

This document provides general information on how to move the PC-ACE software to a different computer to be used for Medicare Durable Medical Equipment (DME) claims exchanged with CEDI.

This document is intended as a help guide and may not cover all situations which may arise when moving the software. Not all computers are the same and different situations may cause some variations to the information provided in this document.

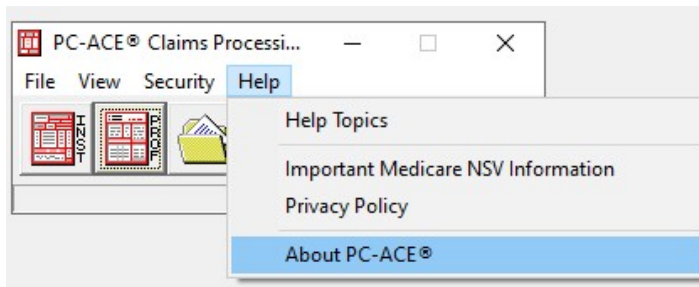
If you have any questions about moving the PC-ACE software, please contact the CEDI Help Desk at 866-311-9184.

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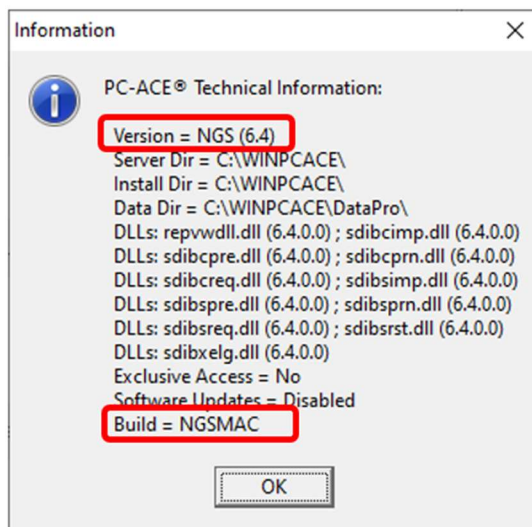
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Step 1: Verify the version and build of the PC-ACE software you are currently using.

To find out what version and build you are running, select **Help** from the PC-ACE main menu, and drop down to **About PC-ACE**.



Hold the shift key and press the number 7. This will bring up the Information screen. The first field will display the version. The last field will indicate the build. The build should equal NGSMAC.



Access the CEDI Web site www.ngscedi.com and select the link for PC-ACE. Verify the version you are currently using on your computer is the same version as the full install provided on the CEDI Web site.

If the version is the same and the build is NGSMAC, you are ready to proceed to the next step.

If the version is different and the build is NGSMAC, you will need to upgrade the software on your current computer before moving it to the new computer.

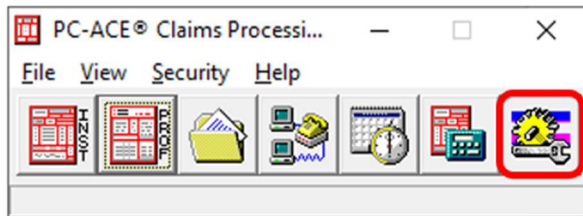
To upgrade the software, close the PC-ACE software currently on your computer.

Follow the Upgrade Instructions provided on the CEDI Web site to complete the upgrade to your PC-ACE software prior to making the move.

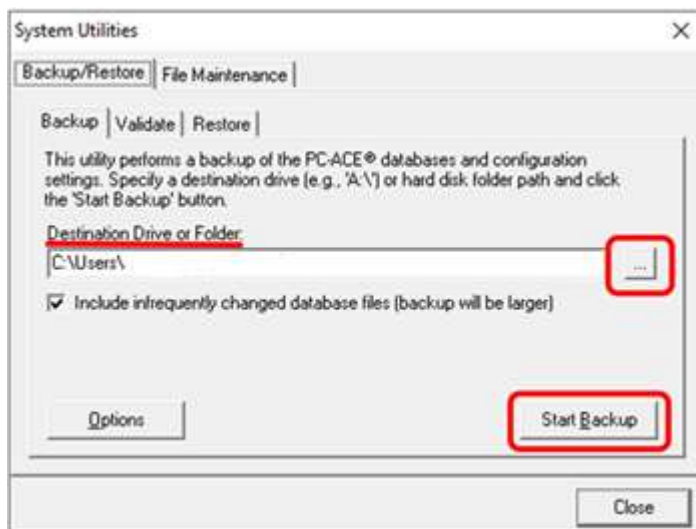
If the build does not equal NGSMAC, verify you are using the software to build only Medicare DME claims. If you are building other claim types using this software, you will want to check with the contractor where you are billing the claims for more information on the steps you should take.

