

This document provides additional information to setup the PC-ACE software used for Durable Medical Equipment (DME) transactions exchanged with CEDI.

This document will cover the following topics

Backing Up PC-ACE	2
Setting up a Submitter ID	4
Setting up Ordering Provider Information	6
Setting up the Billing Provider	8
Setting up Payers (Insurances)	12
Setting up Patient Information	13
Option for Electronic Remittance Advice	18
Set Up User Accounts	21

PC-ACE is designed for both Institutional (Medicare Part A or hospital/home health/hospice claims) 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.

This document is intended as a help guide for setting up the PC-ACE software. It is not intended to replace the help functions within the PC-Software (general help is accessible by using the F1 key and specific item help is accessible by right-clicking or using the F2 key on the specific item) or the PC-ACE User Manual itself. For assistance with questions not covered in this document, please consult the aforementioned PC-ACE help options.

When you start PC-ACE, many of the menu options will require you to sign on. Once you sign on for one item, it will not prompt you to sign on again unless you either close the program or select **Logout Current User** from the **Security** menu item.

The sign on information can be found in the PC-ACE Readme File downloaded with the full install of the PC-ACE software.

Please refer to the PC-ACE User Guide for more sign on information. The PC-ACE User Guide can be found on the CEDI Web site <u>https://www.ngscedi.com/</u>.

The current version is listed on the CEDI Web site at <u>https://www.ngscedi.com/</u>. To find out what version you are running, select **Help** from the PC-ACE main menu, and drop down to **About PC-ACE**.



Last Revision: May 22, 2024

Page 1 of 22



# **Backing Up PC-ACE**

- PC-ACE will automatically ask you to make a backup every time you exit the software, unless you had already selected to do a backup before exiting. It is recommended that a backup be done on a regular schedule, i.e. daily or weekly.
- Always make a backup before updating the software to a new version.
- Do not restore a version of PC-ACE older than the one currently in use on your computer as this will cause problems.
- When moving from one computer to another, it is always best to make sure both computers have the same version of PC-ACE before making and restoring backups.
- o Use the F1 help document for further instructions.

In order to make a backup copy of PC-ACE, select **System Utilities** from the PC-ACE main menu.



The **Systems Utilities** menu will open to select the location where a backup will be saved. The button with three dots opens a general Windows browse dialogue box to select a location. This is a folder location only – the file name will be set by the software.

PC-ACE cannot backup files directly to a USB flash drive. To copy your files to a flash drive, save them directly to your computer and then copy the files to the flash drive.

System Utilities
Backup/Restore File Maintenance
Backup Validate Restore
This utility performs a backup of the ABILITY I PC-ACE databases and configuration settings. Specify a destination drive (e.g., 'A:\') or hard disk folder path and click the 'Start Backup' button.
Destination Drive or Folder:
C:\WINPCACE\private\
Include infrequently changed database files (backup will be larger)
<u>Options</u> Start <u>Backup</u>
Close

Once you have chosen a location, select **Start Backup**. It will tell you when it has completed successfully.



Last Revision: May 22, 2024





Select **Close** to return to the PC-ACE Main Menu.

**Note:** To restore a backup copy of PC-ACE, return to this same area of the software and select the **Restore** tab.



Last Revision: May 22, 2024 Page 3 of 22



## Setting up a Submitter ID

To enter submitter information, select **Reference File Maintenance** from the PC-ACE main menu.

🛄 ABILITY   PC-ACE Claims Processing Syst 🔳 🔲 🗙
<u>File View Security Help</u>

Select the **Codes/Misc** tab.

ele Vie <u>w</u> <u>R</u> eports	ance		
Patient   Payer   Provider (Inst)	Provider (Prof) Codes/Misc		
<u>Shared</u>	Institutional	Professional	
SUBMITTER	ТОВ	POS	
DATA COMM	CON/OCC/SP/VAL	CHARGES MASTER	
HCPCS	REVENUE CODE	SPECIALTY	
MODIFIERS			
ICD9			
PHYSICIAN			
FACILITY			
MISC ANSI			
			<u>C</u> lose

Select the **Submitter** option to enter the Submitter ID (Trading Partner ID) assigned by CEDI and other submitter information.

On the Submitter Setup screen, select the Professional radio button.

