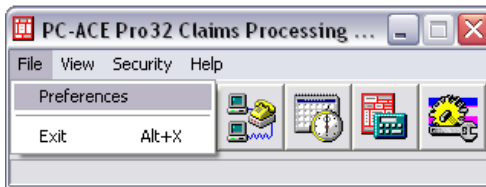


Setting PC-Ace to Prepare in the 5010 format

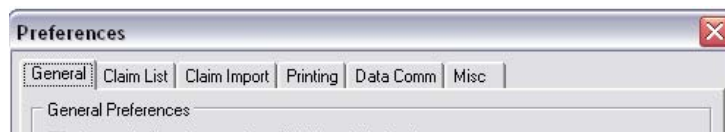
This is an instructional on how to change your PC-Ace settings from the 4010 format to the 5010 format. Keep in mind that since this is a new format, when you are creating your claims there may be data required which was not previously asked for, or data that used to be required which is no longer.

**** Note: Steps 1-4 are already done for you if you are using version 2.30 or newer.**

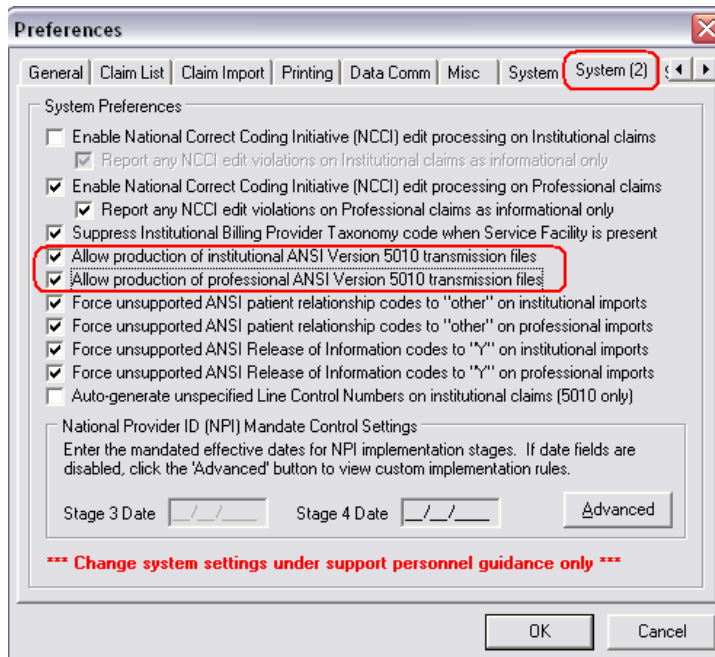
1. Open PC-Ace and click '**File**' and then '**Preferences**'



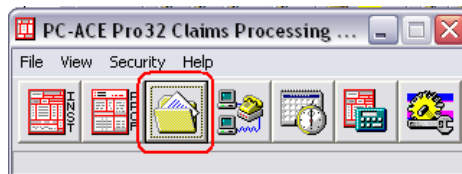
2. You are now on the '**Preferences**' screen.



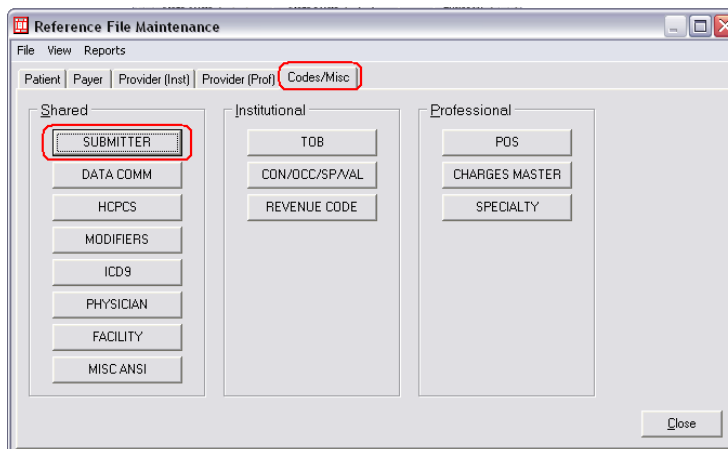
3. Hold the **<SHIFT>** key and press the '**7**' on the top row of keys (not the F7 and not the 7 on the key pad to the right), the purpose is to produce the '**&**' sign. *Note: Your mouse pointer does not have to be anywhere in particular.*
4. Doing this will produce two '**System**' Tabs, click on the second tab labeled '**System (2)**'. Check 'Allow production of Inst/Prof 5010 transmission files and then click '**OK**'. *Note: This step will already be done for you when on version 2.30 or higher.*



