

EDI Support Services

Billing Roster Claims Electronically Using PC-ACE Pro32

Creating a New Roster Billing Form

1. Select the New Roster Billing item from the Professional Claims Menu main Roster menu. PC-ACE Pro32 automatically creates and displays an empty roster billing form.

In this document:

- Instructions for entering roster claims in PC-ACE Pro32.
- Roster claim are a simplified way to create influenza or pneumococcal pneumonia claims

The image shows two overlapping windows from the PC-ACE Pro32 software. The background window is titled 'Professional Claims Menu' and has a menu bar with 'File', 'View', 'Roster', and 'Maintain'. A red circle highlights the 'New Roster Billing' option in the 'Roster' menu, with a red arrow pointing to the foreground window. The foreground window is titled 'Professional Roster Billing Form' and has two tabs: 'Patient Info & General' (selected) and 'Extended Roster Info'. The form contains several input fields for patient and provider information, including 'Paper ID', 'Provider ID/No.', 'Service Date', 'POS', 'Type', 'HCPCS', 'Refer ID/AJFIN', 'Vaccine Chg.', and 'Admin Chg.'. Below these are five rows of patient information, each with columns for 'LN', 'Patent Control No.', 'Address Line 1', 'Insured's ID', 'Address Line 2', 'Patient's Last Name', 'City', 'First Name', 'MI', 'Sex', 'State', 'Birthdate', and 'Zip Code'. At the bottom right of the form are 'Save' and 'Cancel' buttons.

Entering Roster Billings Using PC-ACE Pro32

When roster billings are submitted electronically using PC-ACE Pro32, there are a few data elements that need to be included on the claim in order for that claim to process correctly. The Professional Roster Billing Form provides access to all data elements of the professional roster billing. The roster billing form consists of two tabs:

1. **Patient Info & General tab** - includes general roster and patient information fields.

Billing Roster Claims Electronically Using PC-ACE Pro32 Continued...

- A. The upper section of this tab presents those fields that will be common to all claims generated from the roster billing.
- i. Payer ID field – Right click in the Payer ID field to select the appropriate Payer ID.
 - ii. Provider ID/No. field – Enter the provider’s Medicare billing number.
 - iii. **Note:** The provider must be entered in the Reference File Maintenance in order to enter roster billings.
 - iv. Service Date field – Enter the date the service was performed.
 - v. POS field – (Place of Service) Enter the code that identifies where the service was performed. Right click in the POS field to get a list of valid options.
 - vi. Type field – Enter the roster billing type (Enter ‘I’ for Influenza or ‘P’ for Pneumococcal Pneumonia.)
 - vii. HCPCS field – Enter the appropriate procedure code that describes the service. Right click in the HCPCS field to get a list of valid options
 - viii. **Note:** Depending on the roster billing type selected in the Type field, the HCPCS codes listed will vary.
 - ix. Refer. ID/UPIN field – Enter the referring physician’s NPI.
 - x. **Note:** This is not a required field. However, if an NPI is entered, the referring physician’s last name and first name are required to be entered in the Extended Roster Info tab.
 - xi. Vaccine Chg. field – Enter the vaccine charge related to the service.
 - xii. Admin Chg. field – Enter the administrative charge related to the service.
- B. The lower section of the form presents those fields that are unique to each claim generated from the roster billing.
- i. Patient Control No. field – This field is auto-populated by PC-ACE Pro32.
 - ii. Insured’s ID field – Enter the insured’s identification number assigned by the payer.
 - iii. Patient’s Last Name field – Enter the patient’s last name.
 - iv. First Name field – Enter the patient’s first name.
 - v. MI field – Enter the patient’s middle initial.
 - vi. Sex field – Enter the appropriate code indicating the gender of the patient. Right click in the Sex field to get a list of valid options.
 - vii. Birthdate field – Enter the patient’s date of birth.
 - viii. Address Line 1 field – Enter the patient’s mailing address.

