

EDI Support Services

Instructions for Translating Functional Acknowledgment Reports (ANSI-997) Using PC-ACE Pro32

The following is a checklist of the steps needed to import, translate and read Functional Acknowledgment (ANSI-997) Reports using PC-ACE Pro32.

- Download the Functional Acknowledgment (ANSI-997) Report from the EDI Support Services (EDISS) Bulletin Board System (BBS).



Note: The Functional Acknowledgment (ANSI-997) Report is created by EDISS upon receipt of an ANSI 837 claim file.



(For more information on downloading reports from the BBS, refer to the “**Receive Files**” section (p. 2) of the *Bulletin Board System* documentation.)

- Copy the Functional Acknowledgment (ANSI-997) Report file to the PC-ACE Pro32 staging directory.



Right-click on the Functional Acknowledgment (ANSI-997) file and choose Copy. Right-click on the Start button, select Explore, and navigate to the appropriate PC-ACE Pro32 staging directory as follows:

Institutional: winpcace\ansi997\ackub92

Professional: winpcace\ansi997\ack1500

Once in the correct staging directory, right-click and choose Paste.



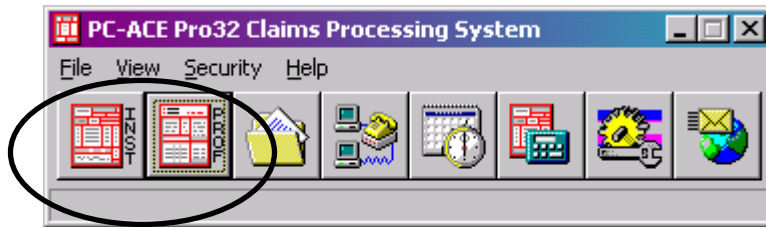
Note: For single-user installations, these staging directories will reside on the local drive to which PC-ACE Pro32 was originally installed (i.e. C:\). For multi-user “networked” installations, the staging directory will be located on the shared network drive on which the software was originally installed.

- Open the PC-ACE Pro32 program.

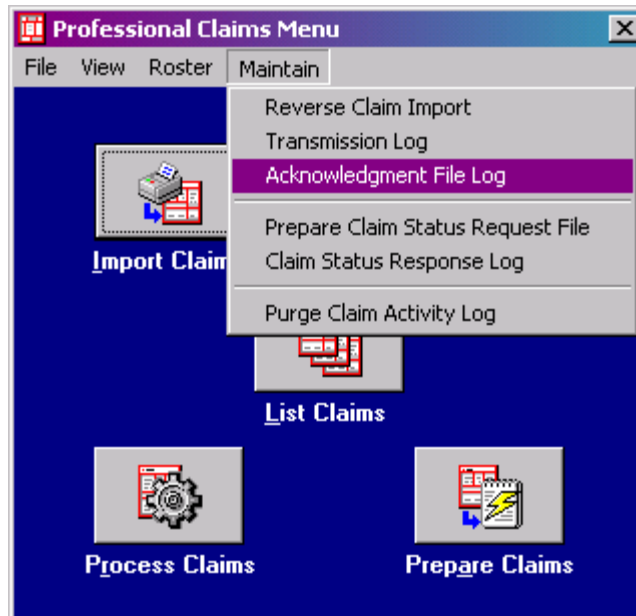


Double-click on the PC-ACE Pro32 icon on your desktop.

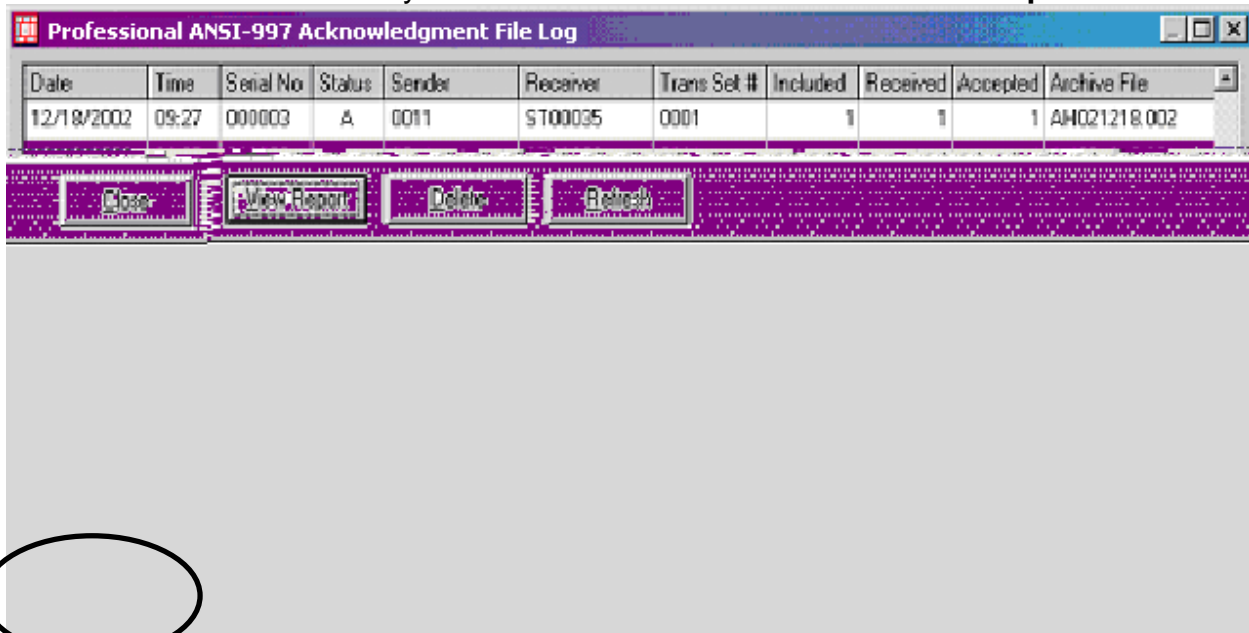
- In your PC-Ace Pro32 toolbar, click on the **Inst** or the **Prof** button.



