

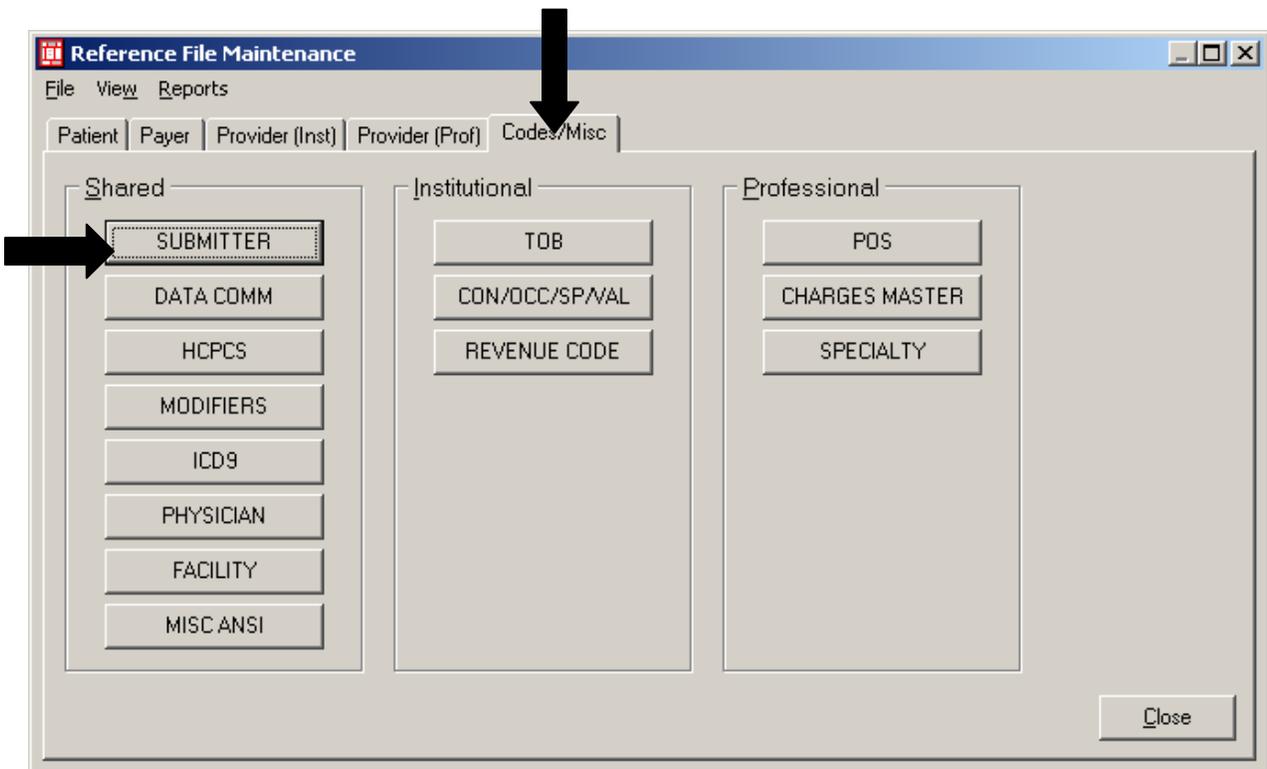
# PROFESSIONAL

## 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 "Institutional" and "Professional", with "Professional" selected. Below is a table with four columns: "LOB", "Payer ID", "Submitter ID/EIN", and "Submitter Name". The first row is a header with "SUBMITTER ID" and "SUBMITTER NAME". 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". At the bottom of the window are buttons for "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 tabs for "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"), "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. The "Submission Status" field is set to "T" and the "EMC File" field is set to "SUBMITTER.DAT". Other fields include "Include Error Claims" (N), "Vendor" (empty), "Intermediary" (00951), "EMC Output Format" (A), "Next Serial No." (empty), and several ANSI version fields (005010A1, 005010A2, 005010A1, 005010). "Save" and "Cancel" buttons 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.

