



PC-ACE Pro32 – Creating Institutional Claims – Nursing Facility

From the PC-ACE Pro32 toolbar, select the Institutional Claims Processing button. It is the first one from the left. This will bring up the Institutional Claims Menu. Choose the Enter Claims option and a claim form will appear. The following steps will walk you through the box-by-box instruction for completing a Nursing Facility claim.

Patient & Info Codes tab:

1. LOB (Line of Business) – Required. Press F2 or right-click to obtain a list of valid LOB codes. You should always choose MCD (Medicaid).
2. Patient Control No. – Required. Press F2 or right-click to bring up your Patient Selection list. Choose the person that you are billing for and double-click to drop their information into the claim.
3. Type of Bill – Required. Press F2 or right-click to get a list of values for the first two of the positions in the Type of Bill. Enter the last value of the Type of Bill manually. You may also just enter the Type of Bill into the field. Nursing Facilities should use 212 (First Claim), 213 (Continuing Claim), or 214 (Last Claim).



4. Assuming that you completed the patient’s reference file, then more of the following field should automatically appear: last Name, First Nam, Patient Address, Patient City, State, Patient Zip, Birth date, and Sex.
5. Statement Covers Period – Required. Type the first and last dates of service being billed on this claim.
6. Covered Days – Required. Enter in the number of covered days. (Value: 80)
7. Non-Covered Days – Required. Enter in the number of non-covered days. (Value 81)
8. Admission – Required. The Admission date is the date that the member entered the facility or the date that they became Medicaid eligible.
9. A-Hour (Admission Hour) – Required. Enter in the hour of admission. The valid values are 00-23. For example 08=8am and 19-7pm.
10. Type (Admission Type) – Required. Please enter 9 for this field.
11. SRC (Admission Source) – Required. Please enter 9 for this field.
12. Stat (Patient Status) – Required. Press F2 or right-click to get a list of valid values. Most of the time you will choose 30 (Remains a Patient). When the patient is deceased, 20 needs to be used as the termination code. The term codes are listed below:

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Patient Status	NH Termination Code
Still Patient (30) or Zero	In facility - Spaces
Discharged (01)	Moved Home Selection Care – F
Transfer to Hospital (02)	Moved to Hospital – A
Transfer to SNF (03)	Moved to SNF – B
Transfer to ICF (04)	Moved to ICF – C
Transfer to Cancer Child (05)	Moved to other Institute – I
Transfer to Home HSO (06)	Moved to Home Health – H
Patient Died CSP (20)	Deceased - J



Billing Line Items tab:

LN	Rev.Cd.	44 HCPCS	44 - Modifiers				44 Rate	45 - Service Date		46 Units/Days	47 Total Charges	48 Non-Cov Chgs	
			1	2	3	4		From Date	Thru Date				
1	0120	72192					100.00	02/19/2013		21.0	2100.00	0.00	
2							0.00			0.0	0.00	0.00	
3													
4													
5													
6													
7													
8													
											Totals:	2100.00	0.00

1. Rev Code (Revenue Code) – Required. Press F2 or right-click to get a list of Revenue Codes. All Revenue Codes are four digits. Nursing Facilities will only use three (3) codes:

0120 = Covered Days

0183 = Therapeutic Days

0185 = Hospital Leave Days

2. Rate – Required. Enter the facility's per diem rate in this field.
3. Service Date (From Date-Thru Date) – Required. Enter the dates of service for the month that you are billing for.
4. Units/Days – Required. Enter the total number of days that you are billing for.
5. Total Charges – Required. Enter the total dollar amount of the line that you are on. The software will not calculate this for you. (Example: Per Diem=\$100 and Days=31, then Total Charges=\$3100.)
6. Totals – Required. The Totals box is at the bottom of the screen. Just click Recalculate to have this field automatically completed.



