Medicare

PC-ACE Pro32 Secondary Insurance Setup

This document is intended as a help guide for entering secondary insurance information in the PC-ACE Pro32 software. It is not intended to replace the general help (accessible by the F1 key) or specific item help (accessible by right-clicking or hitting the F2 key on a specific item) functions, or the *PC-ACE Pro32 User Manual* itself. For assistance with any questions not covered here, please consult these documents.

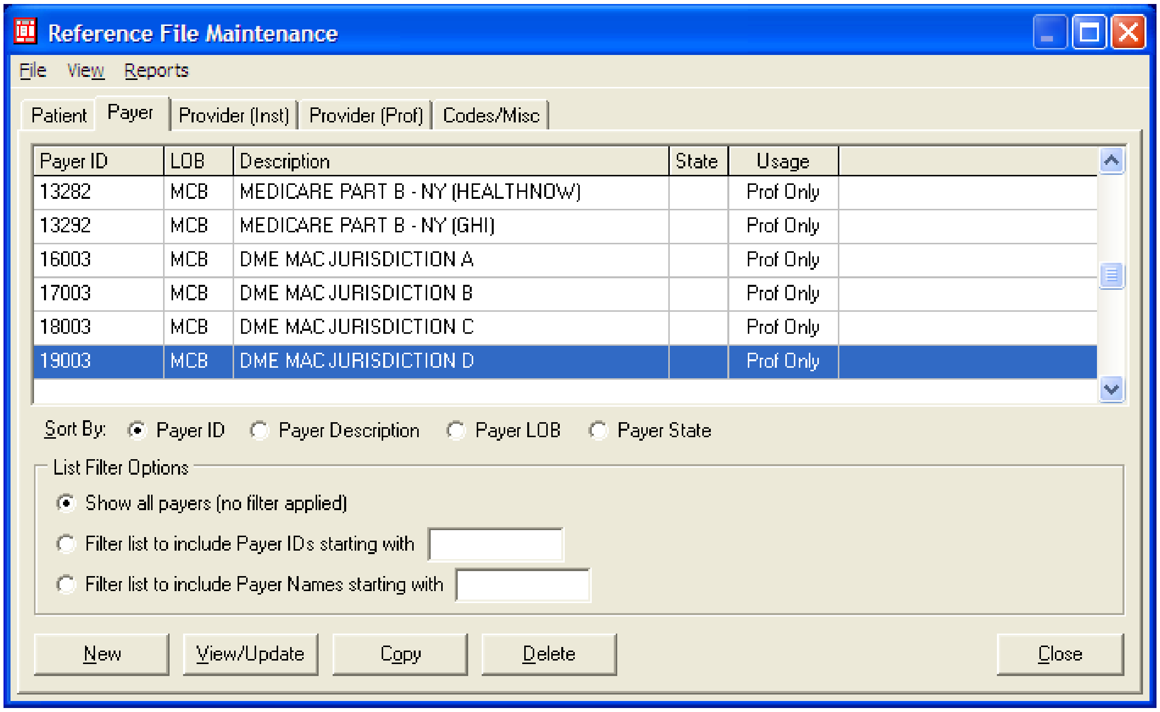
Common Electronic Data Interchange (CEDI) technical support staff is not trained in medical billing. The information in this document is intended to provide the user with enough information in order to successfully enter claims using medical policy knowledge that the user already has. Please contact the Jurisdiction that will be billed with any medical policy questions.

PC-ACE Pro32 was designed for both institutional (Medicare Part A or hospital) and Professional (Medicare Part B, or office visits, and durable medical equipment, or DME) billing. Since this is a DME support document, we will not be covering Medicare Part A or Part B functions.

If you have any questions, please contact the CEDI Help Desk at ngs.cedihelpdesk@wellpoint.com or at 866-311-9184.