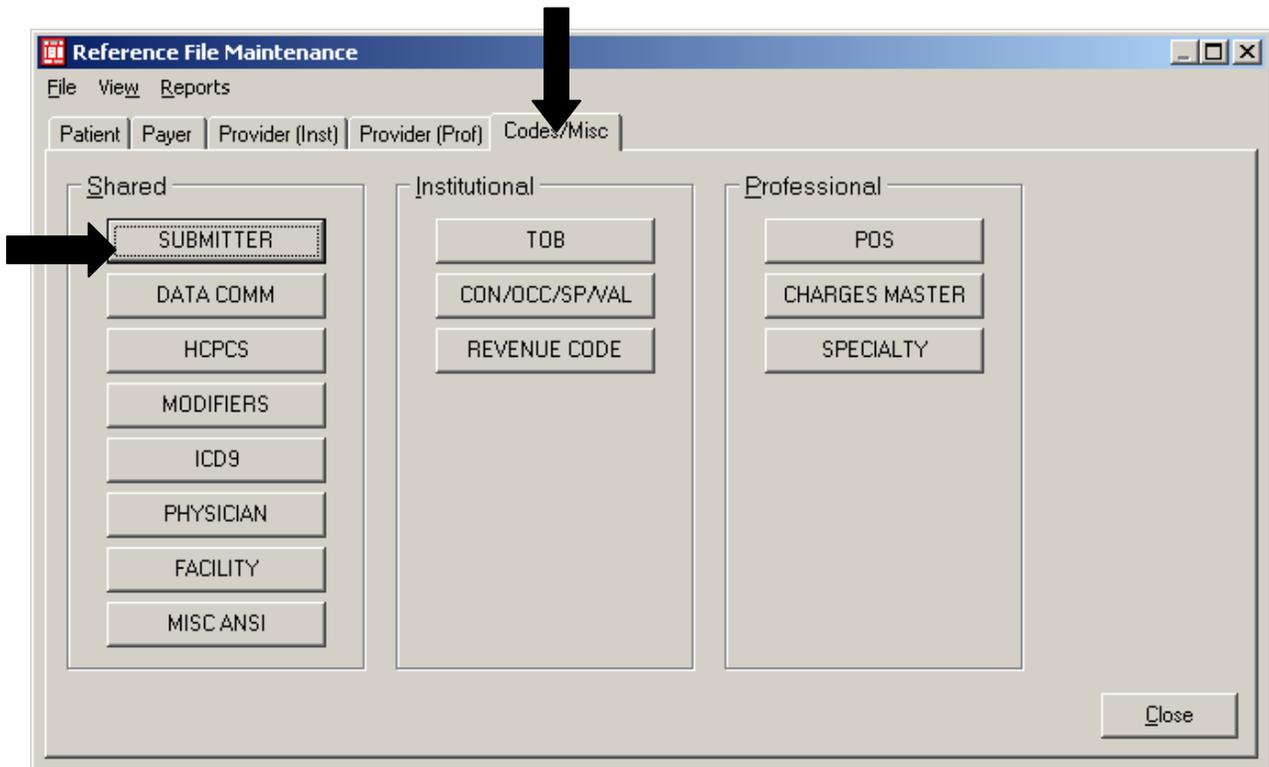
# INSTITUTIONAL

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

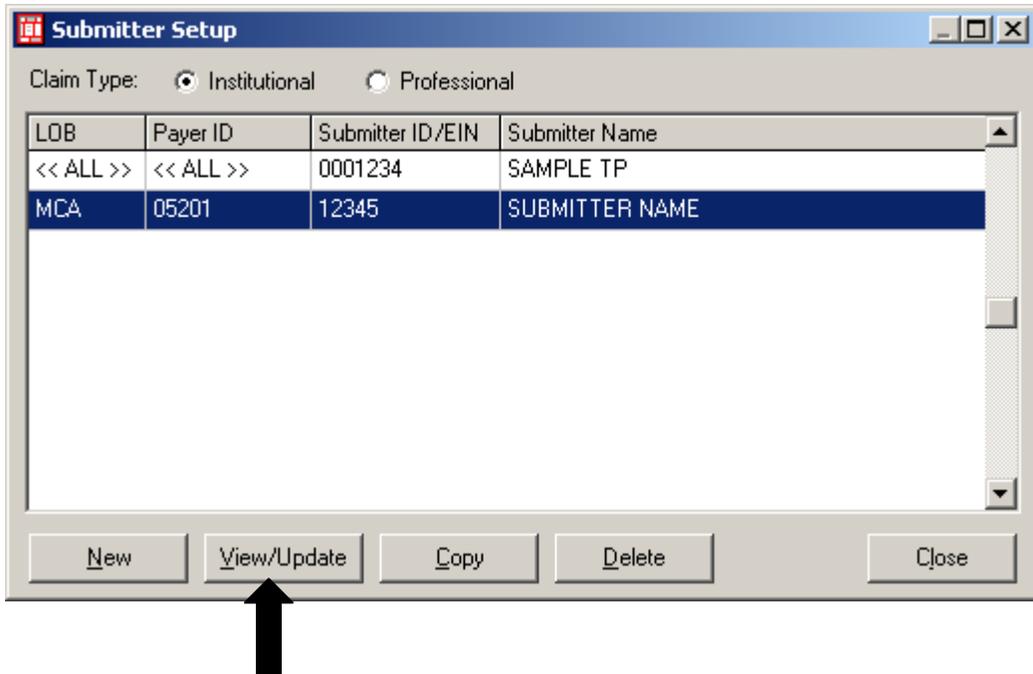
Go to the Reference File Maintenance (yellow folder) found on the PC-ACE Pro32 toolbar.



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.

The screenshot shows a window titled "Institutional Submitter Information" with tabs for "General", "Prepare", "ANSI Info", "ANSI Info (2)", and "ANSI Info (4)". The "General" tab is selected. The fields are as follows:

