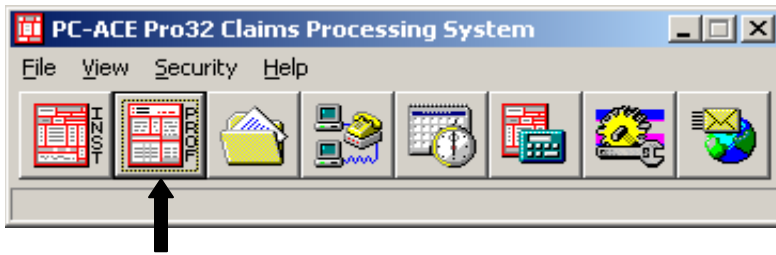


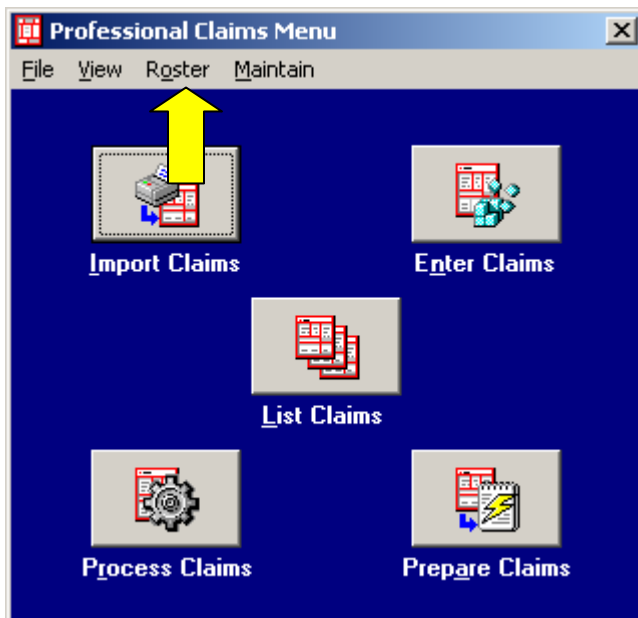
# **ROSTER BILLING**

## 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 ]

Patient Information | Insured & Misc Info (Line 1)

LN	Patient Control No.	Insured's ID	Patient's Last Name	First Name	MI	Suffix	Sex	Birthdate			
1	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ / / ]	[ ]	[ ]	[ ]
	Patient Address Line 1	Patient Address Line 2	Patient City	State	Zip Code	AOB	SRC	P.Rel			
	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]			
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: 47163 Provider ID/No.: 22266636 Service Date: 09/01/2010 POS: 01 Type: I HCPCS: 90660 Refer. ID/UPIN: [ ] Vaccine Chg.: 10.00 Admin Chg.: 10.00

Patient Information | Insured & Misc Info (Line 2)

LN	Patient Control No.	Insured's ID	Patient's Last Name	First Name	MI	Suffix	Sex	Birthdate			
1	222666090102ENT01	MMM123456789	DOE	MARY	[ ]	[ ]	F	06/05/1932	[ ]	[ ]	[ ]
	Patient Address Line 1	Patient Address Line 2	Patient City	State	Zip Code	AOB	SRC	P.Rel			
	1234 FLU ST	[ ]	TOPEKA	KS	66666-6666	Y	B	[ ]			
2	222666090102ENT02	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ / / ]	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ / / ]	[ ]	[ ]	[ ]
3	222666090102ENT03	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ / / ]	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ / / ]	[ ]	[ ]	[ ]
4	222666090102ENT04	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ / / ]	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ / / ]	[ ]	[ ]	[ ]
5	222666090102ENT05	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ / / ]	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ / / ]	[ ]	[ ]	[ ]

Save Cancel

If the patient is someone other than the subscriber you will enter the correct relationship code by placing your cursor in the P.Rel field and doing a right mouse click. This will bring up your selection of valid relationship codes.

Once this field is populated, the software will automatically bring up a screen for Insured Information, complete this accordingly.

