PC-ACE Pro32 – Preparing Claims for Transmission

1. You must prepare or generate your claims before they are ready to be transmitted. Only claims in a Clean (CLN) status are eligible to be transmitted.
2. Select the Prepare Claims icon when you are in the Professional Claims Menu.

3. The LOB field should be listed as All, the Payer should be All Payers for LOB(s), and the Provider should be All Providers for Payer(s).
4. The Submission Status should be Production unless this is your first submission. You must test this software first. For details about testing please contact EDISS at 1-800-967-7902.
5. The Include Error Claims field should be listed as No.
6. Click on Prepare Claims.
7. Then click on OK to confirm that you are ready to prepare the claims.
8. A box will appear stating that the claim preparation has completed successfully. Click OK.
9. You can generate a Transmission Detail Report if you click on the View Results button in the lower left corner. This report will give a listing of the provider number, member number, dates of service, and charges of the claims that were just prepared. It will also give you a total number of claims and total charges.
10. Click Close on the Claim Prepare for Transmission form. The claims that went through the preparation process are now ready to be transmitted.