

REACTIVATING PREVIOUSLY TRANSMITTED CLAIMS

Reactivating Previously Transmitted Claims

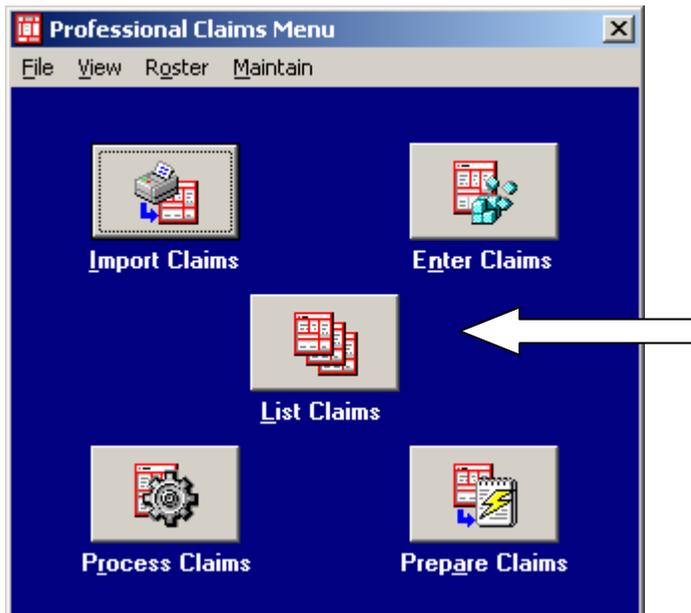
If you choose to reactivate your claims the old claim will no longer be in the system for future reference. If you want to keep the original claim in your system see the instructions for Copying your claims.

Reactivating an Individual Claim

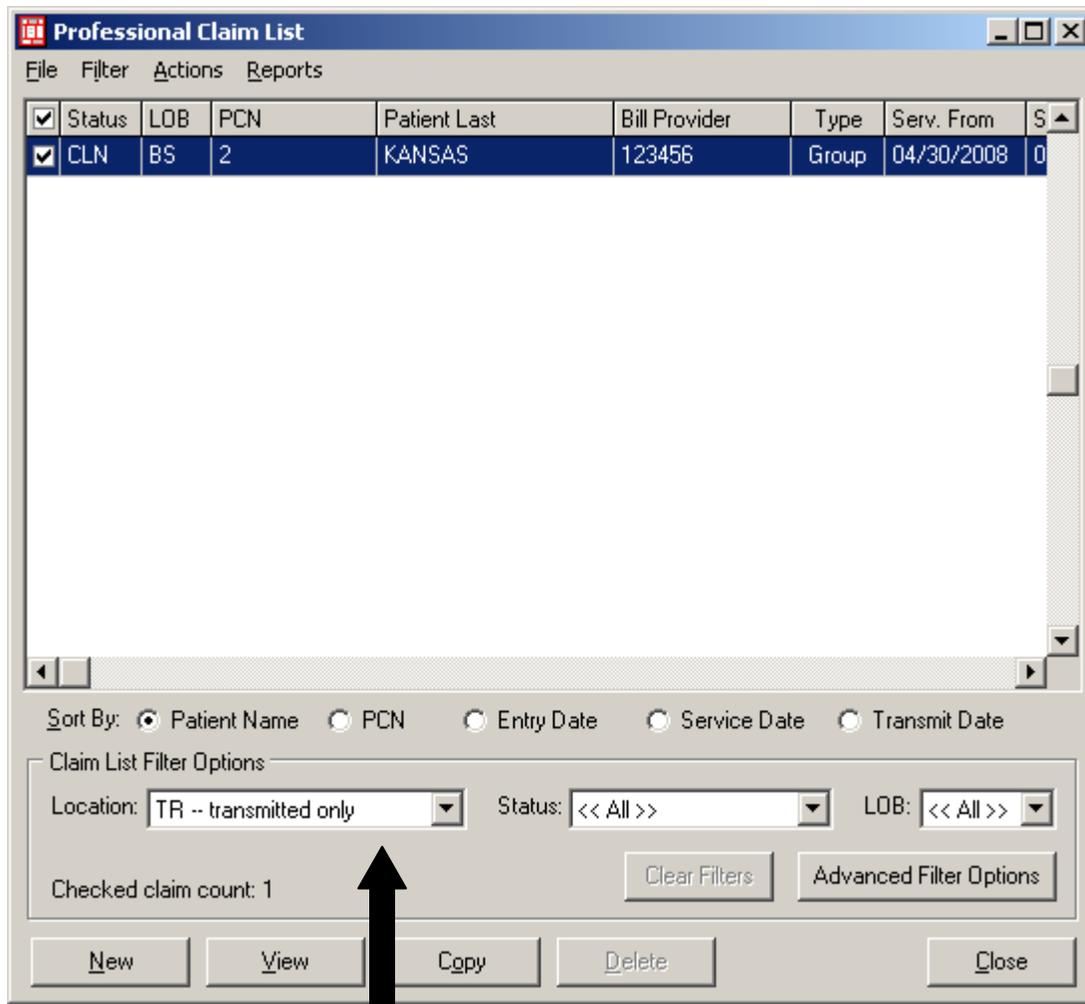
From the PC-ACE Pro32 Main Toolbar, click either the Institutional Claims Processing button or the Professional Claims Processing button to display the Claims Menu.