Setting Up Secondary Payers

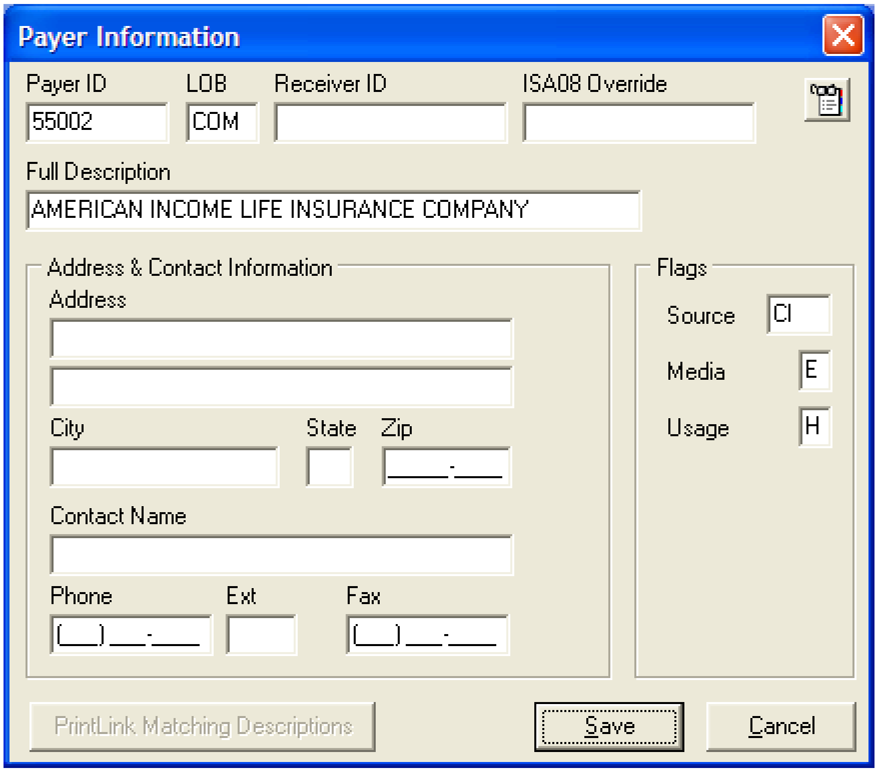
The **Payer** tab on the **Reference File Maintenance** menu is where to set up the insurances that will be used in the software.



To add non-Medicare insurance, for Coordination of Benefits (COB) or Medicare as secondary payer (MSP) purposes, select **New** to add the payer ID.

Note: For more information on how to enter Medicare as secondary payer, please refer to the PC-ACE Pro32 Medicare as Secondary Payer and the *PC-ACE Pro32 User Guide* on the CEDI Web site http://www.ngscedi.com under Resource Materials.

Payer Information Screen



Payer ID

- A valid Coordination of Benefits Agreement (COBA) ID obtained from the Coordination of Benefits Contractor or from the CMS Web site at http://www.cms.hhs.gov/COBAgreement/.
- A five-digit Payer ID obtained from the secondary insurance company
- A gap-fill ID of XXXXX for cases where a Payer ID is not available

LOB (line of business): Use the right click or F2 key lookup function for valid entries.

Note: The **Payer ID** and **LOB** (line of business) combination must be unique. Every effort to obtain a valid Payer ID should be made, as multiple entries for the gap-fill ID XXXXX will not work.

Use the right-click or F2 key lookup function to fill out the other fields indicated in the screenshot above.

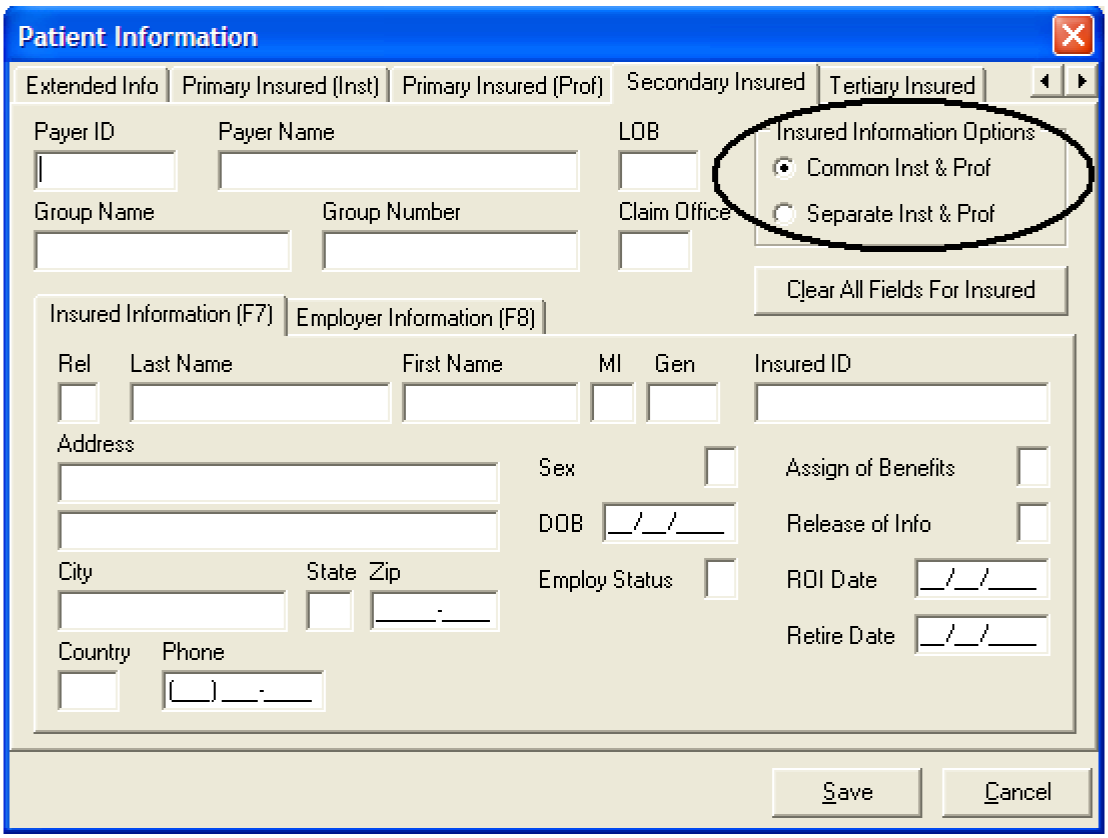
Blank fields in the screenshot (shown above) should only have data entered at the direction of CEDI technical support.