E Submi				
Claim Type	C Institutio	onal 💽 Profession	nal	
LOB	Payer ID	Submitter ID/EIN	Submitter Name	<u>^</u>
<< ALL >>	<< ALL >>	B08000000	CEDI HELP DESK	
1				

Select the View/Update button.





Professiona	al Submitter Information			×
General F	Prepare ANSI Info ANSI	Info (2)		
LOB	Payer ID			<b>1</b>
ID	B08000000	EIN		
Name	CEDI HELP DESK			
Address	1234 MAIN ST			
City Phone Contact E-Mail	ANYTOWN (866) 311-9184 Fax HELP DESK	State IN	Zip 12345 Country	
	8		Save <u>C</u>	ancel

The Professional Submitter Information screen has several tabs. Only information on the General tab will need to be updated with your CEDI submitter information.

LOB: This is left blank.

Payer ID: This is left blank.

ID: Enter the Submitter ID assigned to you by CEDI. This number should start with an A, B, C, or D. It is also called a Trading Partner ID.

EIN: This is left blank.

Name: Enter the submitter name enrolled with CEDI.

Address: Enter the physical address location for the submitter/Trading Partner.

**Phone/Fax:** Enter the phone and fax number for the submitter/Trading Partner.

Contact: Enter the contact person.

Country: This is left blank.

The other tabs will only be used when instructed to by CEDI technical support.

Select Save and Close to return to the Codes/Misc menu.





## **Setting up Ordering Provider Information**

To enter ordering provider information, under Reference File Maintenance, select the Codes/Misc tab.

📕 Reference File Maintenan	ce		
<u>File View R</u> eports	50		
Patient   Payer   Provider (Inst)   F	Provider (Prof) Codes/Misc		
Shared	Institutional	Professional	
SUBMITTER	ТОВ	POS	
DATA COMM	CON/OCC/SP/VAL	CHARGES MASTER	
HCPCS	REVENUE CODE	SPECIALTY	
MODIFIERS			
ICD9			
PHYSICIAN			
FACILITY			
MISCANSI			
			<u></u> lose

Select the Physician button to setup Ordering Providers. For DME, every charge line must have an Ordering Physician with an NPI indicated.

🛄 Physician Se	tup			
Physician ID	Туре	Physician NPI	Physician Name	
<u>S</u> ort By: C Narr	ne (Last, Fir	st, MI) 🔎 F	'hysician ID	
Show all phys	sicians (no	filter applied)		
C Filter list to inc	clude Phys	ician IDs starting	a with	
C Filter list to inc	clude Phys	ician Names sta	rting with	
New	View/Up	date De	lete	

Select **New** to add an Ordering Provider.



## **PC-ACE Initial Setup**



## Physician Information for the Ordering Provider:

Physician Information			×
Physician ID / Type		-	<b>1</b>
Physician's Last Name		First Name	MI Suffix
SMITH		JOHN	
Address			
1234 MAIN			
l .		2004	
City	State	Zip	Phone
ATLANTA	GA	12345	(866) 311-9184
Federal Tax ID / Type	NPI	т	axonomy
	ENTE	R NPI	
		Save	Cancel
		2010	

Physician ID / Type: This is left blank.

**Physician's Name:** Enter the Physician's name in the relevant fields.

Address: The address and telephone number should be entered for the physician.

Federal Tax ID/Type: This is left blank.

Enter the physician's NPI. (PC-ACE will validate the NPI.)

Select **Save** when finished.

NPI:

Repeat as needed to add more Ordering Providers.

Select Close when finished to return to the Codes/Misc menu.

Some of the other options on the **Codes/Misc** tab are maintained by the software developers and are used for entry of data later.

**Note:** If you need to enter facility information, it can be stored under the **Codes/Misc** tab using the **Facility** option.







## Setting up the Billing Provider

Select the Provider (Prof) tab on the Reference File Maintenance menu to enter the billing provider/supplier information.