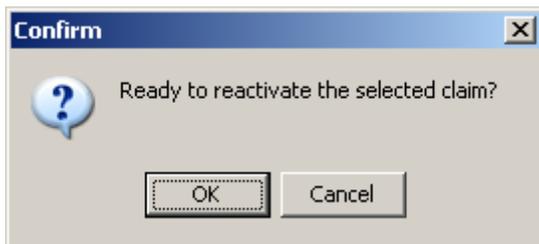
Click the List Claims button on the Claims Menu to display the list of claims. By default, the list will display claims in the "to be transmitted (CL) location.



Change the Location to transmitted only (TR). Select the claim to be reactivated by clicking in the box to put a check mark, go to Actions on tool bar and choose Reactivate Selected Claim.



You will receive the following message, click OK.



Change the location to CL-to be transmitted. The claims are in a UNP status and ready to make changes, open claim, make changes as needed and then click on Save. Once the claim is in a CLN status it is ready to be prepared and transmitted.

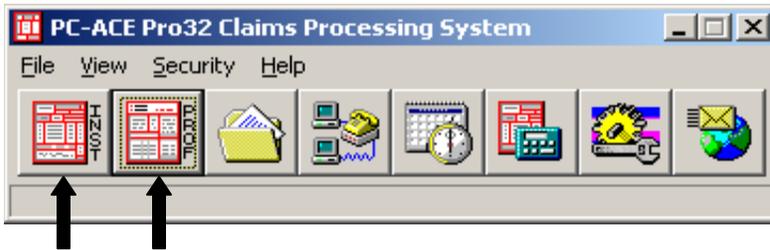
Reactivating Multiple Claims

Follow the steps outlined in the Reactivating an Individual claim.

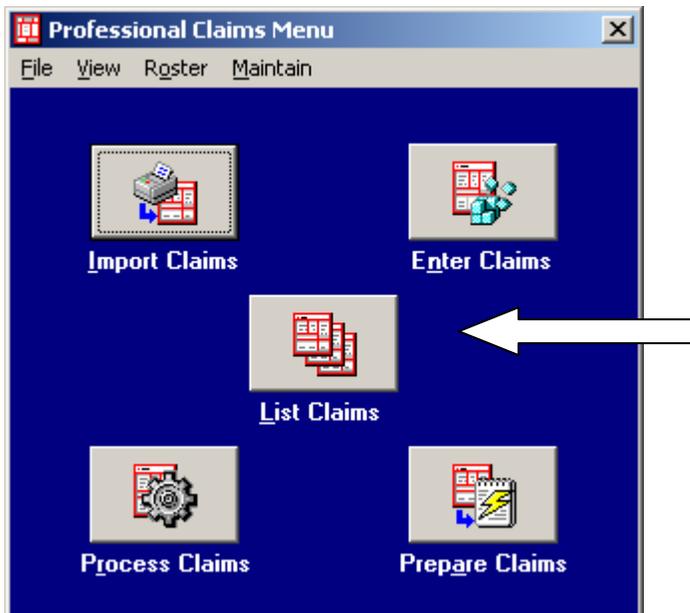
Once all claims to be reactivated have been check marked, go to Actions and select the Reactive ALL Checked Claims.

Reactivating an Entire Batch of Claims (when changes need to made on claim (s) within the batch).

