PC-ACE Pro32 – Creating Dental Claims

Once the Reference File Maintenance section is completed, claims may be entered.

From the PC-ACE Pro32 main toolbar, click on the PROF (Professional) button.

Note: Dental claims are entered on the professional claim form.
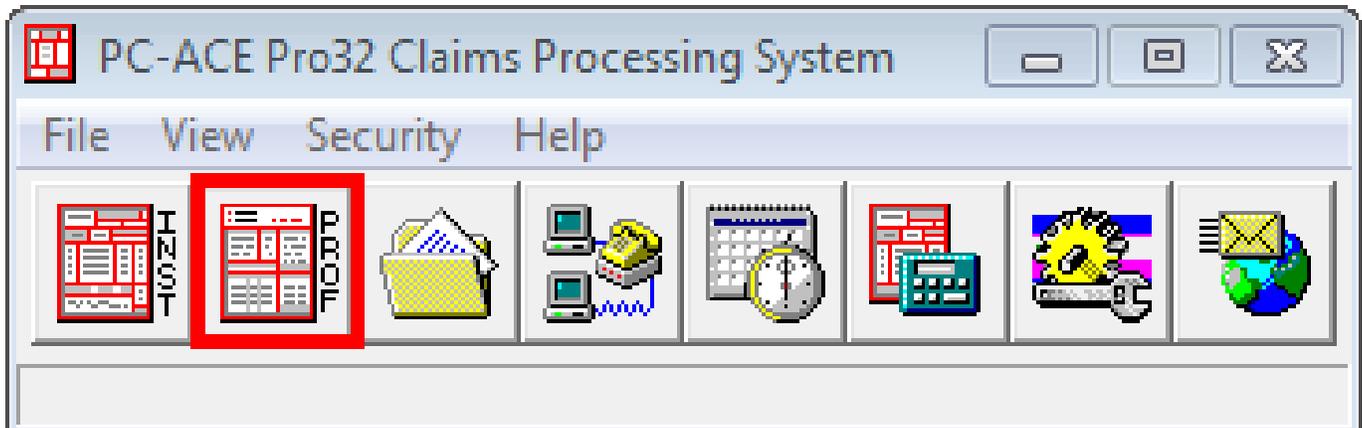
The Professional Claims Menu appears.
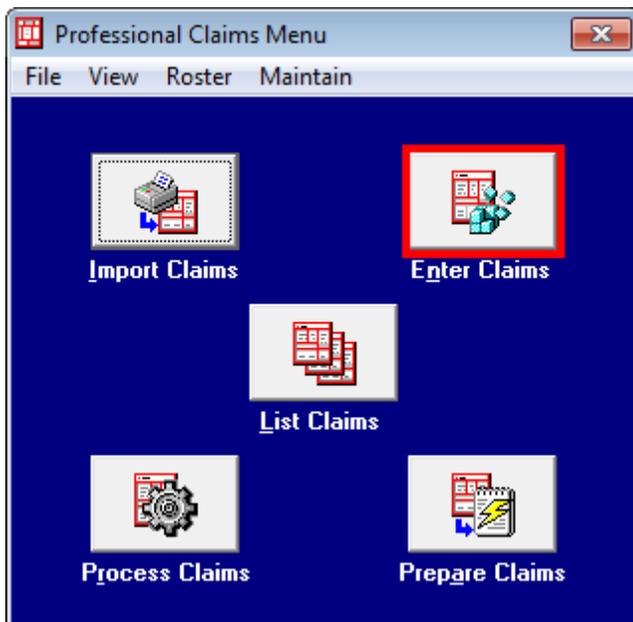
Click on the Enter Claims button.

Patient Info & General tab:

1. LOB (Line of Business): Right click on this field, or select F2, to obtain a list of valid LOB codes.
2. Billing Provider: Right click in this field, or select F2, to bring up the Billing Provider list you completed in the Reference File Maintenance.
3. Patient Control No: Right click in this field, or select F2, to bring up the Patient Selection list you completed in the Reference File Maintenance.
4. Employment: Enter Y (yes), N (no) or U (unknown) in this field to state whether or not the patient's condition is related to employment. You may also right click in this field, or select F2, to bring up a menu.
5. Accident: Enter A (auto accident), O (other, non auto accident) or N (No accident) to state whether or not the patient's condition is related to an accident. You may also right click in this field or select F2 to bring up a menu.
6. Referring Physician Name/ID/Type: This box is used if Referring Provider information is needed. For example: Iowa Medicaid providers will use this box for Medipass, Consultation, Independent Lab, DME and Lock-In numbers.
7. Dental: All dental claims must have a Y (yes) in this field.
8. Select Save.

Billing Line Items tab:

Note: When a valid dental procedure code is entered, the Dental tab will appear.

Dental tab:

Complete the Dental attachment and select Save.

Note: PC-ACE Pro32 performs a series of edit checking. If errors exist, the Edit Validation Errors List form appears with a list of the errors. Errors preceded by a red **X** are fatal errors and <u>must</u> be corrected before the claim can be submitted. Errors not preceded by a red **X** are non-fatal errors and <u>should</u> be corrected before submitting the claim.
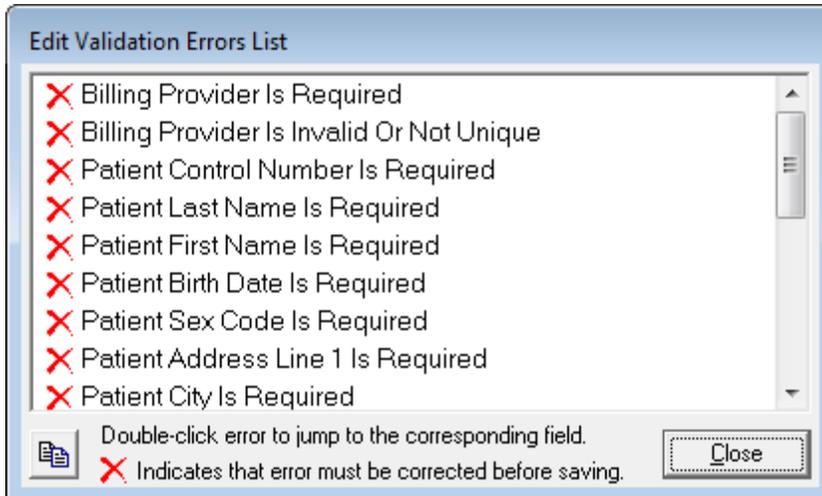
1. If no errors are present, continue to the next step.
2. If errors are present, correct the errors. There are two ways to access claims to fix errors.
   a. Double-click on the error in the Edit Validation Errors List to go directly to the field in the claim form.
   b. Close out the Edit Validation Errors List and fix all the errors in the claim form.
3. Once the claim is error free, the claim is saved in a CLN (clean) status and now appears under the List Claims option on the Claims Menu.

Note: Only claims with a status of CLN can be prepared for submission.