🛄 Refe	rence l	File Maintenance					
<u>File Viey</u>	<u>N</u> <u>R</u> epo	orts					
Patient	Payer	Provider (Inst) Provider (Pro	of) Codes/Misc				
LOB	Туре	Provider/Group Name	Provider ID	Payer ID	Provider NPI	Group Label	Tag Tax
							-
Cort D			Course Name CO. D		Course Laboratoria	· +	<u> </u>
<u>o</u> urby — Liet F	y. L L ilter Ontic	UB (Type (Provider		Tovider ID	Group Laber 1	rag	
( S	ihow all p	providers (no filter applied) (	Show only provide	ers associated wi	th selected provi	der	
CF	ilter list to	o include Provider IDs starting (	with	-	••••		
CE	ïlter list to	o include Provider Names starti	ng with				
N	lew	View/Update Dela	te				<u>C</u> lose

Select New to add a new supplier.







### **Professional Provider Information:**

General Info Ex	tended Info					
Provider Type:	C Group Practice	e C Individua	in Group	Solo Practice		200
Organization	5010 BILLING PR	OVIDER		Group Label		
Last/First/MI	<u> </u>			NPI	ENTER NPI	
Address	12345 BILLING AV	/E		Tax ID/Type	ENTER TAX I	D E
				UPIN		
City/St/Zip	INDIANAPOLIS	IN 12345	1234	Specialty	001 Type	org 📃
Phone	(111) 111-1111	Fax [		Taxonomy/Typ	е [	
Contact	PCACE USER			Accept Assign?	A Particip	pating? 📉
Provider ID/No.	ENTER PTAN	LOB 🖡	ИСВ	Signature Ind	Y Date 01	1/01/1980
Payer ID		Tag 🗍		Provider Roles:	Billing Y Re	ndering N
Remarks			Provi	der Associations:	Select	None
			- LOB	Provider ID F	rovider/Group Nan	ne
			-			
					Save	Cancel

**Provider Type:** 

All DME billing providers should be marked as **Solo Practice**.

• **Group** and **Individual in Group** are used for Medicare Part B but not for DME.

**Organization/ Name:** Enter the billing provider's name either as a group under organization or individual under the name fields.

Address: Enter the billing provider's address information.

**Note:** The address must be a physical location address and you must enter the full nine-digit ZIP Code in this field.

- **Phone/ Fax:** Enter the billing provider's phone and fax numbers.
- **Contact:** Enter the contact person.

Provider ID/No:Enter the billing provider's DME Provider Transaction Access Number<br/>(PTAN) assigned by the National Provider Enrollment Eastern Region<br/>(NPEAST) or Western Region (NPWEST).





•

	files in compliance with HIPAA regulations.					
Payer ID:	CEDI will route the claims to the correct payer based on patient address so any of the following Payer IDs may be used.					
	16013 for Jurisdiction A					
	17013 for Jurisdiction B					
	18003 for Jurisdiction C					
	19003 for Jurisdiction D					
	<b>Note:</b> When claims are prepared for submission, only one Medicare Payer can be selected at a time. <b>Either</b>					
	• Select one Medicare DME Payer ID for all patients and provider regardless of the DME MAC jurisdiction where the patient resides. This will allow you to send all Medicare DME claims in one transmission <b>Or</b>					
	• Select the proper Medicare Payer ID for the DME MAC jurisdiction where the patient resides. This will force you to prepare separate submissions for each jurisdiction.					
NPI:	Enter the billing provider's National Provider Identifier (NPI).					
	PC-ACE will validate the NPI is in a valid format.					
Tax ID/Type:	Enter the billing provider's Tax ID or the Social Security Number that is on file with the NPEAST or NPWEST.					
	The <b>Type</b> will either be <b>E</b> or <b>S</b>					
	E indicates this number is a Tax ID					
	• <b>S</b> indicates this number is a Social Security Number.					
UPIN:	This is left blank. UPIN numbers are no longer sent in DME claims.					
Specialty:	Use the right-click or F2 lookup features to select the option that is most appropriate.					
Type Org:	This is left blank.					
Taxonomy/Type:	This field is optional. The taxonomy code is not used in DME Medicare claims but may be required by a secondary insurance.					

PC-ACE requires this to be entered, but it is not sent in claims

The remaining fields may be completed using the right-click or F2 lookup feature.

Note: Some items will not let you click out of them without making a selection and some will not allow you to save the provider information without making a selection. In this latter case, a warning box will pop up and the item in error will start flashing to draw your attention to where you need to make a correction.





The **Extended Info** tab will not be needed unless you are directed to enter information here by CEDI technical support.

Select **Save** to save the billing provider information.



