

## **PC-ACE: Claim Preparation for Electronic Submission**

Once you have created claims in PC-ACE, you will be able to see them when you click *List Claims* in the *Professional Claims Menu*.



After clicking *List Claims*, here is what you will see:

₫	Professi	onal C	laim List		-			x
Fi	e Filte	r Act	ions Reports					
	Status	LOB	PCN	Patient Last	Bill Provider	Туре	Entered	S 🔺
	] CLN	BS	123456	SMITH	00075	Group	01/13/2014	0
	CLN	BS	123456	SMITH	00075	Group	01/13/2014	0
Ţ	<ul> <li>This is a list of claims that are ready to be transmitted to BCBSNE, you can view these items and make sure they look good.</li> <li> <ul> <li></li></ul></li></ul>						Þ	
I	<u>S</u> ort By:	Pati	ent Name 🛛 🔿 P	CN C Entry Date	C Service Date	e		
K	Claim List	Filter U	ptions					
	ocation:	CL t	to be transmitted	Status: << /	All >>	- LI	0B: << All >>	•
	Checked	claim c	oun <mark>c</mark> O		Clear Filters	Advan	ced Filter Option	ns
	<u>N</u> ew		View/Update	Сору	<u>)</u> elete		<u> </u>	

If the information appears to be satisfactory, and you're ready to transmit the claims, you can begin the preparation process.

## **Claims Preparation Process**

1. Click on the Prepare Claims icon.



2. The LOB should be BS for Blue Cross/Blue Shield – you will not need to modify the other boxes. Then click on *Prepare Claim*.

Professional Claim Prepare For T	ransmission				
Include Claims Matching					
LOB: BS 🗨					
Payer: << All Payers for LOB	(8) >>				
Provider: << All Providers for Pa	ayer(s) >>				
Submission Status	Include Error Claims?				
Production	C Yes				
C Test C No					
	Prepare Claim				

3. Your screen will now display a warning box informing you that you are replacing the file **BSTRANS.DAT** – found in your **WINPCACE** folder. Click **OK** to continue the process.



• Next, you will see an information box with the status of your request. Click **OK** to close the box.



4. The screen will display the **Claim Prepare for Transmission** information. This information will advise how many items were prepared and the dollar value. You can close this window after you have reviewed the information. You can also look at the information within **View Results**.

Claim F	Prepare For Transn	nission	<b>—</b> ×	
Claim	prepare operation c	omplete		
Pre	pare Totals	Count	Dollar Value	١
	Prepared Llean Rejected		230.00	J
⊻ie	ew Results		Close	

5. So where are those claims you just prepared? They are stored in your **WINPCACE FOLDER** on your C drive. The saved claims are called **BSTRANS.DAT**, and the modified date and time will match up to the processes you have just completed.

G ⊂ Computer ►	Local Disk (C:)  WINPCACE		<u> </u>		1
Organize 🔻 🏼 🍘 Open 🔻	Print Burn New folder				
쑦 Favorites	Name	Date modified	Туре	Size	
🧾 Desktop	ANSI.CTL	1/13/2014 8:55 AM	CTL File	1 KB	
〕 Downloads	BSCLMACT.LOG	1/13/2014 8:55 AM	Text Document	82 KB	
🕮 Recent Places	BSTRANS.DAT	1/13/2014 8:55 AM	UltraEdit Docume	2 KB	
	pcace32.ini	1/13/2014 8:55 AM	Configuration sett	38 KB	
📃 Desktop	SAVENSFH.DAT	1/13/2014 8:55 AM	UltraEdit Docume	22 KB	

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## **SENDING PREPARED CLAIMS**

To transmit test claims you will log into the test URL: <u>\\filoma01ts1\tumbleweed</u>

For testing purposes, you will use the login of **BCBSNETEST**. A password will be emailed to your office.

Once testing is completed, your practice will be given access to a different production URL. The login will be the unique trading partner number assigned to you, in addition to your password.

