

## EDISS User Documentation

### *Importing and Translating a Health Insurance Portability and Accountability Act (HIPAA) Compliant 835 Remittance Advice Using PC-ACE Pro32*

**Purpose:** This document assists users import and translate a HIPAA compliant remittance advice using PC-ACE Pro32.

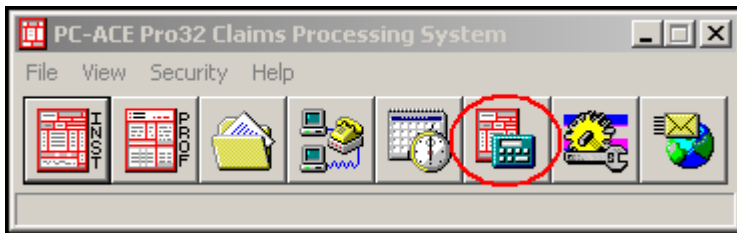
1. Download the 835 or copy a previously downloaded 835 into the corresponding staging directory;
  - The institutional staging directory is 'C':\WINPCACE\Etraub92\Ansi835, where 'x' represents the drive on which PC-ACE Pro32 is installed.
  - The professional staging directory is 'C':\WINPCACE\Etra1500\Ansi835, where 'x' represents the drive on which PC-ACE Pro32 is installed.

**Note:** Replace 'C' with the letter of the drive you have installed the PC-ACE Pro32 program.

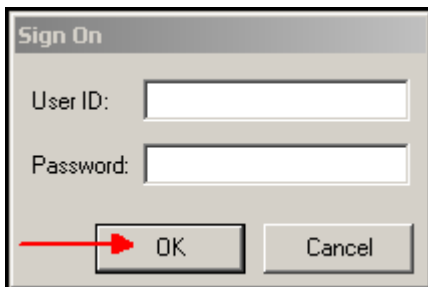
2. Select the PC-ACE Pro32 icon from the desktop to open the PC-ACE Pro32 software.