Step 2: Backing Up the PC-ACE Software

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



The **System Utilities** menu will open to select the location where a backup will be saved. Use the button with three dots circled in the screen print below to open 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. This must be a location on the computer where the software is installed. Using the C:\ Drive or “My Documents” as a destination will make the backup easy to locate later. Consult a computer technician for further assistance, if needed.



Once you have chosen a location, select **Start Backup**. It will indicate when the backup has completed successfully.

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

Step 3: The Backup

After the backup is complete and saved to the computer, you will need to copy the backup to a removable drive to transfer the information to the new computer. You can use a USB drive or CD to move the file.

The file name will be PCACEPBK.ZIP.

You will want to locate this file in the same folder you made the backup to and save it on the removable drive.

Step 4: Installation

Next you will need to install the full version of the PC-ACE software on the new computer you will be using.

You can obtain a copy of the full install on the CEDI Web site www.ngscedi.com under the link for PC-ACE. Save the full install to the desktop on the computer and run to install.

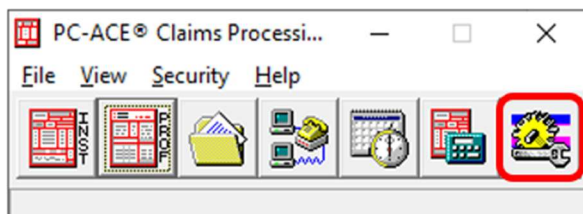
Once installed, you should see the PC-ACE icon on your desktop.

Step 5: Restoring the Backup

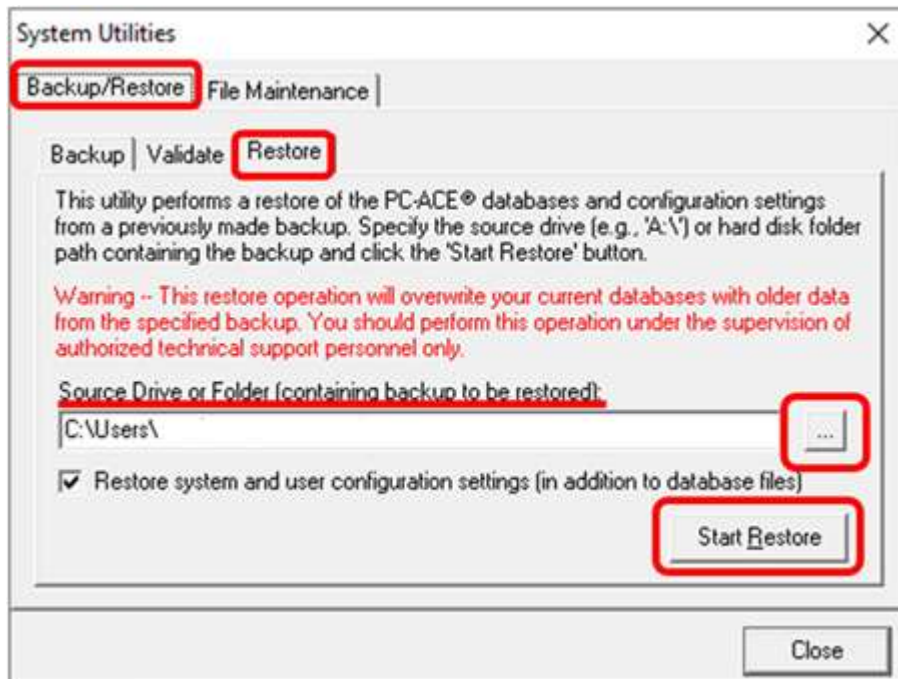
You will need to save the PCACEPBK.ZIP file onto the new computer. Placing this file on the Desktop or directly on the C:\ Drive is usually easiest for locating it later.

Once the backup file is saved on the new computer, you will need to open the PC-ACE software.

Select the **System Utilities** icon.



This will display the **Backup/Restore** tab. Select the **Restore** sub-tab as indicated below.



Use the button with three dots circled in the screen print above to open a general Windows browse dialogue box to select the PCACEPBK.ZIP file.

The directory will display in the Source Drive or Folder box. This will not display the PCACEPBK.ZIP file name.

Select **Start Restore**.

You should receive a successful message once the backup has been restored successfully. You can now begin using your software on the new computer.

Note: If you receive any warning messages while restoring the backup, please contact the CEDI Help Desk at 866-311-9184 for further assistance.