

This document is intended as a help guide for entering a claim with a National Drug Code (NDC) into the PC-ACE software. It is not intended to replace the general help (accessible by the F1 key) or specific item help (accessible by right-clicking or using the F2 key on a specific item) functions, or the PC-ACE User Manual itself. For assistance with any questions not covered here, please consult these documents.

The NDC is eleven digits and must be valid for Durable Medical Equipment (DME) claims. If you have questions on how to bill claims with an NDC, contact the DME MAC Jurisdiction where the claims will be processed for payment or visit the PDAC website at <u>www.dmepdac.com</u>.

The information in this document is intended to provide the user with enough information to successfully enter claims using medical policy knowledge the user already has. If you have any medical policy questions, please contact the DME MAC Jurisdiction where the claims will be processed.

PC-ACE 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 <u>ngs.cedihelpdesk@anthem.com</u> or at 866-311-9184.





Claims Entry – Entering NDC Information

National Drug Code information will be entered in the claim on the **Billing Line Items** tab. The **Billing Line Items** tab has multiple sub tabs:

)iag	nosis Codes (1 - 8):		2) EMDON				-	-		_
	24a - Service Dates From Thru	246 24 PS EM	24d -CPT® 7 HCPCS	24d - Mod 1 2	24e Diagnosis	24f Charges	24g El Units El	24h PFP AT	24j Rendering Phys.	
2			S5001	F F	i i	i	İ			4
3						<u> </u>	<u> </u>			
• [<u> </u>	「			
5										-
; [_) [-
	28 · Total Charge 0.00 Recgloulate]		
			2	9 - Patienit A	mount Paid	0.00	30 · Balance [)ue	0.00	

The **Line Item Details** sub tab (the first tab on the second row of tabs in the screenshot above) has the following information:

- o **24d Proc:** Use the right-click or F2 key lookup feature to select the HCPCS/procedure code
 - Some NDC codes crosswalk to a HCPCS code and that HCPCS code should be entered in **24d Proc**. The NDC will be entered later.
 - Some NDC codes do not crosswalk to a HCPCS code and you will enter either the HCPCS code S5000 (for generic NDC codes) or S5001 (for brand name NDC codes) in box **24d Proc**. These codes can be selected from the F2 key lookup feature.





PC-ACE National Drug Code (NDC)

Extended Details 2 (Line #) tab:

Professional Claim Form	>
Patient Info & General Insured Information Billing Line Items Ext. F	Patient/General Ext. Pat/Gen (2) Ext. Payer/Insured
Patient Info & General Insured Information Billing Line Items Ext. F Line Item Details Extended Details (Line 1) Ext Details 2 Line 1 Line-level Miscellaneous Information Proc Type/Desc 0 Obstetric Anesthesia Additional Units 0.000 National Drug Code or UPN/Type 0 National Drug Unit Price 0.000 Nat. Drug or UPN Units/Type 0.000 Drug Ref No/Type 0.000 Drug Ref No/Type 0.000 Drug Prescription Date 0./_/ DME Length of Need (Days)	*atient/General Ext. Pat/Gen (2) Ext. Payer/Insured Ext Details 3 (Line 1) Facility Name Facility Address EN - EAN/UCC - 13 EO - EAN/UCC - 13 EO - EAN/UCC - 8 HI - HIBC Supplier Labeling Standard Primary Data Message N4 - National Drug Code in 5-4-2 Format ON - Customer Order Number UK - GTIN 14 - digit Data Structure UD - UCC - 12
DME Purchase Price 0.0 DME Rental Price 0.00 DME Rental Unit Price Ind. 0.00	
	Save Cancel

National Drug Code or UPN/Type: Enter your National Drug Code (NDC) in the first long box circled as shown in the screenshot above. In the smaller box next to the NDC, you will need to use the F2 or right-click lookup feature and select the N4 option indicating the National Drug Code.

Nat. Drug or UPN Units/Type: Enter the number of units and the unit type. You can use the F2 key lookup feature to select the unit type.

Click on **Save** once you have completed entering the NDC information for the charge line.

Note:

Non-Medicare insurances may require additional information pertaining to the NDC code on this tab. Contact the DME MAC Jurisdiction where the claim will be processed for advice on what is required by medical policy.