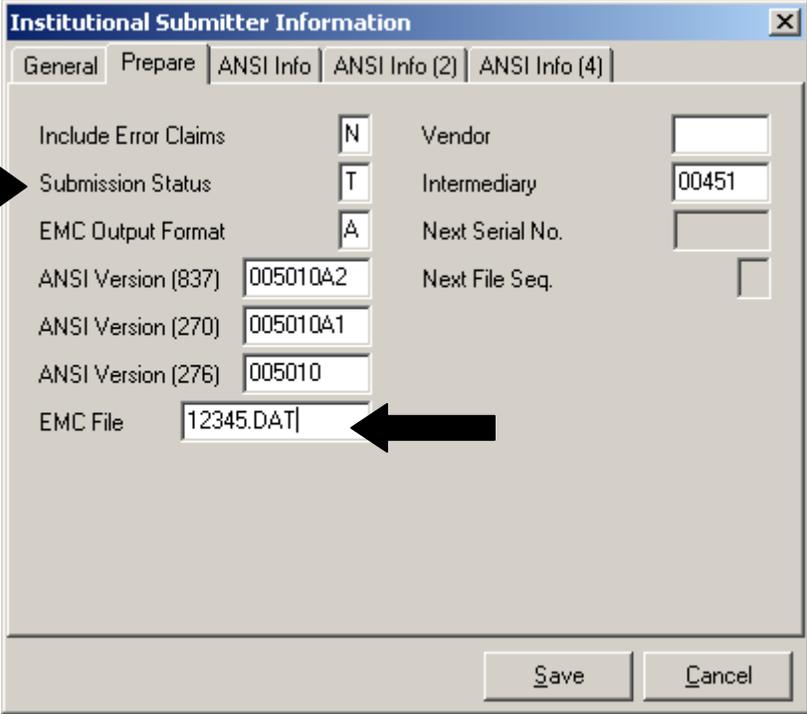
- LOB: MCA
- Payer ID: 05201
- ID: WPS SUBMITTER ID (indicated by an arrow)
- Name: SUBMITTER NAME
- Address: SUBMITTER ADDRESS
- City: ANYWHERE TOWN
- State: KS
- Zip: 12345-\_\_\_
- Phone: (999) 555-1212
- Fax: (\_\_\_) \_\_\_-\_\_\_
- Country: [ ]
- Contact: CONTACT NAME HERE
- E-Mail: CONTACT@GMAIL.COM

Buttons for "Save" and "Cancel" are at the bottom.

