

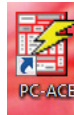
# PC-ACE Roster Billing Reference File Job Aid

## Required Items:

- **PC-ACE software:** To download go to <https://www.cgsmedicare.com>, select the Medicare tab, select your region's workload, select EDI tab and click PC-ACE Pro32 Software link. Choose the PC-ACE Pro32 Software (full install link.)
- Medicare Administrative Contractor (MAC) Payer ID:
  - J15 KY Part B – 15102
  - J15 OH Part B – 15202
- Provider Transaction Access Number (PTAN)
- National Provider Identifier (NPI)
- Tax Identification Number (TIN)
- Medicare ID Number
- Other Insurer information (if applicable)

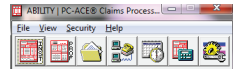
## Setting up Reference Files:

- Launch the PC-ACE software by clicking on the icon on your desktop.
- Enter the default user ID and password, SYSADMIN (in both fields).
- Select the Reference file icon:



## Payer Setup

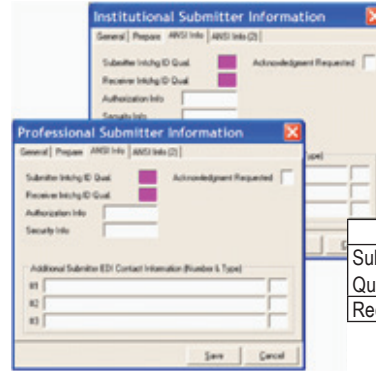
- Select the Payer Tab. Complete the following fields:
  - Payer ID, Line of Business (LOB)\*, Full Description, Source\* and Usage\* (\*Right click in field to make a valid selection.)
- Click Save



## Submitter Setup

- Select Codes/Misc tab
- Click the Submitter tab
- For Part B providers select Professional Claim Type and New
- A new window will open. Complete the following fields:
  - LOB, Payer ID, ID (Submitter ID), Name, Address, City, State, Zip, Phone, and Contact
- Click the ANSI Info tab
- Click Save.

## Provider Setup



On the **ANSI Info** tab, complete the following fields and then click on save:

	Professional
Submitter Intchg ID	27
Qual	
Receiver Intchg ID Qual	27

Complete the provider reference file that applies to your facility or practice for Professional (Part B)

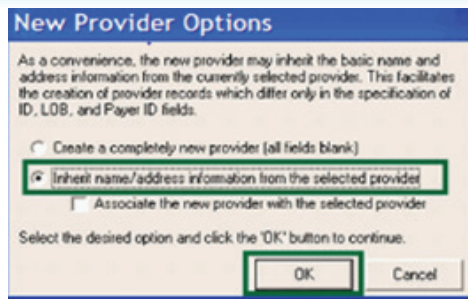
### Professional

- Determine the provider type:
  - Use Solo Practice when the PTAN is not linked to any other PTAN and there are no members attached to the PTAN.
  - Use Group Practice when the Medicare PTAN is linked to others and there are members attached to the PTAN.
  - Use Individual in Group when the Medicare PTAN is linked to others and belongs to a group.
- Select Solo Practice as Provider Type and complete the following fields:
  - Organization or Last/First/MI, Address, City/St/Zip, Provider ID/No., LOB (MCB), Payer ID, NPI, Tax ID- Type only, Specialty, Type Org, Accept Assign, Participating, Signature Ind, and Date.
- Click Save
- Select Group Practice as Provider Type and complete the following:
  - Group Name, Address, City/St/Zip, Phone, Contact, Group ID/No., LOB, Payer ID, Group Label (Name of company), NPI, TaxID/Type, Specialty, Type Org, Accept Assign, Participating, Signature Ind, and Date (date of signature).
- Click Save

### Individuals in Groups

**Note:** To add individuals to group practices, highlight the group practice.

- Select New, on the New Provider Options window
- Select Inherit name/address information from the selected provider and then click OK.



- Most fields on the Professional Provider Information screen will auto populate
- Complete Last/First/MI, LOB, Group Label, (which is the same as the Group Label on your Group Practice screen), NPI and Type Org.
- Click Save

## Patient Setup (Optional for Roster Billing)

The Patient Reference Files saves time and Keystrokes by storing information specific to your patient.

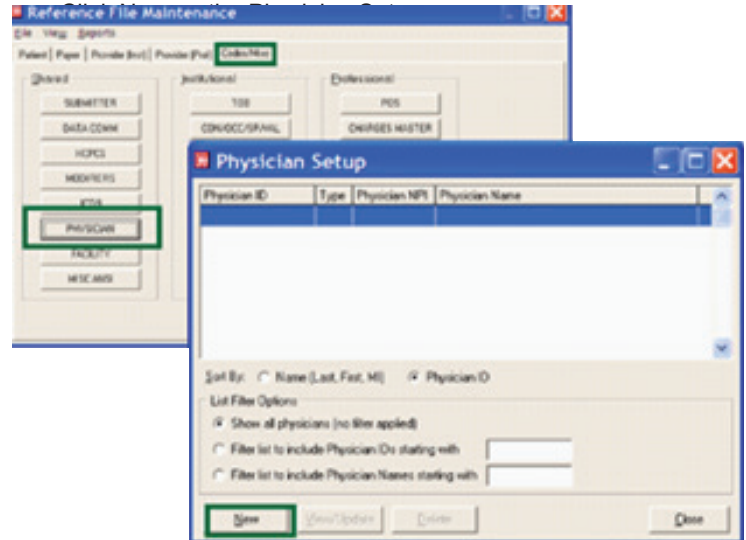
- Select the Patient Tab and click New
- On the General Information tab complete the following information:
  - Last Name, First Name, Address/City/ST/Zip code, Patient Control Number, Sex, DOB, Signature on File, Release of Info (ROI), and ROI Date.
- Select the Primary Insured (Inst) or Primary Insured (Prof) tab.
- Complete Payer ID, Rel (select 18 for Medicare Primary patients), Insured ID (Medicare ID Number), Assign of Benefits, Release of Info, and ROI Date.
- Click Save.

## Optional Reference Files

### Physician Reference File

The Physician Reference File tab is for adding Referring, Attending, and Supervising physician.

- Select the Codes/Misc tab and click the Physician tab



- Physician's Last Name, First Name, and NPI
- Click Save

### Facility Reference File

- Select the Codes/Misc tab and click the Facility tab
- Complete the following fields:
  - Facility Name, Address, City/St/Zip
- Click Save

For more detailed information on please visit the PC-ACE Pro32 User Manual (<https://www.cgsmedicare.com/edi/Pro32/Pcace32.pdf>).