EDI Support Services

Billing Roster Claims Electronically Using PC-ACE Pro32

Creating a New Roster Billing Form

- 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.

Entering Roster Billings Using PC-ACE Pro32

The roster billing form consists of two tabs: Patient Info & General and Extended Roster Info.

Patient Info & General tab:

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.

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.

Extended Roster Info tab:

This tab would include any supplemental common fields that may be required in certain situations.

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.

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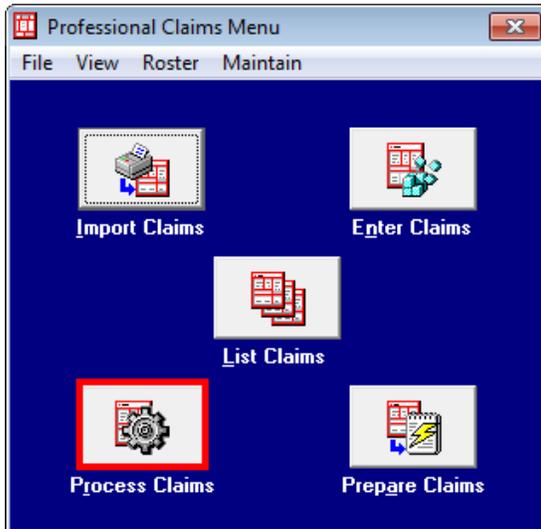
2. Select the Process button
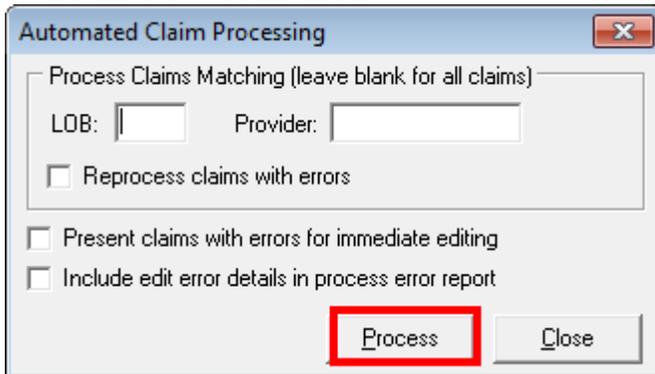
The claim changes from an unprocessed status to a processed status. At this point, the claims are ready to be prepared and transmitted to EDI Support Services. Follow normal PC-ACE Pro32 procedures to complete these steps.