3. Select the ANSI 835 Functions icon from the PC-ACE Pro32 toolbar.

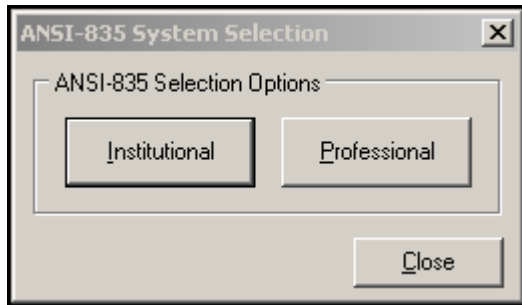


4. Enter the default User ID and Password in the Sign On dialog box and select the OK button.

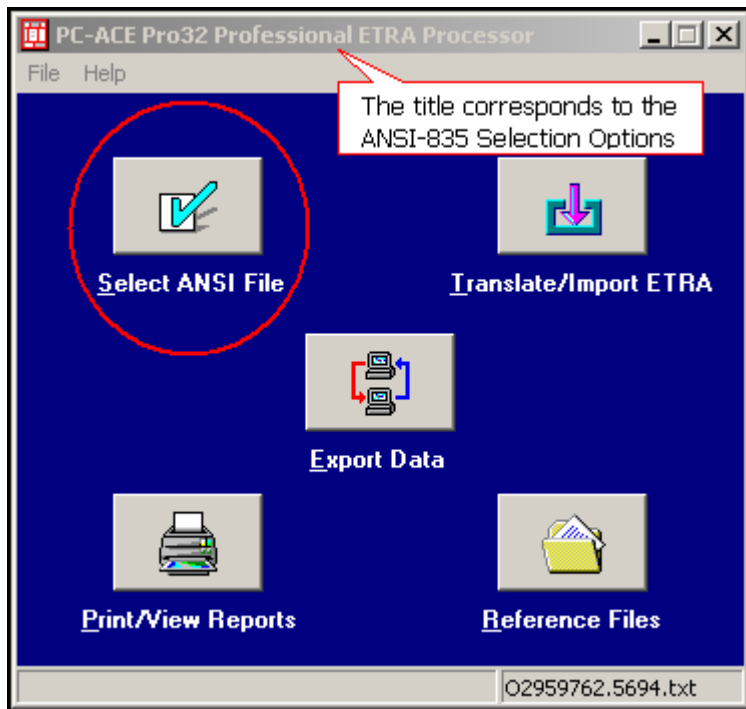


**Note:** EDI Support Services (EDISS) provides the User ID and Password to the Trading Partner if EDISS has a PC-ACE Pro32 Software License Agreement (SLA) on file. The User ID and Password are sent to the Trading Partner via email. If you did submit an SLA to EDISS and have not received an email, call EDISS to request the information.

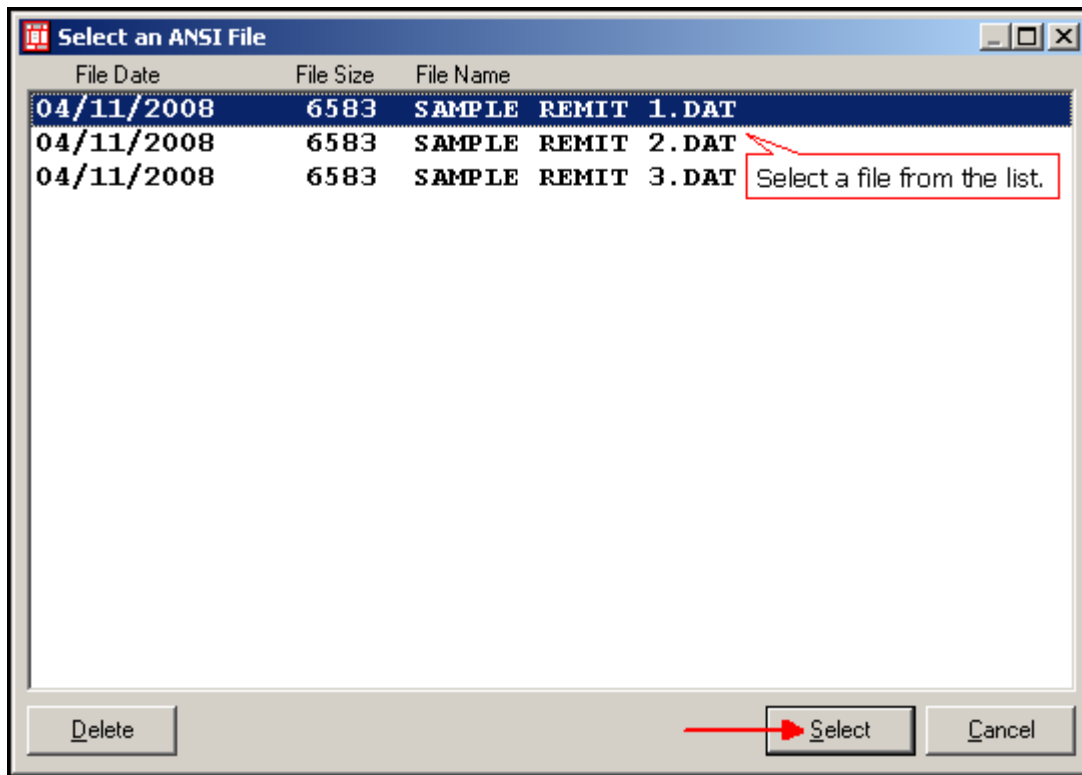
5. Select the appropriate option corresponding to the line of business of the downloaded 835 when the ANSI-835 Selection dialog box displays.