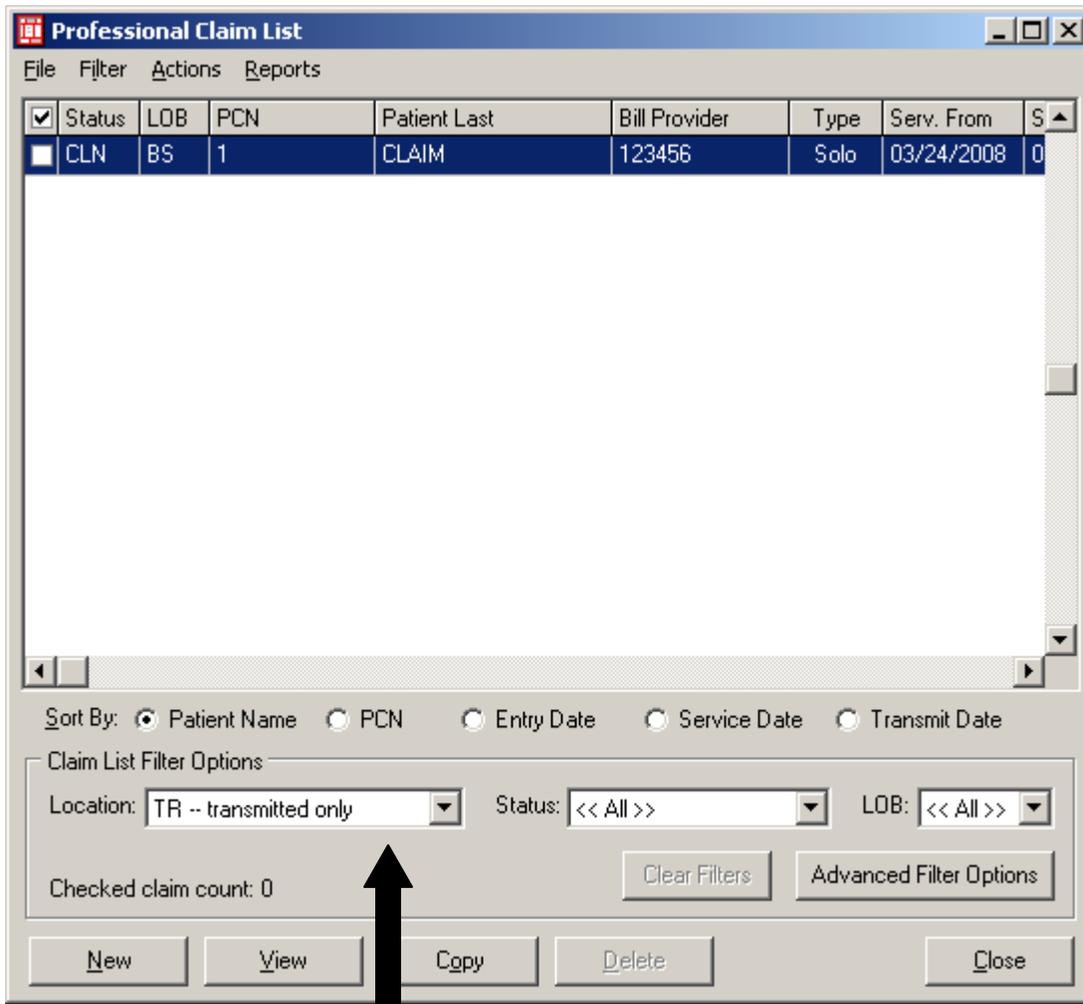
From the PC-ACE Pro32 Main Toolbar, click either the Institutional Claims Processing button or the Professional Claims Processing button to display the Claims Menu.



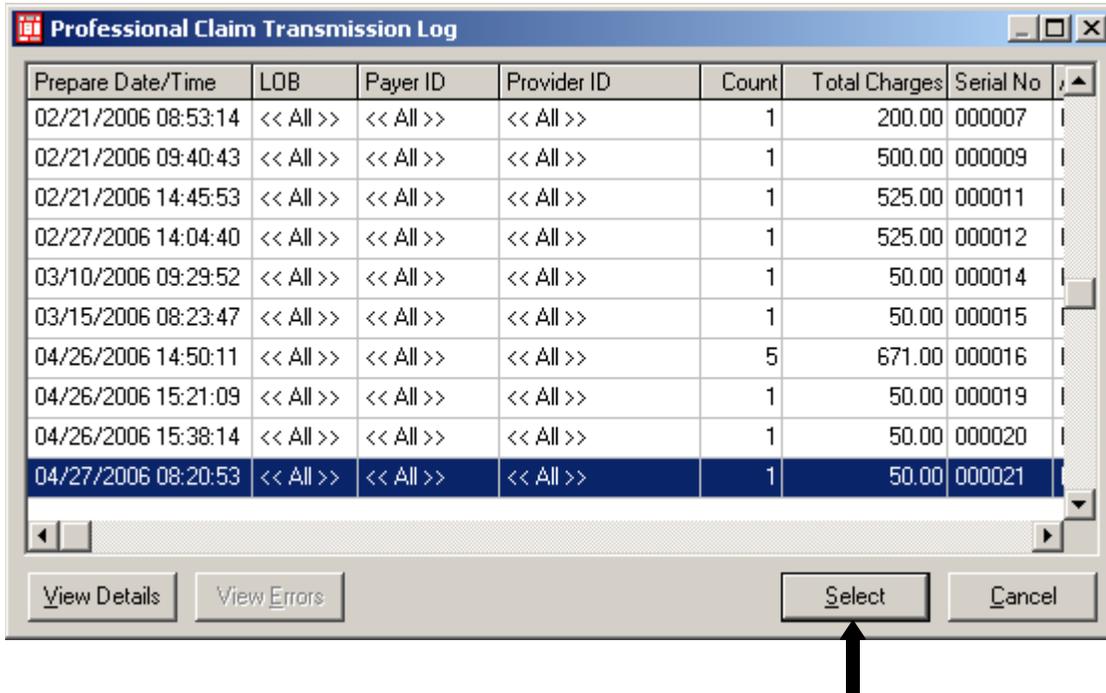
Click the List Claims button on the Claims Menu to display the list of claims. By default, the list will display claims in the "to be transmitted (CL) location.



