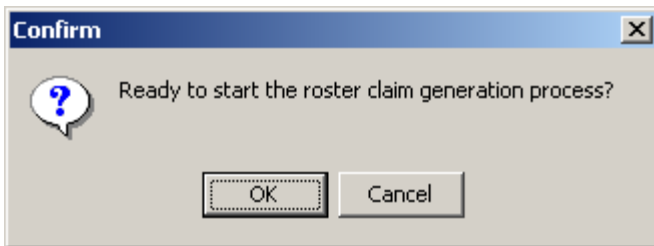
Save Cancel

Next Click on Extended Roster Info tab.

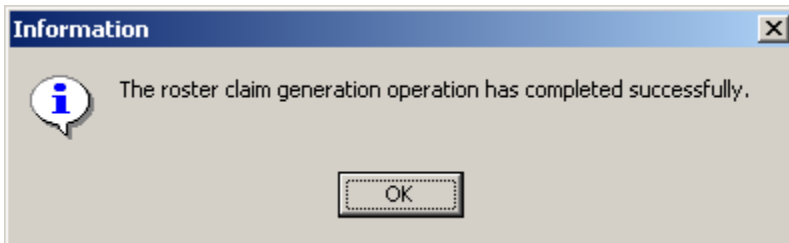


When you click yes, you get this box

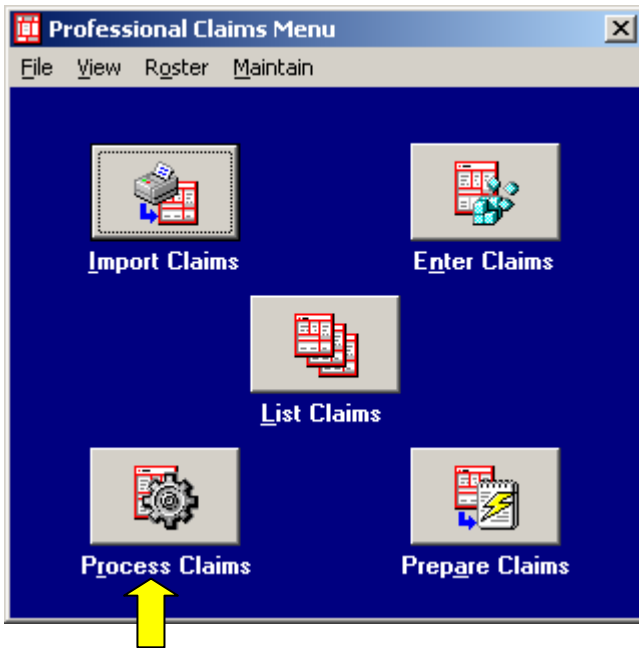
Click Generate.



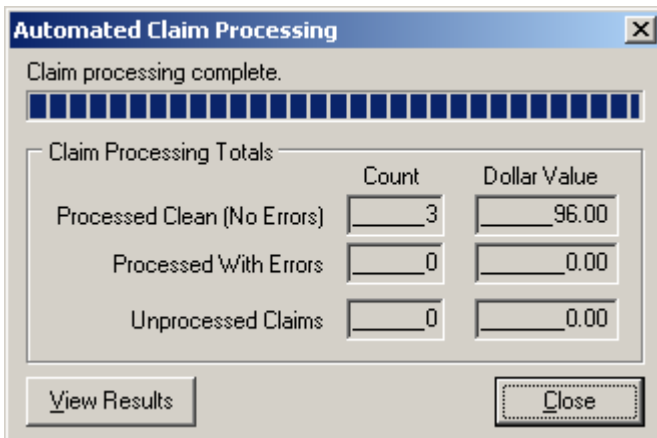
Click OK



Click OK again



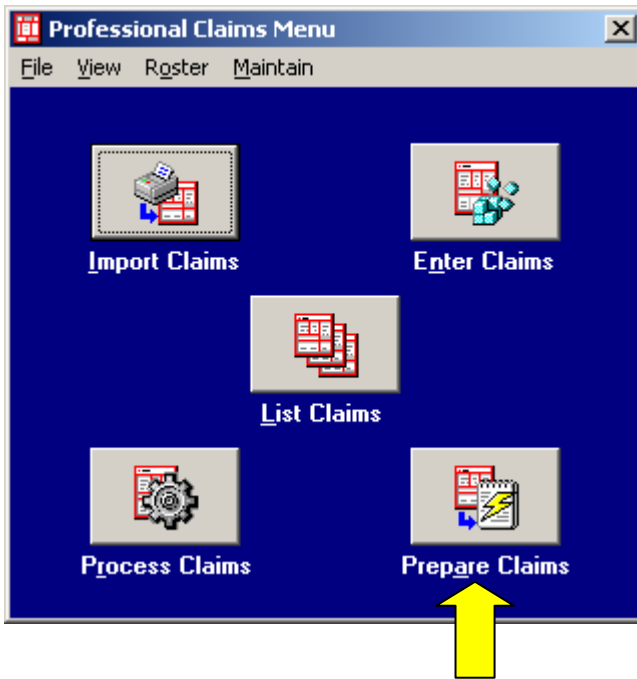
You MUST Process Claims after you have generated them.