## 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 dialog has several tabs: 'General', 'Prepare', 'ANSI Info', 'ANSI Info (2)', and 'ANSI Info (4)'. The 'Prepare' tab contains the following fields:

Include Error Claims	<input type="text" value="N"/>	Vendor	<input type="text"/>
Submission Status	<input type="text" value="T"/>	Intermediary	<input type="text" value="00451"/>
EMC Output Format	<input type="text" value="A"/>	Next Serial No.	<input type="text"/>
ANSI Version (837)	<input type="text" value="005010A2"/>	Next File Seq.	<input type="checkbox"/>
ANSI Version (270)	<input type="text" value="005010A1"/>		
ANSI Version (276)	<input type="text" value="005010"/>		
EMC File	<input type="text" value="12345.DAT"/>		

Two black arrows point to the 'Submission Status' field (containing 'T') and the 'EMC File' field (containing '12345.DAT'). At the bottom of the dialog are 'Save' and 'Cancel' buttons.

## 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.

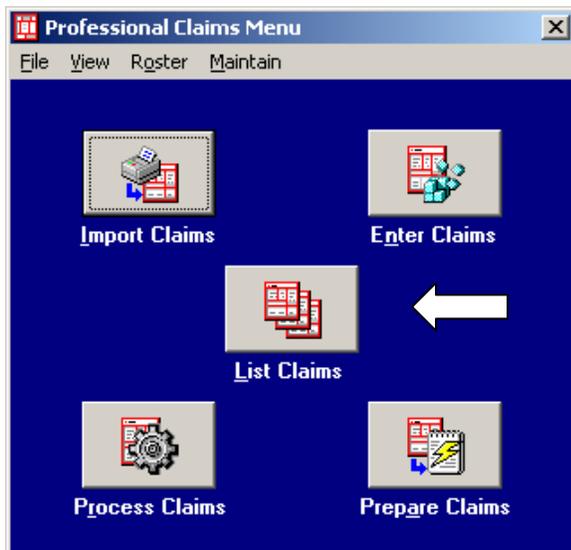
**Be sure to make the appropriate changes to each claim as outlined in these instructions.**