BCBS	Of Nebraska	Secure File System
Login Name: Password:	BCBSNETEST	GoGreenWith Blue Look for more information coming for this new BCBSNE promotion. We want to help everyone cut costs by getting off paper and using EDI (electronic data interchange). Thank you!

Once you sign in, you will see a blank screen; what is needed is for the user to upload the items.

Open the document; this will load it to the default screen. In order to do this, you will need to have the program browse for the claims stored in your PC-ACE software/WINPAXE folder.

SecureTransport					
Welcome to SecureTransport					
The claims will be INBOUN and click on the <u>inbound fo</u> Browse	D ITEMS for BCBSNE. S Dider Upload Nile	Select	Set ASCII		
Files					
Name	Size [B]	Date			
<u> inboun</u>		Jan 13 10:36			
		Jan 13 10:36			

Click on *Browse* to select the location the program is stored in your system. In our system, we store it on the C drive. Find the WINPCACE folder, <u>open</u> the folder and look for the BSTRANS.DAT document. Open the document; this will load it to the default screens browser.

(Continued)

Choose File to Upload	to a state of the		×
Coo ( Kocal (	Disk (C:) 🕨 WINPCACE 🕨 🚽 🍫	Search WINPCACE	٩
Organize 🔻 New fo	older		
🔆 Favorites	▲ Name	Date modified	Туре 🖍
🧮 Desktop	Ansi837i.exe	11/1/2010 9:02 AM	Applicatio
📜 Downloads	Ansi837u.exe	12/13/2013 2:16 PM	Applicatio
🕮 Recent Places	🗊 Ansi997r.exe	1/18/2011 10:35 AM	Applicatio
Nesktop		1/13/2014 8:05 AIVI	
🥃 Libraries	BCPRNTMP.CTL	4/30/1999 4:05 PM	CTL File
Documents	BCPRNTV2.CTL	9/7/2006 8:37 AM	CTL File
J Music	BSCLMACT.LOG	1/13/2014 8:55 AM	Text Doci
Pictures	BSDATCOM.DAT	1/13/2014 8:05 AM	UltraEdit
😸 Videos	BSTRANS.DAT	1/13/2014 8:55 AM	UlraEdit
French, Christine	C4dll.dll	8/22/2002 12:54 PM	Applicatio
🖳 Computer	😼 Client32.exe	12/26/2013 11:57	Applicatio
📬 Network	😼 Clientup.exe	12/26/2013 11:58	Applicati
Control Panel	Emcsp301.dat	12/13/2013 9:17 AM	UltraEdit 📼
600 B 1 B	÷ {		•
File	e name: BSTRANS.DAT	All Files (*.*)	•
		Open K	Cancel

2. Once file is in the browser, click on the Upload File button.

SecureTrans	port		
Welcome to SecureTransport			
<u>⊜_/</u> <u>⊜ inbound</u> ☆			
	RANS Browse Upload Fil	File is now loaded - click on Uploa	ad file. Set ASCII Change Password
Files			
Name	Size [B]	Date	File Options

3. Uploaded files move rapidly into production, so this report may not be your inbound folder or it may be there and then disappear. Trading Partners will collect Acknowledgement (999, CCR) reports from the outbound folders, If you are sending in test claims, there are no reports created.

Files move rapidly into       inbound       disappear.       Browse	Files move rapidly into production so this report in you inbound folder may not show up or may disappear. The acknowledgment of the file transfer is the 999 and CCR reports. Browse Upload File Set ASCII Change Password				
Files					
Name	Size [B]	Date	File Options		
DBSTRANS.DAT	1345	Jan 13 10:29	*		

- 4. Once you have sent the test claims, please email <u>edisupport@nebraskablue.com</u>. The claims will be tested to see if any corrections are needed so the practice can go into claims data production.
- 5. Testing of received claims will normally take about 2-3 business days.

6. You will receive a eparate email advising that your claims failed or passed testing. Corrective steps may be given and claims may have to be retested.