If all claims are in a clean (CLN) status you are now ready to Prepare.

NOTE:

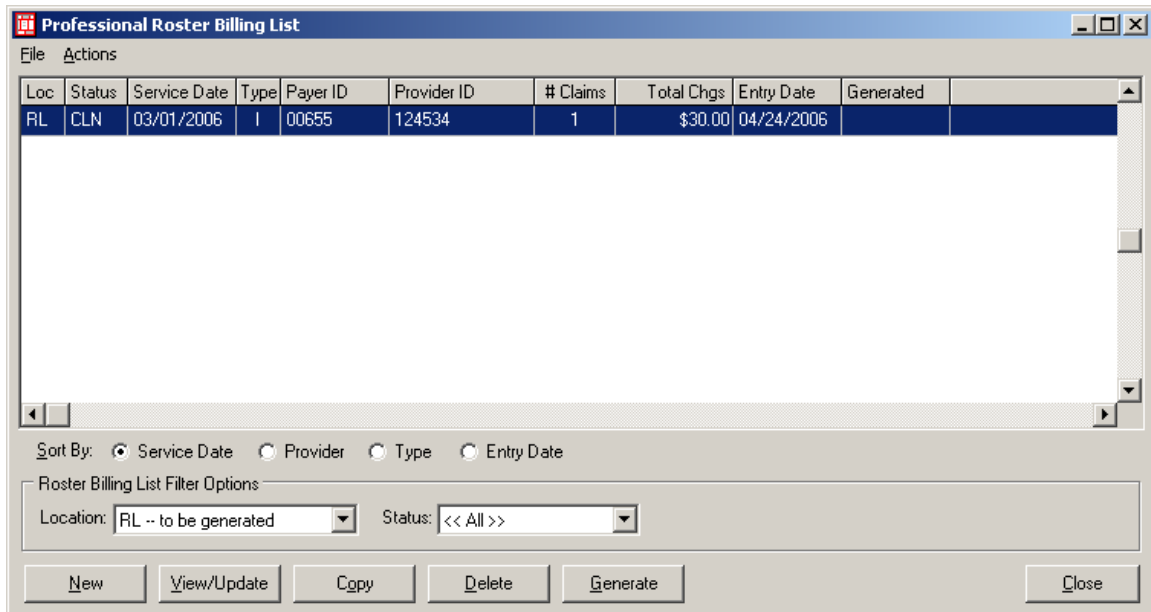
If you have errors when you process the claims you will need to go to List claims and correct the claims before you prepare



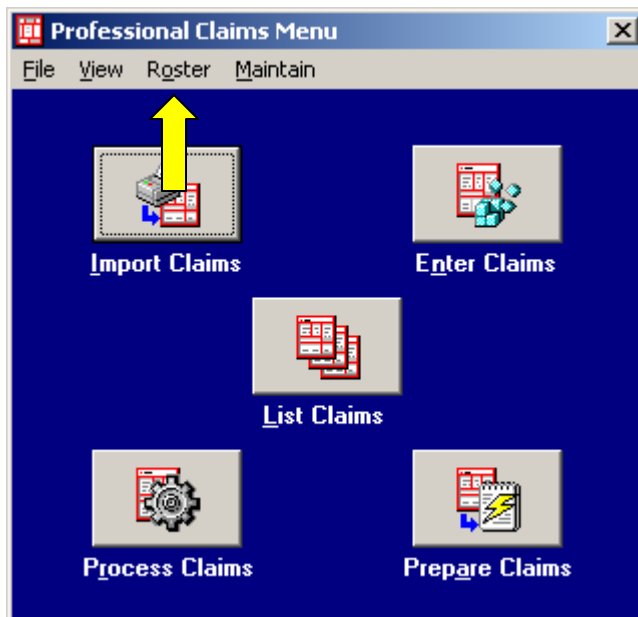
Now you can transmit the claims. See Chapter 5.

If a Roster File has been created, but not Generated, you can view claims by selecting Roster from the Claims Menu toolbar, then choose Maintain Roster Billing. You will receive this screen.

Your current Roster Billing will show here. You can do View/Update to add more patients OR you can Generate if you are ready to send the claims.



Once a Roster has been Generated you can no longer make changes or additions. If you are needing to make changes or recreate this exact Roster you can do this by going to Maintain Roster Billings. This is found on the Professional Claims Menu, then click on Roster from the toolbar and Maintain Roster Billings.



Change the Location Field from RL-to be generated to GL-generated. Highlight the Roster you are needing to copy, click on copy. Change the location back to RL-to be generated. You can now make the necessary updates to this Roster.

Once the changes are saved, you will follow the steps listed in this manual for generating, processing and preparing your file.