The screenshot shows the 'Professional Roster Billing Form' window. The 'Patient Info & General' tab is active, and the 'Extended Roster Info' sub-tab is selected. The form contains the following fields:

Payer ID	Provider ID/No.	Service Date	POS	Type	HCPCS	Refer. ID/UPIN	Vaccine Chg.	Admin Chg.
47163	22266636	09/01/2010	01	<input type="checkbox"/>	90660		10.00	10.00

Below this table, the 'Insured & Misc Info (Line 1)' sub-tab is active. It contains the following fields:

Insured's Last Name	Insured's First Name	MI	Suffix
		<input type="checkbox"/>	

Insured's Address Line 1	Insured's Address Line 2	Insured's City	State	Zip Code

There is also a 'Diagnosis' field with a dropdown arrow.

At the bottom right, there are 'Save' and 'Cancel' buttons.

Next Click on Extended Roster Info tab.

The screenshot shows the 'Professional Roster Billing Form' window with the 'Extended Roster Info' tab active. It is divided into three main sections:

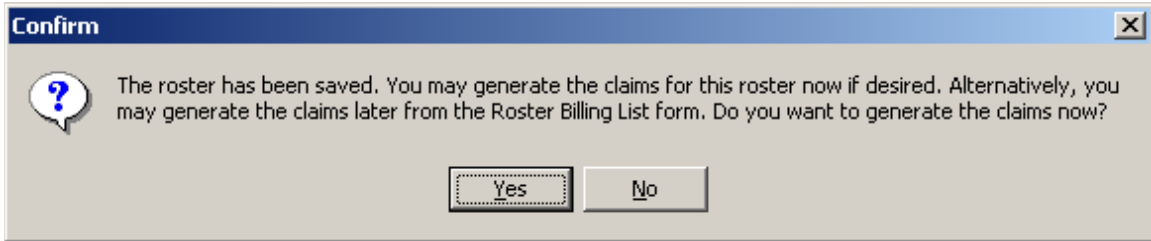
- Referring Physician Information:** Includes fields for Name (L/F/M/S), Address, City/St/Zip, Phone, ID/UPIN Type, Tax ID/Type, and NPI.
- Facility Information:** Includes fields for ID/Type, Name, Address, City/St/Zip, and Tax ID/Type.
- Miscellaneous Information:** Includes a 'Proc. Desc.' field.

At the bottom right, there are 'Save' and 'Cancel' buttons.

Facility information is required when submitting POS other than 11 or 12

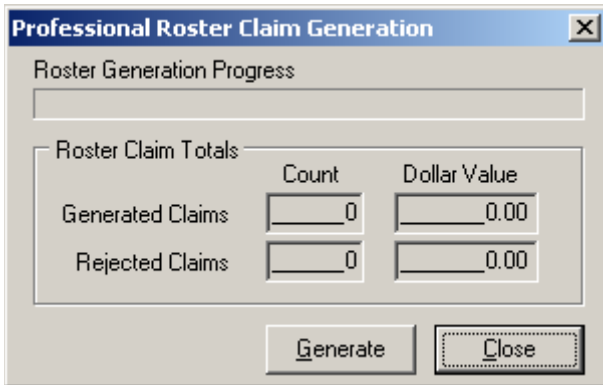
Once both screens are completed, Click save.

You will get this box.



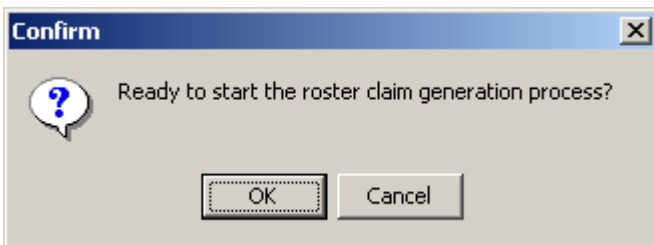
If you click Yes, you can no longer add to or change the roster billing.

If you click NO, You can go back and change the roster billing or add to the roster billing by going to Maintain Roster Billing.