Last Revision: May 22, 2024 Page 11 of 22





## Setting up Payers (Insurances)

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

By default, all Medicare Payer IDs that are valid for this build of PC-ACE are listed here.

🛄 Reference F	ile Main	tenance			_ 🗆 ×
<u>File View</u> <u>R</u> ep	orts				
Patient Payer	Provid	er (Inst)   Provider (Prof)   Codes/Misc			
Payer ID	LOB	Description	State	Usage	
14412	MCB	MEDICARE PART B - RI		Prof Only	
14512	MCB	MEDICARE PART B - VT		Prof Only	
16013	MCB	DME MACJURISDICTION A		Prof Only	
17013	MCB	DME MACJURISDICTION B	2.13	Prof Only	
18003	MCB	DME MACJURISDICTION C		Prof Only	
19003	MCB	DME MACJURISDICTION D	0	Prof Only	
					-
Sort By: 💿	Payer ID	C Payer Description C Payer LOB C Payer	State		
🗖 List Filter Opti	ions —				
Show all	pavers (r	o filter applied)			
C. Elber links	e in elude	Bauer ID a starting with			
	o include		_		
C Filter list t	o include	Payer Names starting with or contain	ing		Apply
<u>N</u> ew	⊻iev	v/Update C <u>o</u> py <u>D</u> elete			<u>C</u> lose

If you need 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:** More information about entering Secondary Insurances are included in the PC-ACE Secondary Insurance document located on the CEDI Web site <u>https://www.ngscedi.com/</u>.



Last Revision: May 22, 2024

Page 12 of 22



# **Setting up Patient Information**

The Patient tab of the Reference File Maintenance menu is where patient information is added.

🗰 Reference	File Maintenance					
<u>File View R</u> ep	ports					
Patient Payer	Provider (Inst)   Provider (F	Prof) Codes/Misc				
PCN	Last Name	First Name	MI	DOB	LOB	<u>^</u>
	e o ostine filmente os					<u>×</u>
Sort By: (	Patient PCN C Patient Na	ame				
List Filter Up	(ions I patiente (na filter applied)					-
C Eilter liet	to include Batient DCNs startin	ur uith	1			
C Filter list	to include Patient Pons statur		_			
( Filter list	to include Patient Names start	ing with				
New	View/Update D	slete   Plan of Ca	re			Close

Select **New** to add a new patient.



Last Revision: May 22, 2024 Page 13 of 22



### General Information tab:

General Information Exte	nded Info Primary Ir	nsured (Inst) Primary Insured (Pr	rof) Secondary Insured (I 💶 I
Last Name SMITH	First Name JANE	MI Gen Patient Co	H PCN
Patient Address Address 10180 MAIN AVE City INDIANAPOLIS Country Phone (866) 311-9 Notes	State Zip IN 46250 184	Patient Status Active Patient Y Sex F DOB 09/16/1928 Marital Status Employment Status Student Status CBSA Code	Discharge Status
			<u>Save Cancel</u>

Right click or use the F2 key for lists of options in many of these fields.

Make sure the patient's name is entered exactly as it appears on the patient's Medicare ID card.

Patient Control Number is an ID number assigned by the provider or submitter.

There are two boxes by Signature on File.

- The first box (empty in the example above) is for Medicare Part A Institutional claims and will be blank.
- The second box is for DME and Medicare Part B Professional. Right click or use the F2 key to get the list of valid values.

**Release of Info** has several options listed on its right click/F2 lookup list. Only "I" or "Y" are valid for DME. Any other entries will result in CEDI front end rejections.