Billing Roster Claims Electronically Using PC-ACE Pro32 Continued...

- ix. Address Line 2 field – Enter the patient’s mailing address if the complete address did not fit in Address Line 1.
- x. City field – Enter the patient’s city.
- xi. State field – Enter the patient’s state.
- xii. Zip Code field – Enter the patient’s zip code.

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. Admin Chg.

LN	Patient Control No. Address Line 1	Insured's ID Address Line 2	Patient's Last Name City	First Name	MI	Sex State	Birthdate Zip Code
1							
2							
3							
4							
5							

Save Cancel

- 2. **Extended Roster Info tab** - includes any supplemental common fields that may be required in certain situations.

Billing Roster Claims Electronically Using PC-ACE Pro32 Continued...

Professional Roster Billing Form

Patient Info & General Extended Roster Info

Referring Physician Information

Name (L/F/M)

Address

City/St/Zip

Phone ID/UPIN Type

Tax ID/Type

Facility Information

ID/Type

Name

Address

City/St/Zip

Tax ID/Type Facility Type

Save Cancel

- A. Enter all needed roster billing information into the Professional Roster Billing form. Once all claim information is entered, select Save.
- B. A prompt displays asking the user to generate the claims. By selecting Yes, PC-ACE Pro32 automatically generates the claims for the roster billing.

Confirm

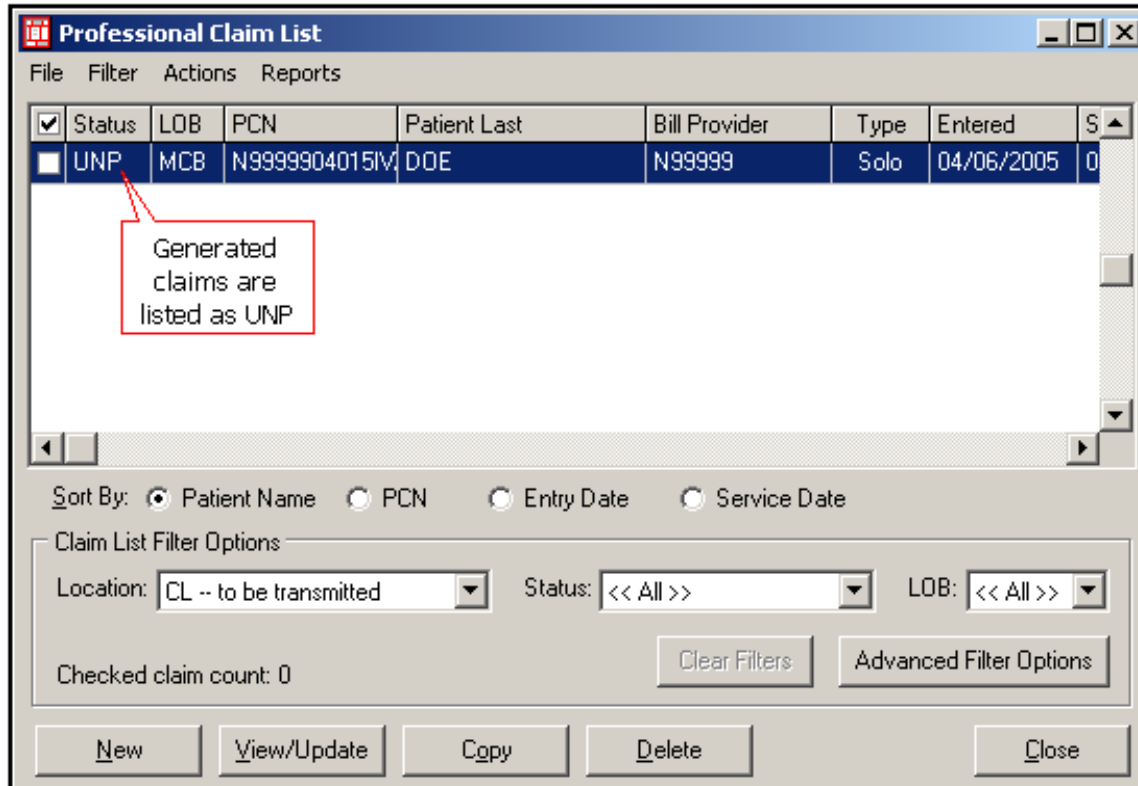
The roster has been saved. You may generate the claims for this roster now if desired. Alternatively, you may generate the claims later from the Roster Billing List form. Do you want to generate the claims now?

