EDISS Quick Reference for the PC-ACE User Guide

The purpose of this document is to provide a quick reference for the PC-ACE User Guide. Reference the table below to determine what section of the PC-ACE User Guide you should use for your desired task.

NOTE: This document should be used only as a reference. The PC-ACE User Guide should be reviewed in its entirety as it provides detailed instructions for all functions of the program.

Topic	Description	Page Number
Key Features of PC-ACE	Summary of the main functions of the PC-ACE program	Page 1
Installing PC-ACE	System requirements and PC and Server installation options	Page 2
Logging into PC-ACE	How to log into the program for the first time	Page 3
Setup of Institutional Systems	Setup procedures required to prepare your PC-ACE program for Institutional claims processing NOTE: Follow these instructions in exact order to avoid setup errors	Page 5
Setup of Professional Systems	Setup procedures required to prepare your PC-ACE program for Professional claims processing NOTE: Follow these instructions in exact order to avoid setup errors	Page 18
Main Toolbar and Forms	Reference guide for the icons on the main toolbar of PC-ACE with a brief description of their functions	Page 25
Institutional & Professional Claims Menus	Reference guide for the icons on the Institutional and Professional Claims Menu Bars and a brief description of their functions	Page 26
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Reactivating Claims	Instructions for reactivating a claim for resubmission	Page 111
Data Communications File Maintenance	General information on data communications functions. Additional information regarding connecting to EDISS can be found here: http://edissweb.com/cgp/software/understand.html	Page 160
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