**Note:** Some fields may not be required. Only enter information if it applies to this patient.



Last Revision: May 22, 2024



## Extended Info tab:

12-12-12-12-12-12-12-12-12-12-12-12-12-1	E	1 12 02 07 07 08 07 2 7 19 19 19 19 19 19 19 19 19 19 19 19 19	and a second	Reproduced in province of point	000000000000000000000000000000000000000
eneral Information	Extended Info	Primary Insured (I	nst]   Primary Insured	(Prof) Secondary	y Insured
Patient Legal Repr	esentative Inforr	mation (Profession	al use only)		
Name (L/F)					
Address					
City/ST/Zip					
Country	Phone	( ) ·			
Primary Provider ID	(Institutional us	e only)	7		
		194 - Contra 1940 - Contra 194			
Provider ID		íore	es E2 to select)		
Provider ID		(pre	ss F2 to select)		
Provider ID Billing/Rendering F	rovider IDs (Pro	(pre (fessional use only)	ss F2 to select)		
Provider ID Billing/Rendering F Billing Provider ID	rovider IDs (Pro	(pre fessional use only) 01 (pre	ss F2 to select) ss F2 to select)		
Provider ID Billing/Rendering F Billing Provider ID Rendering Provider	rovider IDs (Pro	(pre ifessional use only) 01 (pre	ss F2 to select) ss F2 to select)		
Provider ID Billing/Rendering F Billing Provider ID Rendering Provide	rovider IDs (Pro 123123000 r ID	(pre fessional use only) 01 (pre	ss F2 to select) ss F2 to select)		
Provider ID Billing/Rendering F Billing Provider ID Rendering Provide	rovider IDs (Pro 12312300 r ID	(pre fessional use only) 01 (pre	ss F2 to select) ss F2 to select)		

Patient Legal Representative Information: This field should only be filled out when the patient is legally represented by someone else. For example, this would be the name of the person who has power of attorney.

Primary Provider ID (Institutional use only): This is not used for DME and will be left blank.

### Billing/Rendering Provider IDs (Professional use only):

- Billing Provider ID is where you can indicate which supplier is most likely the one this • patient will have claims for. This will save time during claims entry.
- **Rendering Provider ID** is left blank this is for Medicare Part B (office visit) claims, not • DME.



Last Revision: May 22, 2024 Page 15 of 22



### Primary Insured (Prof) tab:

Right-click or hit the F2 key to select the primary payer. This should fill in the Payer ID, Payer Name, and LOB (Line of Business) fields.

eneral Inform	ation Extended I	nfo   Primary Insure	d (Inst) Prima	ary Insure	d (Prof) Seco	ndary Insur	ed 🚺
'ayer ID 17013 iroup Name	Payer Name DME MAC J G	URISDICTION B roup Number	LOB MC Clair	B m Office	Clear All E	ialda Cas lus	
Rel Las	mation (F7)   Emp t Name ITH	loyer Information (F8 First Name JANE	р) мі_і Г	Gen	Insured ID 999000000A		
Address 1234 MAIN City ANYTOWN Country	IST Sta V IN Phone	te Zip 12345	Sex DOB 06/2 Employ Statu	F 2/1923 48	Assign of B Release o ROI Date Retire Dat	Benefits f Info 06/18/ e//	Y Y 2014
11					Save		Cancel

Payer ID: When claims are prepared for submission, only one Medicare Payer can be selected at a time. Either

- Select one Medicare DME Payer ID for all patients regardless of the DME MAC jurisdiction where the patient resides. This will allow you to send all Medicare DME claims in one transmission
- Select the proper Medicare Payer ID for the DME MAC jurisdiction where the patient resides. This will force you to prepare separate submissions for each jurisdiction
- Group Name and Group Number: These are only entered if they are indicated on the patient's insurance ID card - these are left blank for Medicare.

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.

For Medicare, this is always **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:

• For Medicare, this is the field for the Medicare ID number. It must match the information on the patient's Medicare ID card exactly.

If the patient has a secondary insurance, the insured party will be added on the **Secondary Insured** tab. For DME patients, secondary insurance information will need to be entered under **Secondary Insured (Prof).** 

For more information about entering secondary insurances or Medicare as a secondary payer, please refer to the PC-ACE help documents and the PC-ACE User Guide on the CEDI Web site <a href="https://www.ngscedi.com/">https://www.ngscedi.com/</a>.

Medicare does not allow tertiary insurance claims so this tab should be left blank.

The PC-ACE software should now be setup to start entering claim information. For more information about entering claims into the PC-ACE software, please refer to the PC-ACE help documents and User Guide on the CEDI Web site <u>https://www.ngscedi.com/</u>.



Last Revision: May 22, 2024

Page 17 of 22



## **Option for Electronic Remittance Advice**

This option is for Trading Partners/Submitters who download 835 Electronic Remittance Advice (ERA) files from the CEDI Gateway. If you receive paper remits, you will not need to complete this step.

