



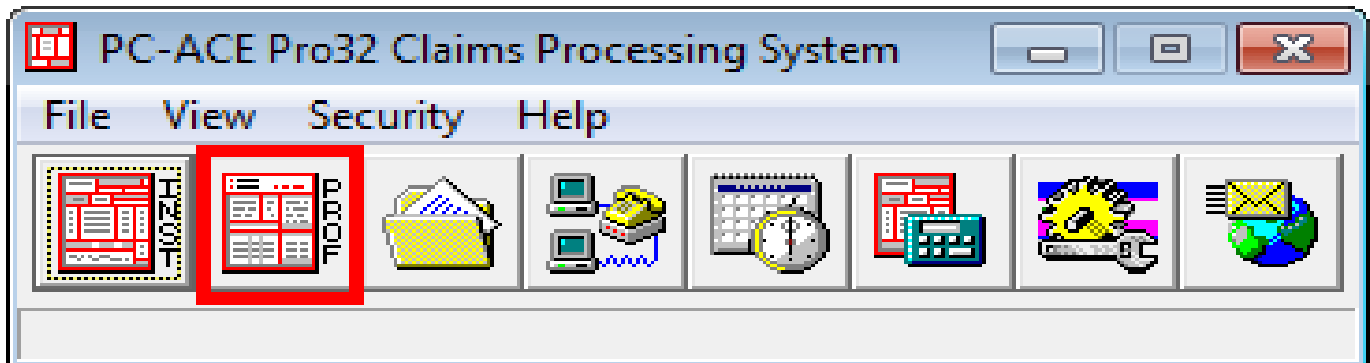
Iowa Department of Human Services

Iowa Medicaid

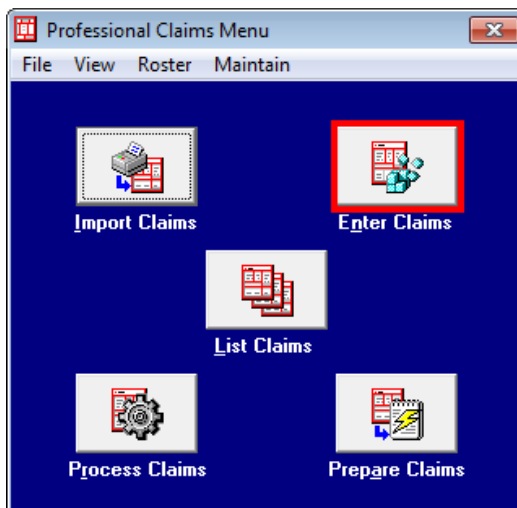
PC-ACE Pro32 – Creating Professional Claims – CMS1500

Once the Reference File Maintenance section is completed, claims may be entered.

From the PC-ACE Pro32 main toolbar, click on the PROF (Professional) button.



Click on the Enter Claims button to bring up a claim form.



Patient Info & General tab:

Professional Claim Form

Patient Information | Insured Information | Billing Information | Ext. Patient/General | Ext. Pat/Gen (2) | Ext. Patient/Insured

LOB Billing Provider 26 - Patient Control No.

2 - Patient Last Name First Name MI Gen 3 - Birthdate Sex 8 - Pat. Status Death 12 Legal NPI
 MS ES SS Ind SOF Rep. Exempt

5 - Patient Address 1 Patient Address 2 Patient City State Patient Zip Country Patient Phone

10 - Patient Condition Related To ROI ROI Date Other Ins. 14 - Date/Ind of Current 15 - First Date 16 - UTW/Disability Dates & Type
 Employment Accident

17 - Referring Phys Name (Last/Org, First, Mid, Suffix) Referring Phys IDs/Types 18 - Hospitalization Dates to Y/N 20 - Outside Lab/Chgs 0.00

19 - Reserved For Local Use 22 - Medicaid Resubmission Code & Ref No

25 - Fed. Tax ID SSN/EIN 27 - Provider Accepts Assignment? PIN No.

31 - Provider SOF Date Facility? Dental? COB? Frequency 33 - GRP No.

Save Cancel

1. LOB (Line of Business): Right click on this field, or select F2, to obtain a list of valid LOB codes.
2. Billing Provider: Right click in this field, or select F2, to bring up the Billing Provider list you completed in the Reference File Maintenance.
3. Patient Control No: Right click in this field, or select F2, to bring up the Patient Selection list you completed in the Reference File Maintenance.
4. Employment: Enter Y (yes), N (no) or U (unknown) in this field to state whether or not the patient's condition is related to employment. You may also right click in this field, or select F2, to bring up a menu.
5. Accident: Enter A (auto accident), O (other, non auto accident) or N (No accident) to state whether or not the patient's condition is related to an accident. You may also right click in this field or select F2 to bring up a menu.
6. Referring Physician Name/ID/Type: This box is used if Referring Provider information is needed. For example: Iowa Medicaid providers will use this box for Medipass, Consultation, Independent Lab, DME and Lock-In numbers.

Billing Line Items tab:

Complete and save.

Note: PC-ACE Pro32 performs a series of edit checking. If errors exist, the Edit Validation Errors List form appears with a list of the errors. Errors preceded by a red **X** are fatal errors and must be corrected before the claim can be submitted. Errors not preceded by a red **X** are non-fatal errors and should be corrected before submitting the claim.