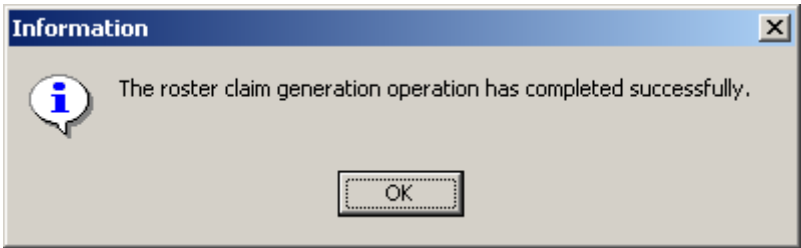


When you click yes, you get this box

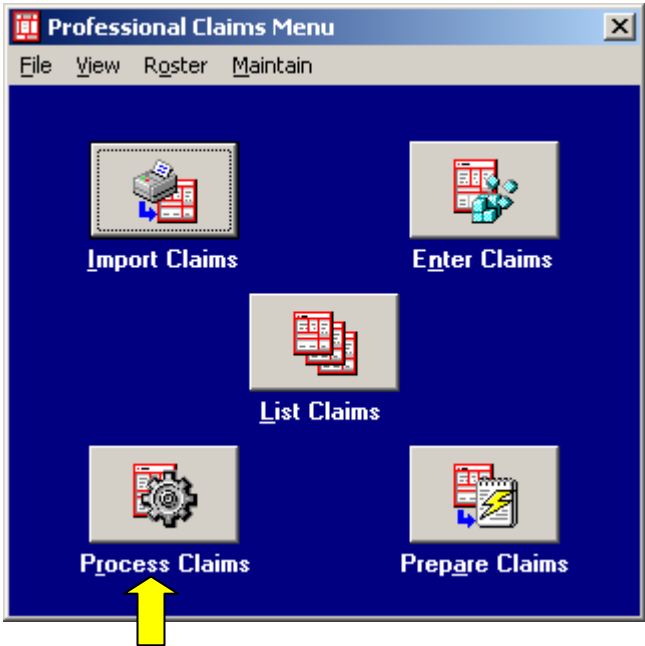
Click Generate.



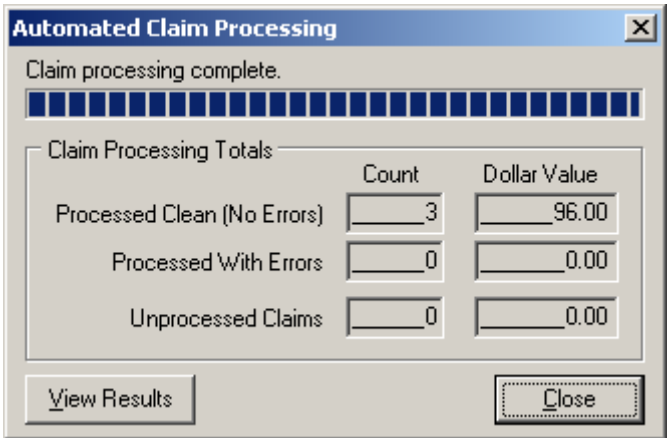
Click OK



Click OK again



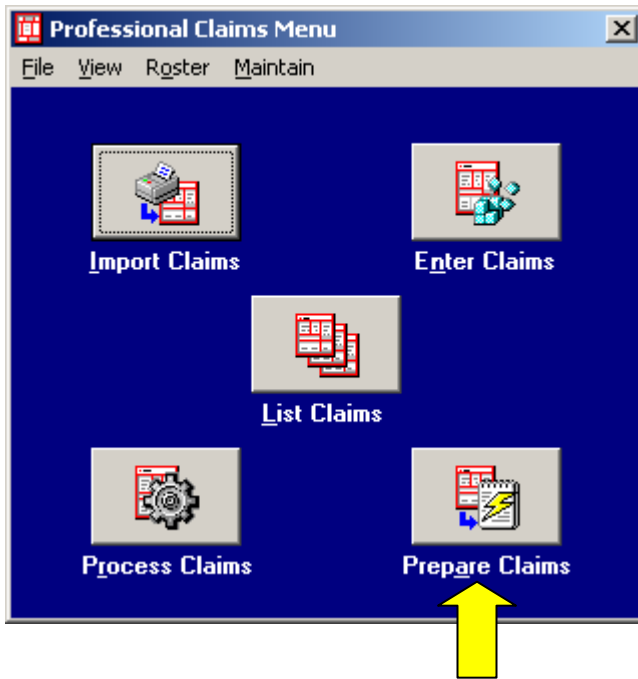
You MUST Process Claims after you have generated them.