## Copying Claims in PC-ACE Pro32

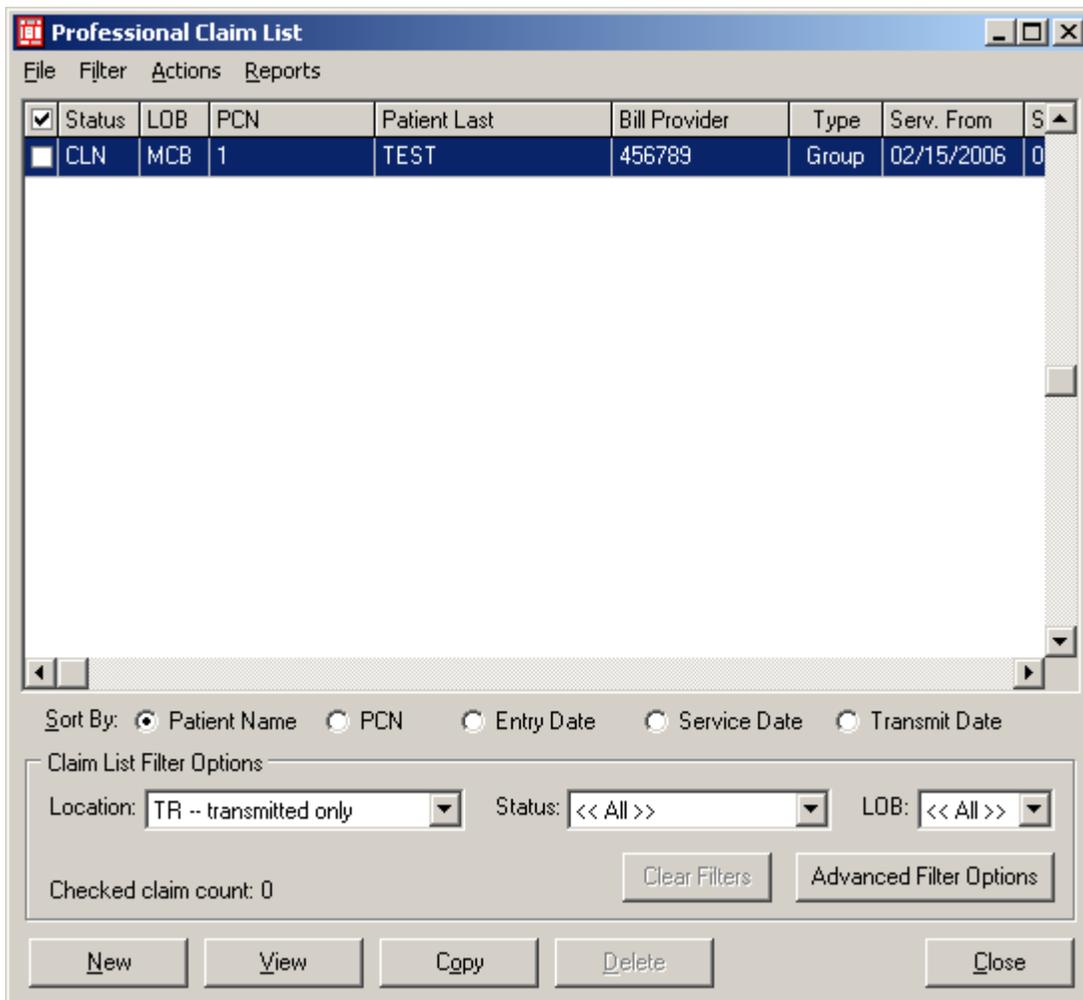
From the PC-ACE Pro32 Main Toolbar, click the Professional or Institutional Claims Processing button to display the appropriate Claims Menu.



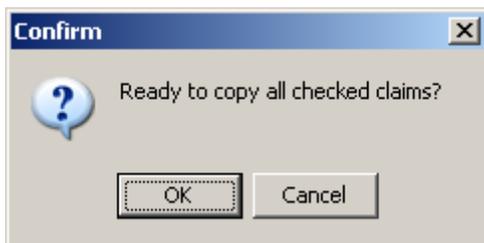
Click the List Claims button on the Claims Menu to display the list of claims. By default, the list will display claims in the “to be transmitted (CL) location.



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)**

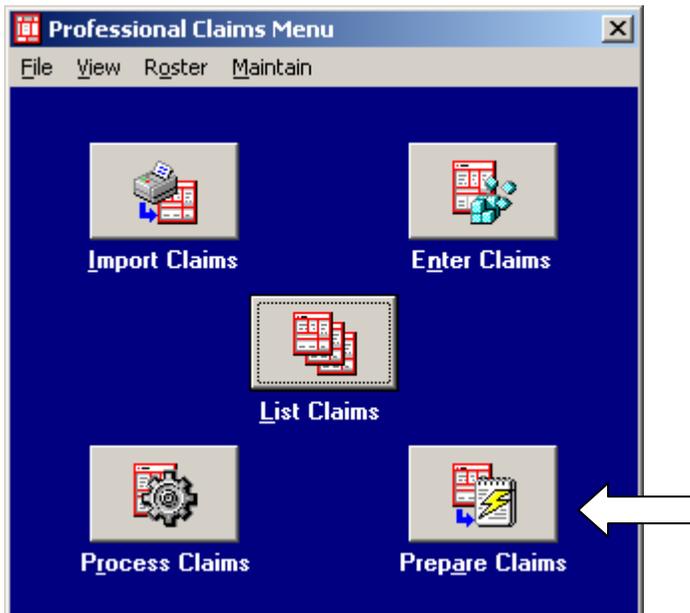
**Kansas Med A=05201 (if doing institutional claims)**

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.