Payer Information tab:

Institutional Claim Form

Patient Info & Codes | **Billing Line Items** | Payer Info | Diagnosis/Procedure | Diag/Proc (2) | Extended G | Ext. General (2) | Extended Payer

Sub	Payer ID	Payer Name	Provider No.	ROI	AOB	Prior Payments	Amount Due	
<input checked="" type="checkbox"/>	003200006	MEDICAID FOR NORTH DAKOTA	1043309552	Y	Y	0.00	0.00	Clear Payer
<input type="checkbox"/>								Clear Payer
<input type="checkbox"/>								Clear Payer

Due From Patient >> 0.00 0.00

P.Rel	Insured's Last/Org Name	First Name	MI	Suffix	Insured's ID	Group Name	Group Number
18	DOE	JOHN	D		2013885908	OUTPATIENT	

Authorization Code / Type	ESC	Employer Name

Save Cancel

1. The Payer ID, Payer Name, Provider Number, ROI (Release of Information) and AOB (Assignment of Benefits) should have been populated automatically from the Reference File Maintenance.
2. Prior Payment – Conditional. In the member has a commercial third-party insurance that paid primary to Medicaid, put that amount here. Medicare is not considered a third-party insurance in this case. Do not include any Medicare payments in this field.
3. The P. Rel (Patient Relationship to Insured), Insured's Name, and Insured's ID are all required and should have been automatically populated from the Reference File Maintenance.



Diagnosis/Procedure tab:

Institutional Claim Form

Patient Info & Billing Line Items | Payer Info | **Diagnosis/Procedure** | Diag/Proc (2) | Extended General | Ext. General (2) | Extended Payer

Principal Diag. [V0001] Other Diagnosis Codes (1 - 17)

DX/PC [] Admitting Diagnosis [V0001] Patient's Reason For Visit Codes (1 - 3) External Cause of Injury Codes (1 - 3) PPS/DRG

Principal Proc Code/Date Other Procedure Codes/Dates (1 - 5) NPI Exempt POA Type COB? H.H. CR6?

Remarks

Supporting Provider Information

Type	Last/Org Name	First Name	MI	Suffix	Provider IDs / Types
ATT	JONES	JOE	J		1234567890 XX
OPR					
OTH					

Save Cancel

1. Prin. Diag. Cd. (Principle Diagnosis Code) – Required. Enter the member’s principle diagnosis code without the decimal point. For a list of diagnosis codes press F2 or right-click in the box. RCF’s may use V0001 if the principle diagnosis code is not known, all other facilities must use a diagnosis code.
2. Adm. Diag. Cd. (Admitting Diagnosis Code) – Required. Enter the admitting diagnosis code without the decimal point. RCF’s may use V0001 if the admitting diagnosis code is not known, all other facilities must use a diagnosis code. Admitting diagnosis reason is not required.
3. Attending ID/Last Name/First Name/etc. – Required. Press F2 or right-click to get a list of physicians that you have loaded into the Reference File Maintenance. The Type, Last Name, First Name, Tax ID, and Type of Tax ID should automatically populate when you select a provider from your list.

Extended Patient/General

1. Nothing is required in this tab.



Extended Payer tab:

Institutional Claim Form

Patient Info & Codes | Billing Line Items | Payer Info | Diagnosis/Procedure | Diag/Proc (2) | Extended General | Ext. General (2) | Extended Payer

Primary Payer | Secondary Payer | Tertiary Payer

Payer Address & Miscellaneous

Address: NORIDIAN ADMINISTRATIVE SERV
PO BOX 6729

City/St/Zip: FARGO ND 58108-6729

Payer Source Code: CI Provider Accepts Assign: A

Provider SOF:

ICN/DCN:

Add'l Ref No/Type: I IMS

Add'l Ref No/Type:

Insured Address & Miscellaneous

Address: 2987 EAST LAKESIDE RD

City/St/Zip: JAMESTOWN ND 58401-____

Country: Birthdate: 10/23/1947 Sex: M

Patient ID:

Investigational Device Exemption (IDE) Numbers

IDE No. 1:

IDE No. 2:

IDE No. 3:

Save Cancel

1. Go to the bottom left corner to the Reference Number/Type fields. This is where the member's Level of Care should be entered. Press F2 or right-click to get a list of codes and choose the most appropriate. Most of the time you will choose I – Not a Medicare Level of Care.
2. In the small box next to where you entered the Level of Care you will enter the Type. Press F2 or right-click to choose the last option from that list: IMS (Nursing Facility Medicare Status Code).
3. Click Save.
4. When you click Save, a box entitled Edit Validation Errors List may appear. If it does, then you have forgotten to complete a required field. Simply double click the error from the list and PC-ACE Pro32 will take you to the first error. Fix the required fields until you can save without having any errors. If there are no errors, then your claim will be saved to the Institutional Claim List as a CLN (clean) claim waiting to be transmitted.
5. A blank Institutional Claim Form will pop up after you have saved the claim form that you were working on. You are ready to start your next claim, or click cancel in the lower left corner to close the claim form.