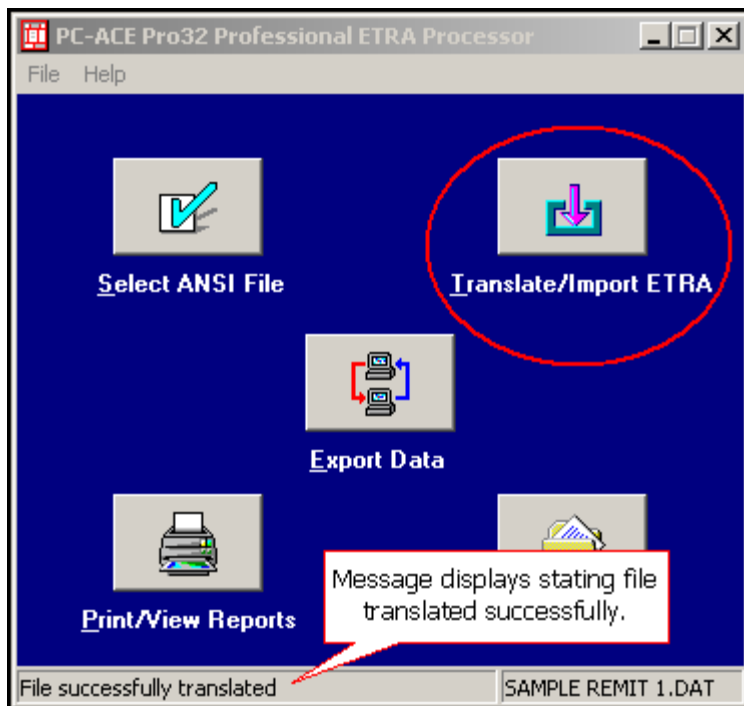
6. Select the option Select ANSI File when the PC-ACE Pro32 ETRA Processor dialog box displays.



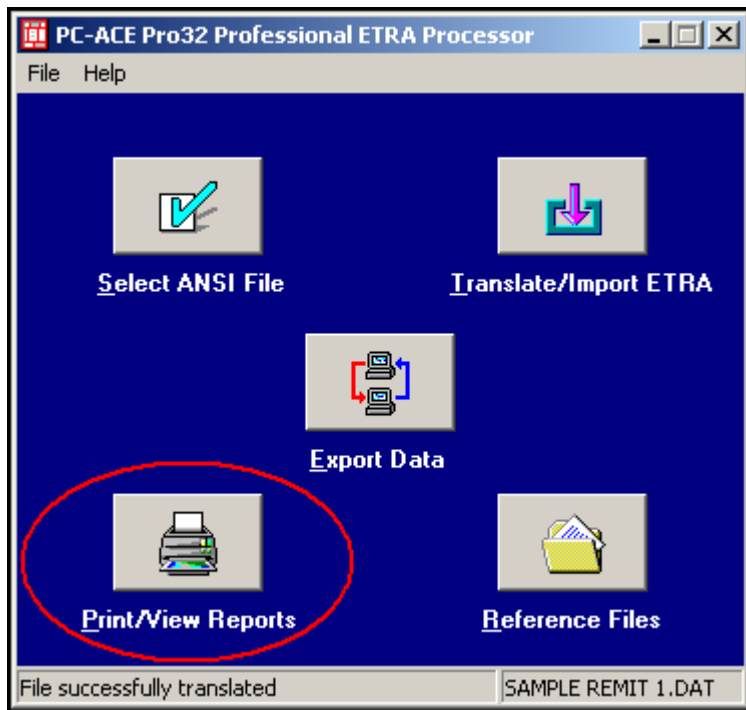
7. Select the 835 file from the list when the Select an ANSI File dialog box displays, then click on the Select button.



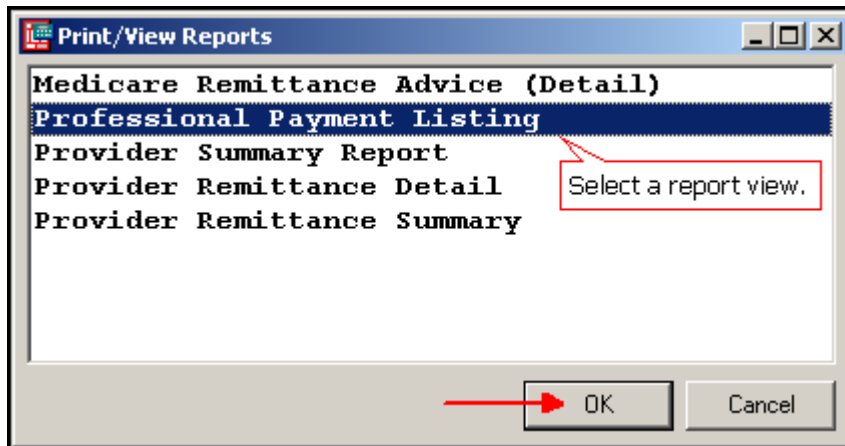
8. Select the option Translate/Import ETRA when the PC-ACE Pro32 ETRA Processor dialog box displays.