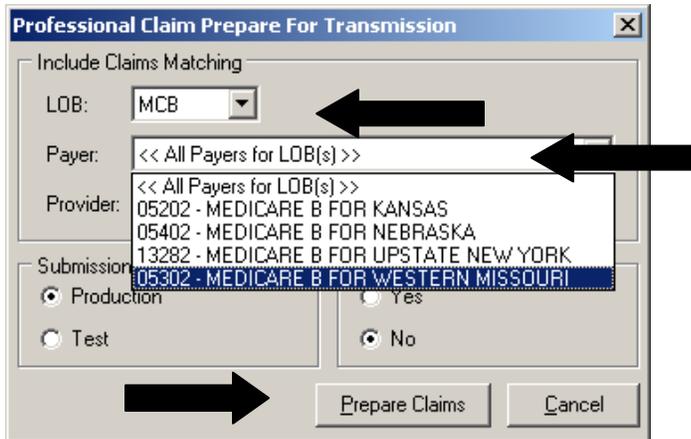
In the Payer field, change the Payer to the correct Medicare Payer by clicking the drop down arrow and making the correct selection:

**Kansas Med B = 05202**

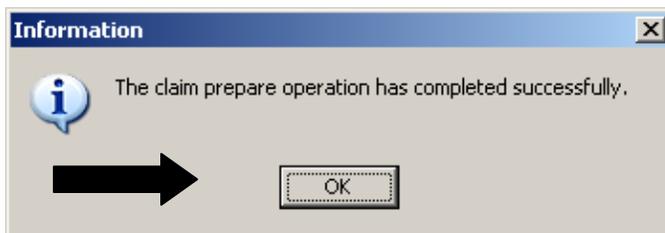
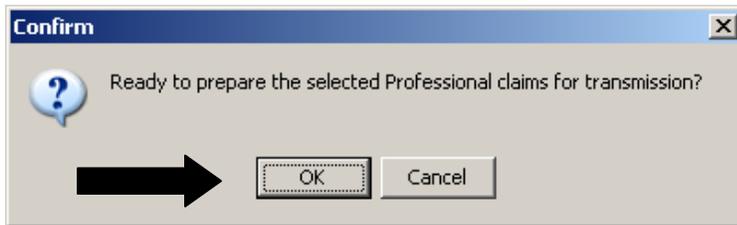
**Nebraska Med B = 05402**

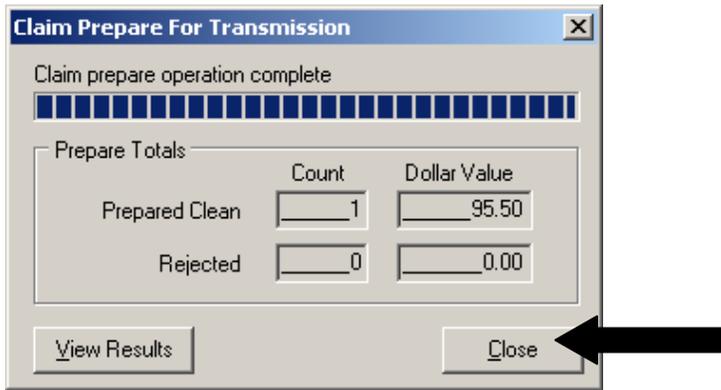
**NW Missouri = 05302 (referred to by WPS as Western MO)**

**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](http://www.wpsic.com/edi/med_macj5.shtml) for connectivity options and instructions on claim submission.