

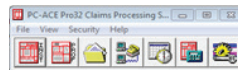
PC-ACE Pro 32 Reference File Job Aid

Required Items:

- **PC-ACE Pro 32 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 (v2.44.0.100 full install) link.)
- Medicare Administrative Contractor (MAC) Payer ID:
 - Region B: Home Health and Hospice – 15004
 - J15 KY Part A – 15101
 - J15 KY Part B – 15102
 - J15 OH Part A – 15201
 - J15OH 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 Pro 32 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:



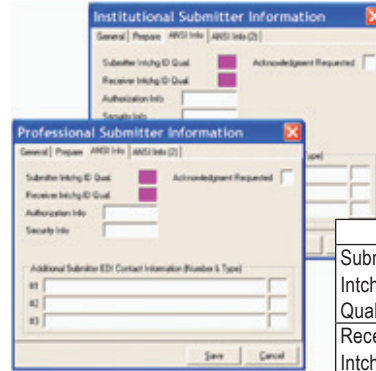
Payer Setup

- 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 A providers select Institutional Claim Type and New
- 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
 - Part A providers enter a 28 in the Submitter Intchg ID Qual field and Receiver Intchg ID Qual field. Part B Providers enter

a 27 in the Submitter Intchg ID and Receiver Intchg ID Qual field



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

	Institutional	Professional
Submitter Intchg ID Qual	28	27
Receiver Intchg ID Qual	28	27

- Click Save.

Provider Setup

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

Institutional

- Click on the Provider (Inst), click New to open
- Select Create a completely new provider (all fields blank). Click OK. (Use Inherit name/address information from the selected provider when linking a rendering provider to a group.)
- Complete the following fields:
 - Name, Address, City/St/Zip, Phone, Contact, Provider ID/No., LOB, NPI, Tax ID/Type
 - Optional: Tax Sub ID and Taxonomy/Type
- Click Extended Info tab, Complete the following fields:
 - Provider ID/No Type, Provider Accepts Assign, Provider SOF
- Click Save

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

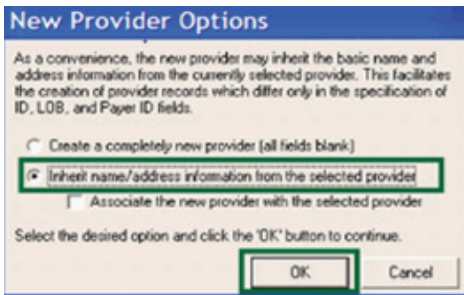
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- Select Group Practice as Provider Type and complete the following:
 - Group Name, Address, City/St/Zip, Phone, Contact, Group ID/No., LOB, Payer ID, Group Label (Name of company), NPI, TaxID/Type, Specialty, Type Org, Accept Assign, Participating, 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

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

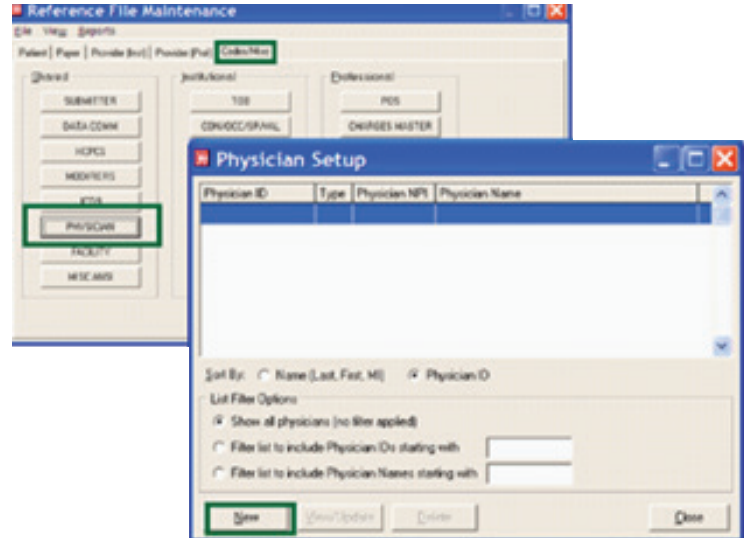
The Physician Reference File tab is for adding Referring, Attending, and Supervising physician.

- Select the Codes/Misc tab and click the Physician tab
- Click New on the Physician Setup screen

- Complete the following fields:
 - 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>).