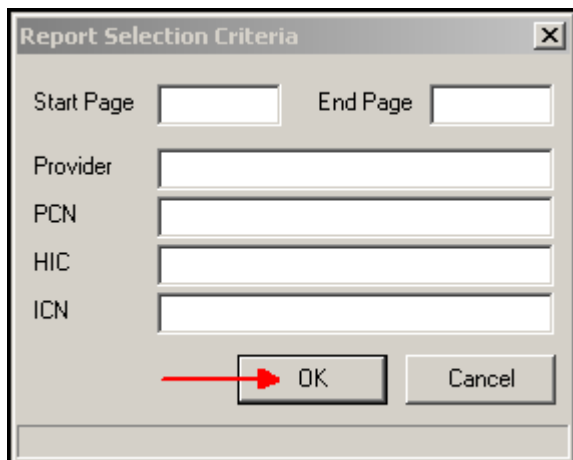
9. Select the option Print/View Reports once the 835 is successful translated.



10. Select a report view from the list and then select the OK button.



11. Select OK when the Report Selection Criteria dialog box displays to view the entire remit.



The selected report view displays.

PC-ACE Pro32 ETRA Professional Payment Listing

Zoom 100 Page 1 of 2 Close

Select the Close button to go back to Print/Review Reports.

PROFESSIONAL PAYMENT LISTING				PAYEE ID		PAYEE NAME		DATE 08/19/08				
MEDICARE SERVICE CENTER				ADDRESS		CITY		ST ZIPCODE				
								PAGE 1				
DOCTOR	DAYS	SER DATE	PROC	UCC	SER CRED	REASON	DISALLOW	REASON	TOT PAID	DUE		
FIRSTNAME	PATIENT	LASTNAME	C#	HIC#						FIRSTNAME	PATIENT	LASTNAME
ACCT#	PCN	CLAIM#	PAYER	CLAIM	CONTROL	NUMBER						
1	03/28/08	J7322	492.00	313.84	C045	35.63	PR2	142.53	35.63			
1	03/28/08	20610	126.00	64.51	C045	12.30	PR2	49.19	12.30			
1	03/28/08	99212	58.00	24.36	C045	6.73	PR2	26.91	6.73			
MOD-25												
CLAIM TOTALS				676.00	402.71	54.66		218.63	54.66			
FIRSTNAME	PATIENT	LASTNAME	C#	HIC#						FIRSTNAME	PATIENT	LASTNAME
ACCT#	PCN	CLAIM#	PAYER	CLAIM	CONTROL	NUMBER						
1	03/06/08	99222	228.00	117.07	C045	22.19	PR2	88.74	22.19			
1	03/07/08	99232	126.00	65.81	C045	12.04	PR2	48.15	12.04			
1	03/10/08	99233	179.00	92.68	C045	17.26	PR2	69.06	17.26			
1	03/11/08	99233	179.00	92.68	C045	17.26	PR2	69.06	17.26			
MOD-25												
1	03/12/08	99233	179.00	92.68	C045	17.26	PR2	69.06	17.26			
1	03/13/08	99233	179.00	92.68	C045	17.26	PR2	69.06	17.26			
1	03/14/08	99238	123.00	62.15	C045	12.17	PR2	48.68	12.17			

**Note:** If the user prefers to filter the report instead of displaying the entire report, the user must enter filter criteria in the Report Selection Criteria fields provided before selecting OK.

**Note:** Select Close to return to the Print/Review Reports dialog box to select another report view.