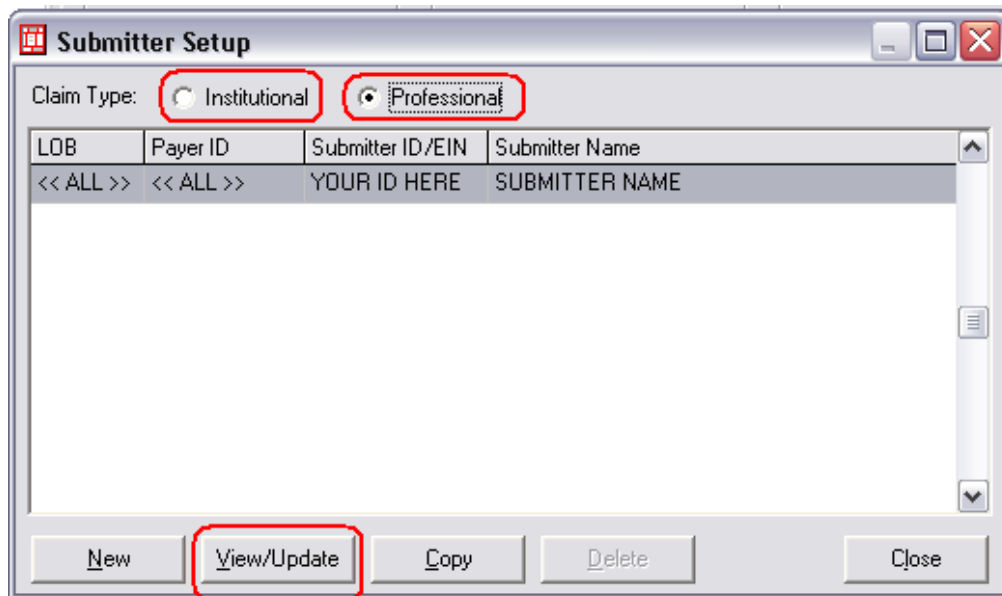
5. Close out of the **'Preferences'** screen and choose the **'Reference File'** icon:



6. Select the **'Codes/Misc'** tab and then **'Submitter'**:

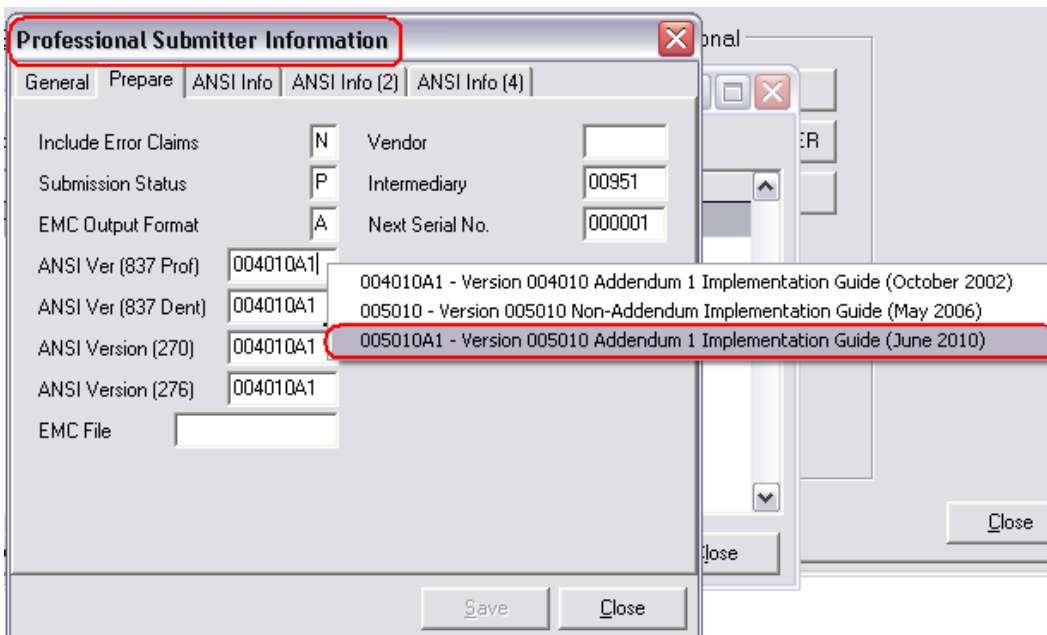


- Once on the **'Submitter Setup'** screen, choose the **'Claim Type'** (you will probably want to set up both so follow the same steps for the other claim type after you finish with the first). Click **'View/Update'**:

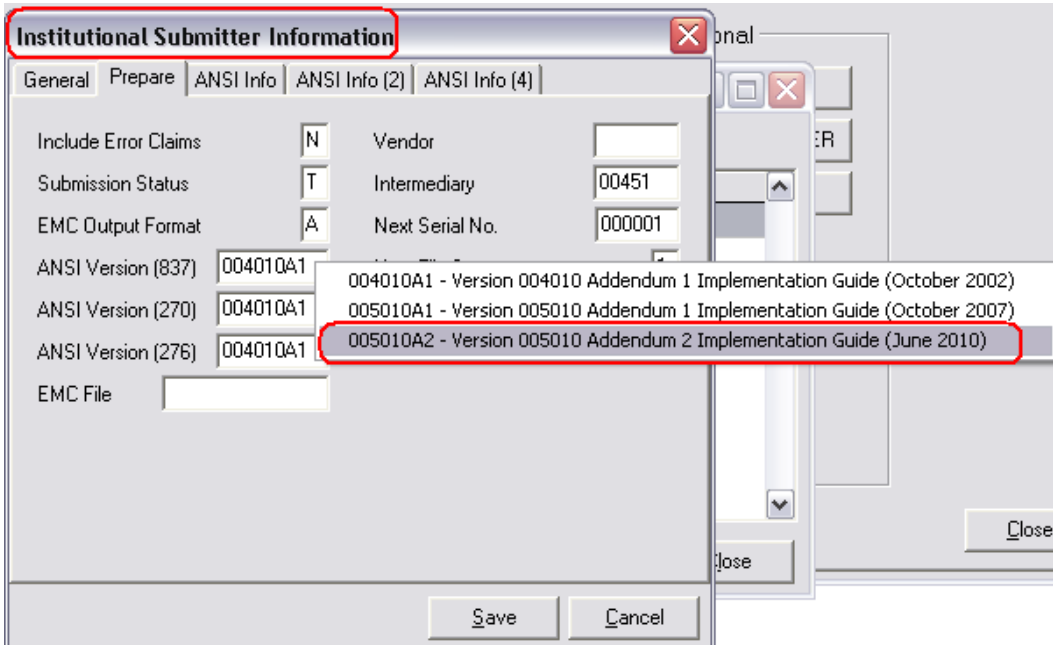


- Once on the **'Inst/Prof Submitter Information'** screen, right click in the **'ANSI Version 837'** field and select **'005010A1'** (if setting up Professional) or **'005010A2'** (if setting up Institutional) from the list. Click **'Save'** after doing this.

Professional:



Institutional:



9. The claims you **Prepare** will now be created in the 5010 format.