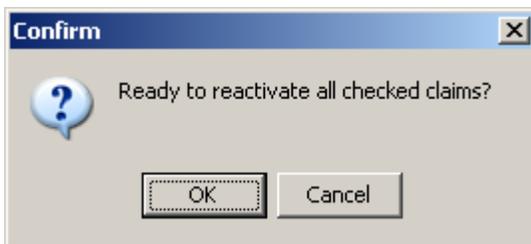
Change the Location to transmitted only (TR).



Go to Filter on the toolbar, choose Check All Claims From A Selected Transmission. The following screen will appear, highlight the transmission to be reactivated, then click on select.



The Transmission Log will disappear and you will be back at the Claims List window, Go to Actions on toolbar and select Reactivate All Checked Claims. The following message will appear, click OK.

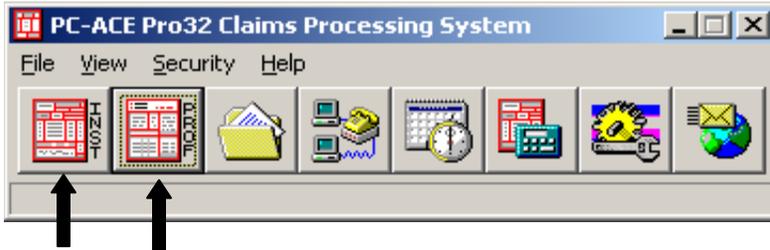


Change the location to CL-to be transmitted. The claims are in a UNP status and ready to make changes, open each claim, make changes as needed and then click on Save. Once the claims are in a CLN status they are ready to be prepared and transmitted.

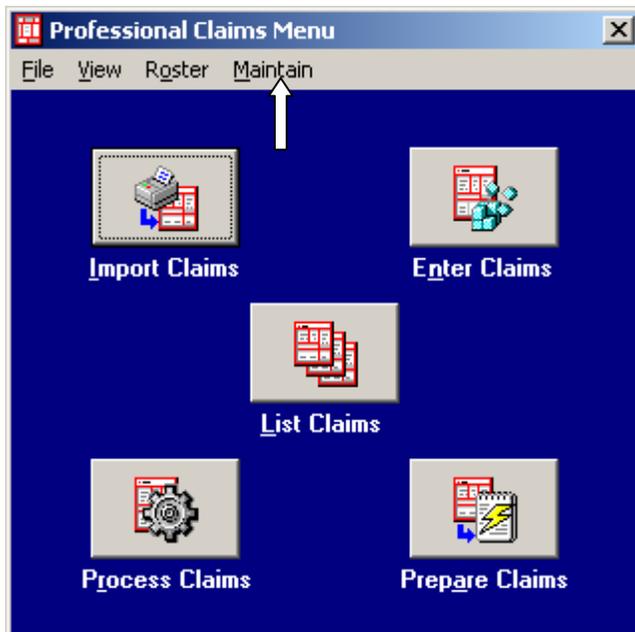
Reactivating Entire Batch (when no changes need to be made on any of the claims)