Selecting Secondary Payers

If the patient has a secondary insurance, the insured party will be added on the **Secondary Insured** tab. The secondary insurance can be set to be a common insurance for both Institutional and Professional claims, or it can be set to have a different insurance for each type of claim.

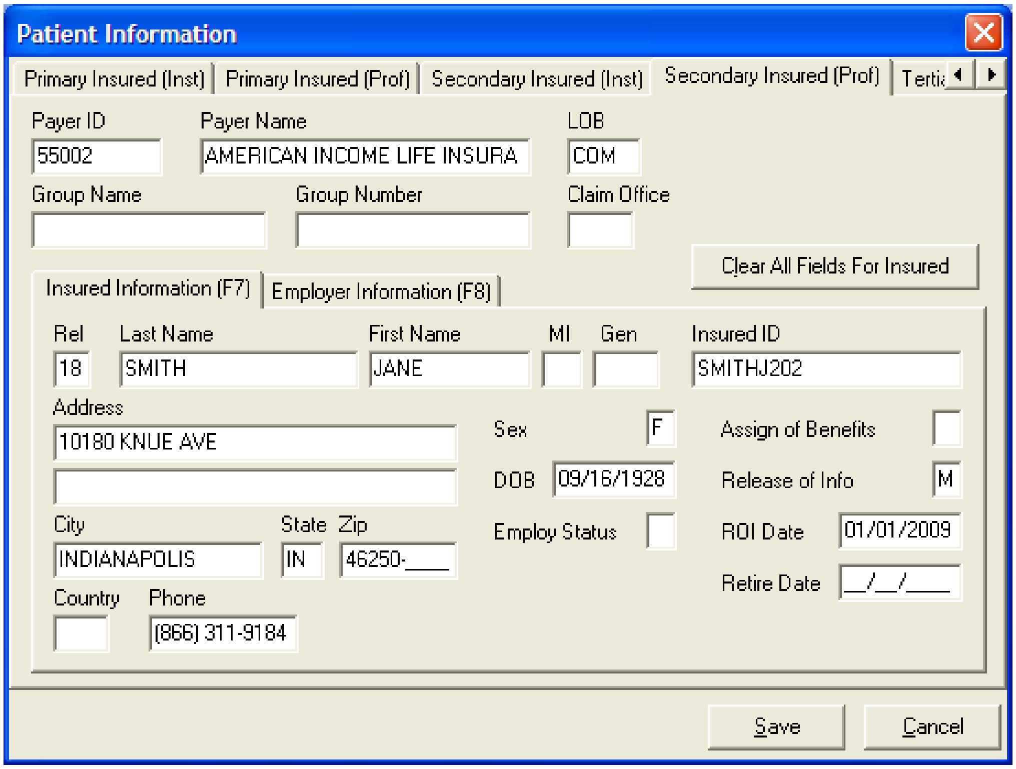
Use the **Patient** tab under **Reference File Maintenance** to select/enter the DME patient you would like to add a secondary insurance.

Under **Secondary Insured**, select **Separate Inst & Prof** to get a tab specifically for **Secondary Insured (Prof).**



The **Secondary Insured (Prof)** tab is filled out in the same fashion as the **Primary Insured (Prof)** tab.

Right-click or use the F2 lookup feature to select the secondary payer. This should fill in the Payer ID, Payer Name, and LOB (Line of Business) fields.



Group Name and **Group Number:** These are only entered if they are indicated on the patient's insurance ID card.

Claim Office: This will most likely be blank unless indicated on the insurance ID card.

Insured Information (F7)

Rel: Select the relationship of the patient to the insured party.

- If the relationship is **18 – Self,** this will fill out the rest of the information.
- Use the right click or F2 lookup function to make the appropriate choice.

Insured ID

- Enter the patient's ID number as it appears on their insurance card.

When a claim is entered for this patient, both the primary and secondary insurance information will be placed in the **Insured Information** tab.

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