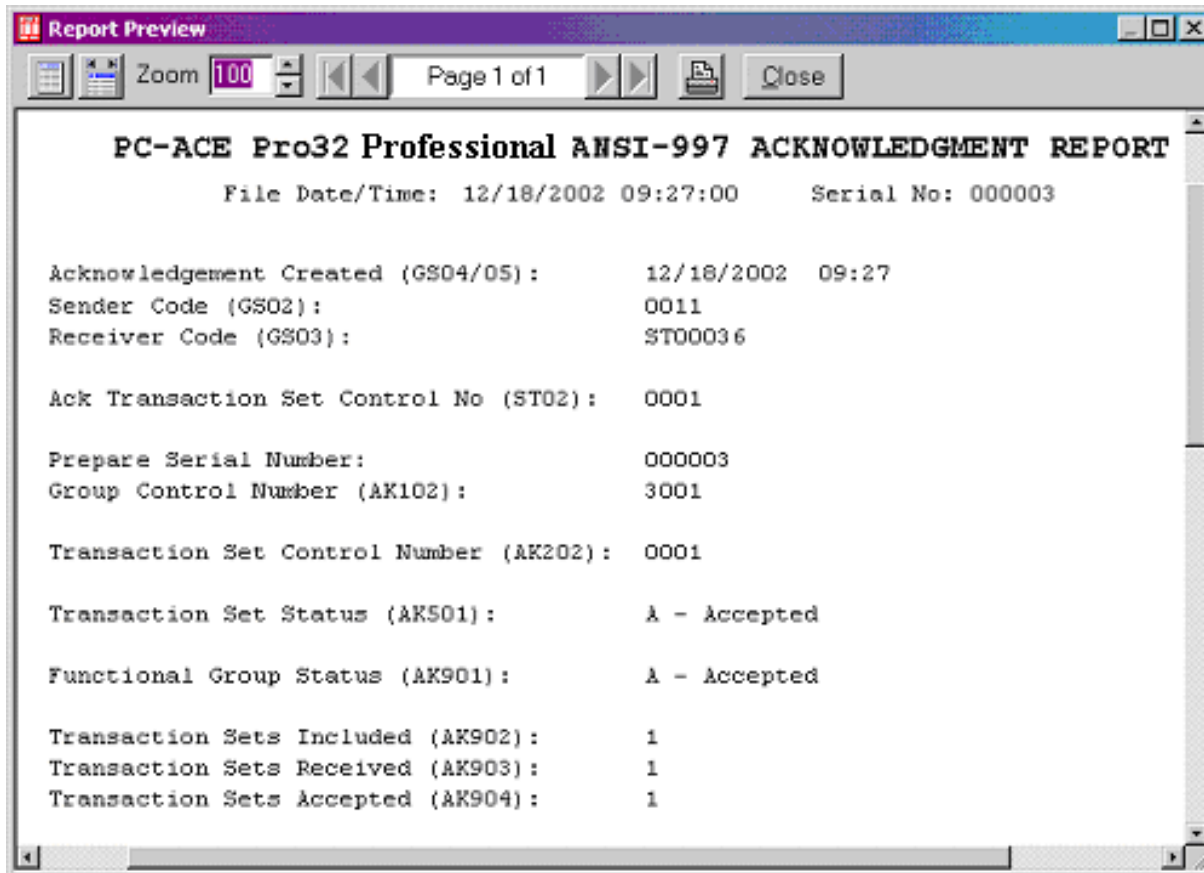
- ❑ In the Institutional or Professional Claims Menu click on **Maintain** and choose **Acknowledgment File Log**.



- ❑ Select the ANSI-997 file you wish to review and click on the **View Report** button.



- ❑ The PC-ACE Pro32 ANSI-997 Acknowledgment Report will display the information for the selected Functional Acknowledgment (ANSI-997) Report file.



- Click on the **Print** button in the Report Preview if you wish to print a paper copy of the Functional Acknowledgment (ANSI-997) Report.
- Click on the **Close** button in the Report Preview if you wish to close the window.
- Click on the **Delete** button in the ANSI-997 Acknowledgment File Log window if you wish to delete the selected Functional Acknowledgment (ANSI-997) File from PC-ACE Pro32.

Note: If you are using PC-ACE Pro32 to prepare claims files, you should rarely if ever receive a Functional Acknowledgment (ANSI-997) Report that contains errors. The software has been developed and tested to ensure it prepares ANSI-compliant 837 claim files. In the exceptional instance an error is reported on the Functional Acknowledgment (ANSI-997) Report, PC-ACE Pro32 will identify that error in the ANSI-997 Acknowledgment Report shown above.



For more information on reading Functional Acknowledgment (ANSI-997) using PC-ACE Pro32, refer to the Help feature within PC-ACE Pro32 under the topic “acknowledgment files”. If you need further assistance, contact EDI Support Services via phone at 800-967-7902, via fax at 877-269-1472 or via e-mail at support@edissweb.com.