Yes No

Processing Roster Billings

After a roster claim has been generated, the claims display in the Professional Claims List in an unprocessed – UNP status.

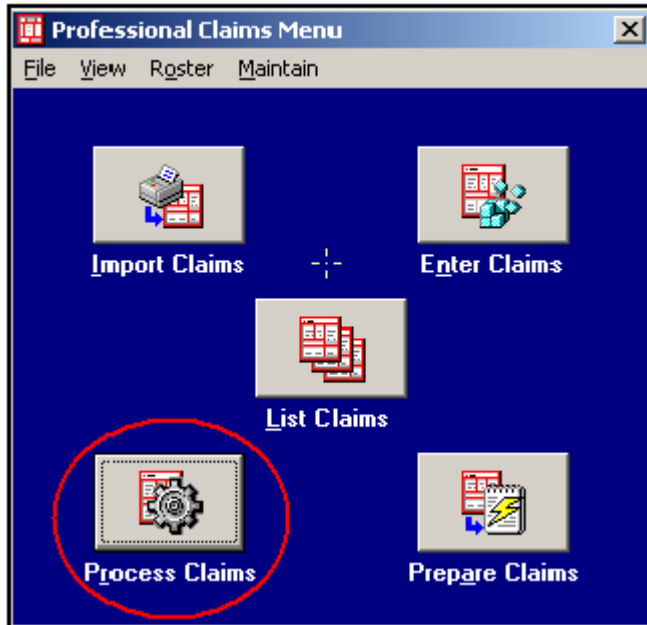
Billing Roster Claims Electronically Using PC-ACE Pro32 Continued...



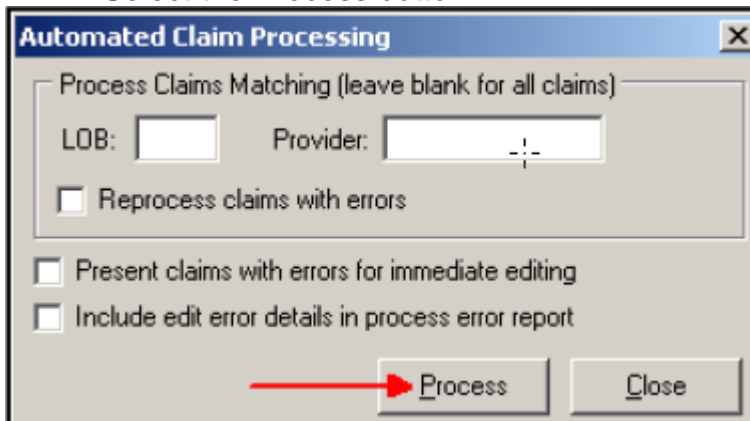
In order to prepare and transmit the claims, they need to be processed in the PC-ACE Pro32 system. Claim processing refers to a specific set of edit validation rules that are built into PC-ACE Pro32 that mark the claim as clean (CLN), contains non-fatal errors (ERR), or contains fatal errors (ERF).

1. Select the Process Claims icon from the Professional Claims Menu.

Billing Roster Claims Electronically Using PC-ACE Pro32 Continued...



2. Select the Process button.



3. The claim changes from an unprocessed status to a processed status. At this point, the claims are ready to be prepared and transmitted to EDI Support Services. Follow normal PC-ACE Pro32 procedures to complete these steps.