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

**NOTE:**

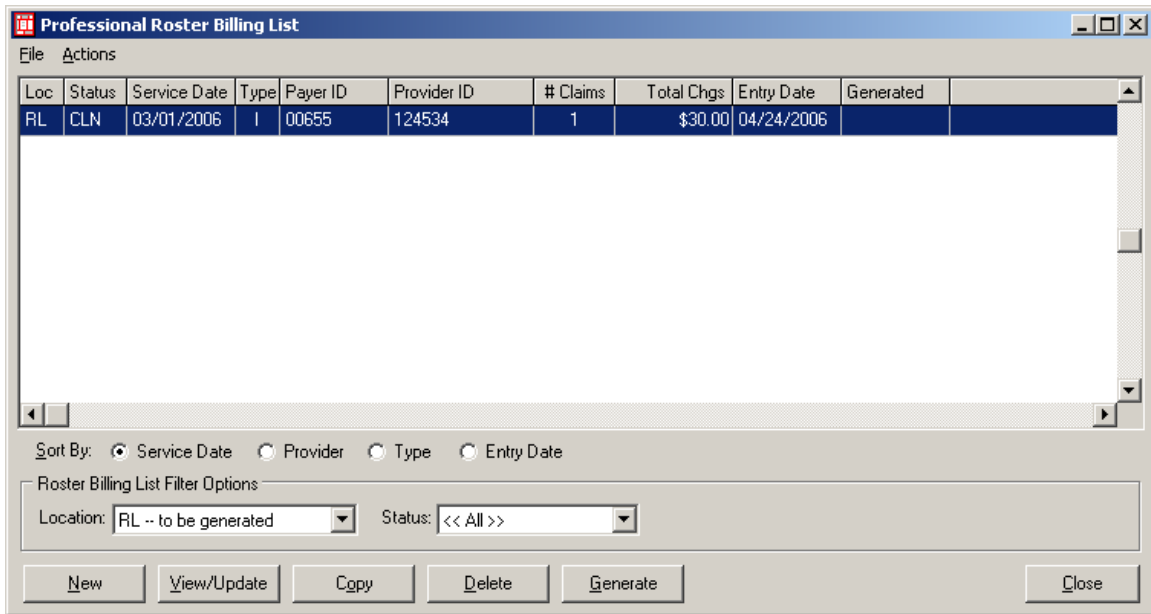
If you have errors when you process the claims you will need to go to List claims and correct the claims before you prepare



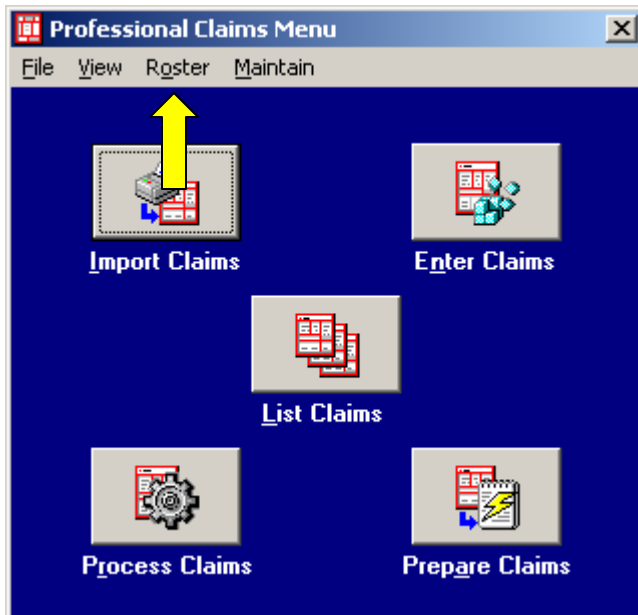
Now you can transmit the claims. See Chapter 5.

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.