****The only time to use this type of reactivation is when there are NO changes to ANY of the claims in the file.**

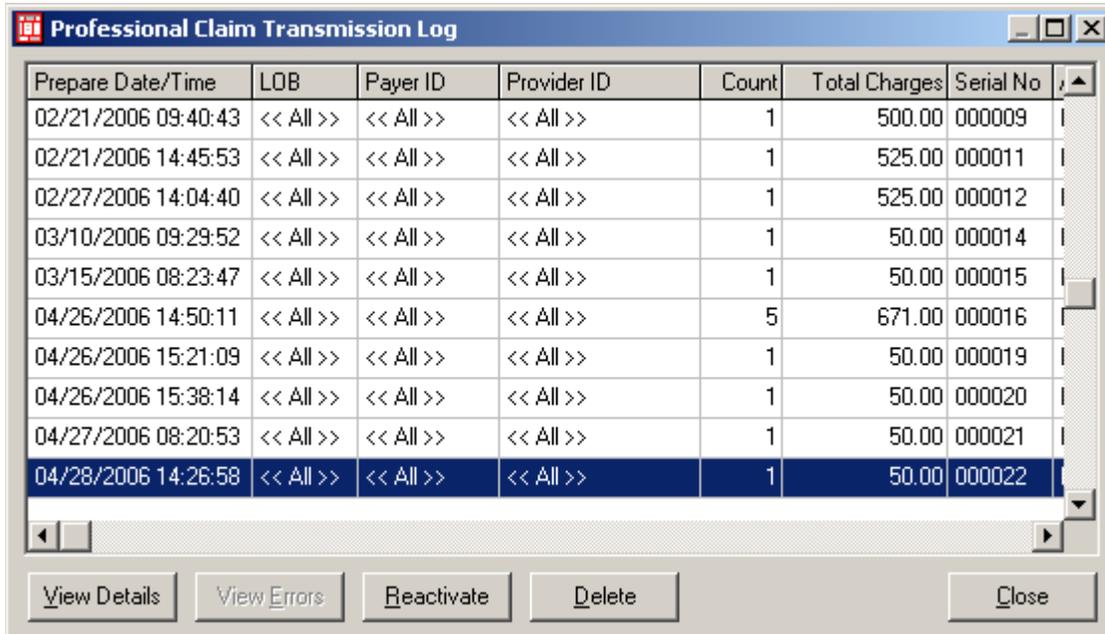
From the PC-ACE Pro32 Main Toolbar, click either the Institutional Claims Processing button or the Professional Claims Processing button to display the Claims Menu.



From the Claims Menu, select Maintain and then select Transmission Log from the toolbar.



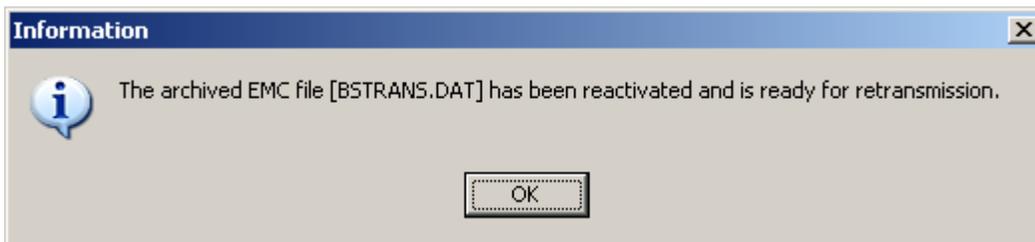
Locate the batch of claims to be reactivated, highlight and then click on Reactivate.



| Prepare Date/Time | LOB | Payer ID | Provider ID | Count | Total Charges | Serial No |
|---------------------|-----------|-----------|-------------|-------|---------------|-----------|
| 02/21/2006 09:40:43 | << All >> | << All >> | << All >> | 1 | 500.00 | 000009 |
| 02/21/2006 14:45:53 | << All >> | << All >> | << All >> | 1 | 525.00 | 000011 |
| 02/27/2006 14:04:40 | << All >> | << All >> | << All >> | 1 | 525.00 | 000012 |
| 03/10/2006 09:29:52 | << All >> | << All >> | << All >> | 1 | 50.00 | 000014 |
| 03/15/2006 08:23:47 | << All >> | << All >> | << All >> | 1 | 50.00 | 000015 |
| 04/26/2006 14:50:11 | << All >> | << All >> | << All >> | 5 | 671.00 | 000016 |
| 04/26/2006 15:21:09 | << All >> | << All >> | << All >> | 1 | 50.00 | 000019 |
| 04/26/2006 15:38:14 | << All >> | << All >> | << All >> | 1 | 50.00 | 000020 |
| 04/27/2006 08:20:53 | << All >> | << All >> | << All >> | 1 | 50.00 | 000021 |
| 04/28/2006 14:26:58 | << All >> | << All >> | << All >> | 1 | 50.00 | 000022 |

Buttons: View Details, View Errors, Reactivate, Delete, Close

You will receive the messages below, click OK on both.



This will reactivate and prepare the claims all in this one step. You are now ready transmit your file.