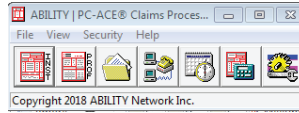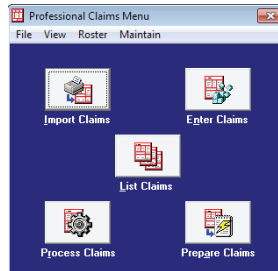# Building Roster Claims in PC-ACE

Launch the PC-Ace software by clicking on the icon on your desktop. Enter the User ID and Password.

- Select Prof

- Select Roster

- Then select New Roster Billing

- The Professional Roster Billing Form will populate.
- Move your cursor to the Payer ID box and right click to select your Payer ID
- Move your cursor to the Provider ID/No and right click to select your Provider ID/No
- In the Service date enter the date of the immunization
- In the POS right click to select code 60 Mass Immunization Center
- In the Type box right click and select either I-Influenza or P-Pneumonia
- In the HCPCS box right click to select the HCPCS code for the service or you may key it in
- If your service requires a referring provider you may enter it in the Refer ID
- Key the Vaccine charge in the Vaccine Chg. Box
- Key the Administration charge in the Admin chg. Box
- You are now ready to enter Patient information.
- PC ACE automatically loads the Patient control number

- Tab to the Insured's ID and key either the HIC# or the MBI #
- Tab to the Patient's Last Name box and enter that information
- Tab to the First Name and enter the Patient's First name
- The Middle Initial (MI) is optional
- Tab to the Suffix (this is an optional field to be filled out only as it appears on the Medicare Card)
- Tab to the Sex field and right click to select Male or Female
- Tab to the Birthdate and enter the patient's Date of Birth
- Tab to the Patient Address Line 1- Enter the patient's street address
- Tab to the Patient City and Enter the Patient's City
- Tab to the State and right click to enter the Patient's State
- Tab to the Zip Code and enter the patient's zip
- Tab to AOB right click in box and select appropriate
- Tab to SRC box and right click to select
- Tab to P. Rel and right click to select appropriate 18- self

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