The Medicare Remit Easy Print (MREP) software is available to print the ERA and can be downloaded from the CEDI Web site <u>https://www.ngscedi.com/</u>.

#### **Downloading Medicare Remit Easy Print:**

- Select the Medicare Remit Easy Print Software Download. This will direct you to the Centers for Medicare & Medicaid Services webpage for Medicare Remit Easy Print.
- Under the Downloads section, you will want to select the link for *Medicare Remit Easy Print* – Version (current version) [ZIP, 1MB]

**Note:** The user manual and download instructions are also listed under the downloads section.

#### **Setting Up Medicare Remit Easy Print:**



- Open the **Medicare Remit Easy Print** using the shortcut/icon on your desktop. This should appear after the download and installation are completed. If the icon does not appear on your desktop, check the All Programs list under the Start Menu on your computer.
- Select Tools and Path Name Editor

default locations of th	esefolders.	ic to overlide the
mported files :	C:\Program Files\Medicare Remit EasyPrint\Import\	Browse
Archive files :	C:\Program Files\Wedicare Remit EasyPrint\Archive\	Browse
exported reports :	C:\Program Files\Medicare Remit EasyPrint\ReportExport\	Browse
(835 native files :	C:\Program Files\Medicare Remit EasyPrint\Native835\	Browse
Resource <mark>files :</mark>	C:\Program Files\Medicare Remit EasyPrint\Resource\	Browse
	ery region rines yncore recine Edsyr interessource (	Browse

• Select the Browse option for "X835 native files".



Last Revision: May 22, 2024





- You will need to create a folder to download your CEDI reports and ERAs after transmitting 0 the DME claims files. The folder can be created prior to entering the Medicare Remit Easy Print program or while you are browsing for the folder.
- Select this folder. 0
- Select OK and Save 0

When importing Medicare ERAs, the software should now allow you to view the new folder.

If you would like to link your Medicare Remit Easy Print software to open through the PC-ACE software, follow the directions below. You do not need to complete this step if you choose to open the Medicare Remit Easy Print software by using the icon on your desktop.



- Open the **Data Communications Menu** in the PC-ACE software. (This is the option showing the two computers connected by a telephone.)
- Select Edit Configuration.
- Select the **Option** tab that you would like to use for the Medicare Remit Easy Print program. 0 (For this example, Option 3 is selected.)



• Use the ... button to select the Medicare Remit Easy Print file EasyPrint.exe.





(This is located under the Local Disk (C:) drive, Program Files, Medicare Remit Easy Print. This is what it should look like C:\Program Files\Medicare Remit EasyPrint\EasyPrint.exe)

- Under Button Caption, enter Medicare Remit Easy Print.
- Select OK.
- Your Data Communications Menu should now show the following:

Option 1	Option 2
Medicare Remit Easy Print	Option 4

Note: Other options may be used for other functions.







## **Set Up User Accounts**

User accounts can be set up for people who will be accessing PC-ACE for the purpose of entering and sending claims, adding patients, reviewing claims that have already been sent, etc.

Select **Security** from the PC-ACE main menu.

🗰 ABILITY   PC-ACE	E Cla	ims Pro	cessing	Syst	_ 🗆 🗙
File View Security	Help				
Add/Update User				55 Mag	
Set Security Options					
Logout Current User					
	1				

Select Add/Update User to access the Security List screen:

Security Lis	t		
User ID	User Name		<u>^</u>
JISKOMIN		NATON .	
			×
New	View/Update	Delete	Close

Select New to add a new user.

User Secur User ID: II	ity Update Password:	User Name:	× 111111111111111111111111111111111111
User Permi:	ssions al Claim Activities aw Institutional Clair	ns	
	iter Institutional Clai odify Institutional Cla elete Institutional Cla port Institutional Cla	ins aims aims	
Profession	ocess Institutional C epare Institutional C chive Institutional C nal Claim Activities	Claims Claims Laims	<u>~</u>
<u>C</u> heck All	Clear <u>A</u> ll	ОК	Cancel



Last Revision: May 22, 2024 Page **21** of **22** 



## **PC-ACE Initial Setup**

Enter the user information as appropriate.

Be sure to scroll down and allow access to everything the user will need to conduct business.

Select **OK**.

Repeat for additional users, or select **Close** to return to the PC-ACE main menu.

