EDI Support Services

Preparing Claims in PC-ACE Pro32

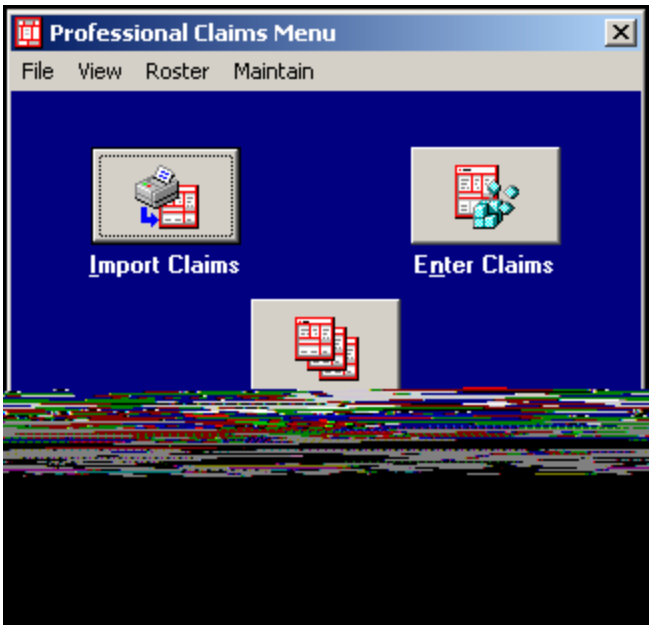
Once entered claims are in a CLN (clean) status, they are ready to be prepared. Preparing claims puts them into an electronic format that EDI Support Services (EDISS) can accept. The prepare function does not send the claims to the EDISS Bulletin Board System (BBS).

Note: North Dakota (ND) Medicaid claims must be prepared separately from claims for other lines of business.

In this document:

- Learn how to prepare claims in PC-ACE Pro32

1. From the Claims Menu, select Prepare Claims.



The Claim Prepare for Transmission screen appears.

2. In the Include Claims Matching section, filter claims by Line of Business (LOB), Payer, and/or Provider to prepare specific claims, or leave the section at default and all claims in a CLN status will prepare.

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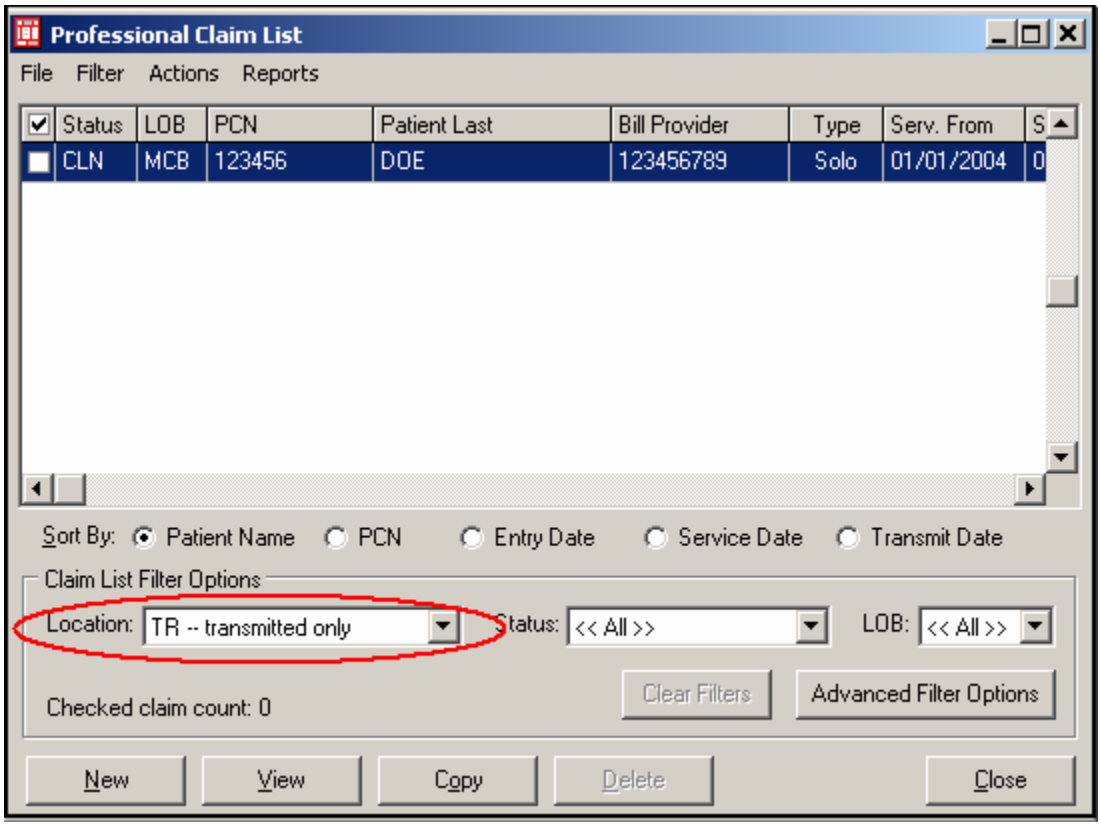
Note: The prepare function creates the file that is sent to EDISS. The file names are BCTRANS.DAT (for Institutional claims) or BSTRANS.DAT (for Professional claims). The file name never changes and is ALWAYS over-written with the latest claim preparation.



Note: When claims are prepared they move to a TR (transmitted only) status. To view these claims, select List Claims from the Claims Menu and adjust the location in the lower left-hand corner on the claim list to TR – transmitted only. Remember, a status of TR only means that the claims have been prepared – not transmitted.