

PC-Ace Pro32

Claim Entry Software

System Features

PC-Ace has many built in features to lighten your office's workload. The software provides you with the ability to enter patient information, claim information, procedure file information, and creates a summary report of the claims you submit electronically.

Enter Patient Information

This option allows your office to build permanent patient files that contain vital WPS commercial, Medicare Part B, and Tricare primary and supplemental insurance information. The information is automatically transferred to each claim entered on PC-Ace, which creates an important time saving feature for your office.

Enter Claim Information

This option allows your office to key claims for professional services onto a claim screen that closely resembles a HCFA-1500 form and/or institutional services onto a claim screen that closely resembles the UB92 claim form. The patient's Insurance ID is the key to accessing your patient information. By simply entering the patient Insurance ID, PC-Ace will automatically transfer information from your patient file to the claim screen, eliminating the need to re-key the information onto your claim.

Procedure Files

This feature allows entry of all procedure code descriptions and fee amounts. The procedure file provides your office with a keying check for all procedure codes as they are entered on each claim, and eliminates the need to re-key billed amounts for each line item. PC-Ace does this automatically based on procedure codes.

Claims Register

This option creates a summary report of the claims submitted electronically. You have the option to send the report to the screen, disk, or printer. You can print a copy of the claims submitted electronically for your own records.

Minimum System Requirements

Before you install PC-Ace software, your computer must meet these minimum requirements:

- IBM compatible Pentium 133 MHz processor
- Windows 95, 98, 2000, ME, XP, or Windows NT 4.0 Operating System
- CD-ROM Drive
- 64 MB system memory
- Hayes-compatible modem with minimum speed (baud) of 9600
- SVGA monitor with minimum resolution of 800 X 600 (VERY IMPORTANT)
- Adobe Acrobat Reader Version 4.0 or later

Software Cost

The PC-Ace Pro32 software program versions for WPS Commercial, Tricare and Medicare Part B are available at no cost. WPS will provide:

- Telephone support by WPS Electronic Data Services staff
- Periodic software updates
- User Manual updates

Software Training

Once your office has obtained PC-Ace, you are ready to begin self-study training. Our self-study Users Guide will allow you to train your staff at your own pace, without leaving the office. A comprehensive self-study guide is included with your software.

Immediately following your training, your office will prepare a batch of "test" claims and submit them to WPS. The "test" claims will be reviewed by WPS staff to ensure that all data is being correctly submitted. Once approved, you can begin transmitting live claim data.