

# PC-ACE PRO32

## Software for Windows



### Electronic Claim Filing Made EASY for WPS-TRICARE

#### **ELECTRONIC is EASY!**

WPS Electronic Data Services thanks you for your interest in electronic claim submission with PC-Ace Pro32 software.

PC-Ace Pro32 is offered at **no charge**.

Could your office benefit from:

- Faster claims payment?
- Lower administrative costs?
- Immediate claim status feedback?
- Greater patient satisfaction?
- Never again wasting precious time, energy, and money on paper claims?

If you answer "YES", you've come to the right place for **Electronic Data Interchange (EDI)** advice.

This brochure contains specific information covering:

- System requirements
- System features
- Software training
- EDI paperwork

#### **PC-ACE PRO32-CLAIMS ENTRY**

The claims entry component of PC-Ace Pro32 is a "stand alone" software package that creates a patient database and allows claim entry transmission to WPS Insurance Corporation.

#### **PC-ACE PRO32 - PRINT FILE CONVERSION**

PC-Ace Pro32 also offers a print file conversion component that will convert the print image file from your practice management system into a standard electronic claim format for submission to WPS.

If your office is currently using other software to enter patient or claim information onto a database, that software will not interface with PC-Ace Pro32.

#### **PC-ACE PRO32 CLAIM TYPES**

PC-Ace Pro32 allows your office to electronically submit most TRICARE claims. All professional and institutional claims, as well as these special claim types can utilize our

EDI program. The special claim types included (but not limited to the following) are:

- Eye exams
- Mental health
- Physical therapy
- DME
- Secondary payer
- Podiatry
- Ambulance

#### **SYSTEM REQUIREMENTS**

Your computer must meet these minimum requirements before your office can use PC-Ace Pro32 for claim entry or print file conversion:

- 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.

#### **SYSTEM FEATURES**

The claims entry component of PC-Ace Pro32 has many built in features designed to lighten your office's workload by eliminating unnecessary clerical effort. These are some of the valuable options that PC-Ace Pro32 provides:

- Enter patient information
- Enter claim information
- Procedure code file
- Claims register summary report
- Patient eligibility
- Claim status
- Remittance
- Acknowledgement

## ENTER PATIENT INFORMATION

This option allows your office to build permanent patient files that contain TRICARE primary and supplemental insurance information. This information is automatically transferred to each claim entered on PC-Ace Pro32, which creates important time savings for your office.

## ENTER CLAIM INFORMATION

This option allows your office to key TRICARE claims onto a claim screen that represents the fields found on professional or institutional forms. Your patient's Insurance ID is your key to accessing patient information. By simply entering the Insurance ID, PC-Ace Pro32 automatically completes all required information in these areas (As explained in the above paragraph, "Patient Information".) This procedure eliminates the need to re-key patient information on every claim.

## CLAIMS REGISTER

This feature creates a summary report of the claims you will be submitting electronically. You will have the option to send this report to your screen, disk, or printer. By sending this report to your printer, you will create a hard copy of the claims submitted electronically for your own records.

## PROCEDURE FILE

This feature allows the entry of all procedure code descriptions and fee amounts. The procedure file provides a keying check and eliminates the need to re-key billed amounts for each line item. PC-Ace Pro32 does this automatically, based on the procedure code.

## CLAIM SUBMISSION MEDIA

Claim files can be transmitted through the WPS Web site ([www.wpsic.com](http://www.wpsic.com)) or the WPS Bulletin Board System (BBS). Submit your claims 24 hours a day, seven days a week. Also view or download your transmission verification reports and claims acceptance reports. Submission through the WPS Web site is a batch submission method rather than a real-time function. PC-Ace Pro32 software includes free World Group Manager telecommunications software for connecting to the WPS BBS.

## SOFTWARE TRAINING

Once your office has returned the EDI enrollment paperwork and has received PC-Ace Pro32 software, you are ready to begin self-study training.

Our Users Guide will allow you to train your office staff at your own learning pace without leaving the office. This comprehensive guide is included with your software.

The Users Guide will instruct your office staff on how to install both World Group Manager and PC-Ace Pro32 Software and how to enter sample claims and build various files. You will also learn the claim transmission process by using your selected transmission media.

Immediately following your training, you will prepare a batch of "test" claims and transmit them via modem or Internet to WPS. Our staff will ensure that all important claim data is being correctly submitted and will review this test batch. Once approved, you can begin transmitting live claim data.

## PC-ACE INCLUDES

PC-Ace Pro32 software includes:

- PC-Ace Pro32 installation CD and World Group Manager tele-communications software
- PC-Ace Pro32 User Manual featuring step-by-step instructions for the installation and use of this software
- Telephone support by WPS Electronic Data Services Help Desk staff
- Periodic software and Users Guide updates
- World Group Manager Users Guide

## ELECTRONIC DATA SERVICES (EDI)

If your office would like to begin using PC-Ace Pro32 software, please complete:

- Submitter Profile (attached)
- TRICARE EDI Enrollment Form
- Internet User Agreement (only if submitting through WPS Web site)

The above enrollment forms can be found at [www.wpsic.com/edi/edi\\_home.shtml](http://www.wpsic.com/edi/edi_home.shtml)

**WPS Electronic Data Services**  
**1717 W. Broadway**  
**P.O. Box 8128**  
**Madison, WI 53708-8128**

# WPS PC-ACE PRO32

## - Software Submitter Profile -

Thank you for your interest in processing your claims through WPS PC-Ace Pro32 software. We need the following information to enable us to properly receive and process your claims.

Submitter Name: \_\_\_\_\_

Submitter Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Provider Tax I.D. Number: \_\_\_\_\_

NPI Organizational Number: \_\_\_\_\_

NPI Individual Number: \_\_\_\_\_

Submitter Number (Leave Blank): \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Submission Method:

- Dial up to the WPS Bulletin Board System
- WPS EDI Web site ([www.wpsic.com](http://www.wpsic.com))

### Submitter Hardware Information:

Manufacture: \_\_\_\_\_ Vendor Phone Number: \_\_\_\_\_

### Submitter Software Information:

Operating System: Windows 95/98/ NT Windows 2000/ME/ XP

Modem Brand: \_\_\_\_\_ Model: \_\_\_\_\_

Please forward your completed profile to the following address stated below:



WPS Electronic Data Services  
P.O. Box 8128  
Madison, WI 53708-8128

*For additional assistance please call: (608) 221-7115 or toll-free at 1-(800) 782-2680*