



**MEDICARE  
Electronic Data Interchange**

December 30, 2011

Dear PC-ACE Pro32™ Customer,

The **January 2012** release of PC-ACE Pro32™ software Version **2.34.0.100** is now available for download/installation (download and CD ROM installation instructions are provided in this document). You should be on the current version 2.32.0.100 (October 2011). It is always recommended that you backup the PC-ACE Pro32™ software prior to installing an upgrade.

**It is imperative you install the update IMMEDIATELY and *terminate the use of earlier versions (installing the update terminates the earlier version).* Failure to do so may impact your ability to transmit/retrieve claim information.**

**NETWORK SYSTEM:** If you are on a network system, please consult your Systems Administrator before attempting to load the PC-ACE Pro32™ Upgrade. For networked installations, it is recommended (but not required) that the upgrade be run from the server's console. You do not have to have Administrator Rights when performing PC-ACE Pro32 Client installations. Please refer to your internal support area regarding client installations.

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## MEDICARE A – INSTITUTIONAL CHANGES

- **MEDICARE DEDUCTIBLE, COINSURANCE AND PREMIUM RATES** - Updated claim edits to support the new 2012 rates.
- **CLAIM EDITS**
  - Medicare Deductible and Coinsurance amounts for Calendar Year 2012: added three new claim edits to enforce non-zero Units value on all service lines.
  - Billing Provider Zip Code: modified several claim and Reference File edits to prohibit all variation of P.O. Box when editing the Billing Provider ZIP code field.
  - Payer Secondary Identification qualifiers: added an edit prohibiting reporting of Payer Secondary Identification qualifiers 2U – Payer Identification Number, EI – Employers Identification Number, FY – Claim Office Number, or NF – NAIC Code, on claims.
  - Service Facility and Referring Physician identification numbers: added edits prohibiting reporting of all Service Facility and claim level Referring Physician secondary identification numbers on claims.
  - Other Operating, Rendering, and Referring Provider: added several edits prohibiting reporting of line-level Operating, Other Operating, Rendering, and Referring Providers unless the associated claim-level providers are also being reported.
  - Donor Post-Kidney Transplant Complication Services:
    - Modified an edit to permit a Patient Relationship to Insured Code of 39 – Organ, on claims with services dates on or after 11/28/2011, and transmitted on or after 04/01/12.
    - Effective 11/28/2011, added an edit which requires Occurrence Code 36 when the Patient Relationship Code 39 is present on the claims.
  - End Stage Renal Disease (ESRD): modified several edits to accommodate the implementation of new ESRD billing rules:
    - Modified an edit to bypass the requirement for reporting the Occurrence Code 51 when Value Code D5 contains a value of 8.88 for dates of service on or after 01/01/12.
    - Added an edit which requires that all 72X type of bills with dates of service on or after 04/01/12 report a Value Code 48 or 49. Report a value of 99.99 if no reading is available.
    - Added an edit which prohibits reporting Q4081 or J0882 with a value of 99.99 in Value Code 48 or 49, effective 04/01/12.
  - HIPPS: modified edits to allow the new HIPPS codes effective 10/02/2011, and to prohibit their use prior to 1/01/2011.
- **POA (PRESENT ON ADMISSION)** - Updated the ICD-9 reference file to reflect the latest POA exemption listing published on the CMS website.
- **INSTITUTIONAL MANUAL REVISIONS**

<u>Page</u>	<u>Revision</u>
All	Updated revision date on all pages
Cover	Updated Version number to 2.32.0.100
3, 4	Updated table of contents to reflect correct page numbers
4, 5, 8, 49, 51	Remove and replaced “E-mail” with “email”
4, 6, 39, 40, 41	Updated communications software to Alternate Transfer 5010
5	Updated Advantages and Features to reflect available ANSI 5010 reports
6	Removed reference to Windows 2000 and added Vista and 7, and revised steps to download from <a href="http://medicare.fcso.com">http://medicare.fcso.com</a>
11	Added screen shot of the Extended Info tab, added verbiage regarding 9-digit zip code and removed information at the bottom of the page referencing sort options
13	Added screen shot of the Prepare and ANSI Info tabs for the Submitter Setup
16	Updated facility screen shot to reflect the full 9-digit zip code
37, 38	Updated page to reflect 5010 and remove Windows 2000
41	Updated screen shots to reflect UB04
6, 38, 43, 45, 52	Updated the <a href="http://www.fcso.com">www.fcso.com</a> web address to <a href="http://medicare.fcso.com">http://medicare.fcso.com</a>
38-44	Updated verbiage/screen shots to reflect ANSI 5010 and new reports

## MEDICARE B – PROFESSIONAL CHANGES

- **CLAIM EDITS**
  - Added an edit prohibiting reporting the Payer Secondary Identification qualifiers EI - Employer Identification Number, FY –Claim Office Number, or NF – NAIC Code on Medicare claims.
  - The Disability Thru Date field was revised to allow future dates, and will edit if the date is greater than or equal to the Disability From Date, when both dates are present.
  - Added an edit on the first service line which requires POS 41 or 42, whenever an Ambulance attachment is triggered on any service line.
  - Added edits to enforce COB balancing, which requires the claim level Payer Paid Amount to equal the sum of all line level Payer Paid Amounts, minus the sum of all clai level adjustments.
  - Added an edit requiring the Hospice Employed field to be populated when the PS (Place of Service) field contains a 34 (Hospice).
  - Modified several edits to bring them in line with Anesthesia Modifiers: AA, AD, QK, QS, QX, QY, and, QZ.
  - Added an edit which requires the Not Otherwise Classified (NOC) procedure code description to be reported in the Billing Line Items – Ext Details 2 - Proc Desc field.
- **ROSTER BILLING** - Added influenza virus vaccine code 90654 to the roster billing module.
- **CLIA**
  - Modified the trigger file to add back triggers for HCPCS codes 88304, 88305, 88312, 88313, and 88314.
  - Modified an existing edit to bypass the CLIA certification number requirement for service lines reporting any of these codes with the TC modifier. These codes were incorrectly removed due to a misinterpretation of Transmittal 882.
- **CLAIM IMPORT** - Modified the module to populate the correct claim form field from the unshaded service line data.
- **CLAIM PRINT** - Modified the module to print the correct field value based on ANSI 5010.
- **PROFESSIONAL MANUAL REVISIONS**

<u>Page</u>	<u>Revision</u>
All	Updated manual revision date to January 2, 2012
Cover	Updated manual version to 2.34.0.100
2, 3	Corrected page numbering
4	Updated Advantages and Features to reflect available ANSI 5010 reports
5	Updated website to read: <a href="http://medicare.fcso.com">http://medicare.fcso.com</a>
10	Enhanced instructions on how to add a payer
40	Removed © from PC-ACE Pro32, and added ™
41	Updated Alternate Transfer download instructions
5, 40, 46, 48, 55	Revised website from <a href="http://www.fcso.com">www.fcso.com</a> to <a href="http://medicare.fcso.com">http://medicare.fcso.com</a>

## MESSAGES FOR ALL SUBMITTERS

- **2012 HCPCS ANNUAL UPDATE** - Replaced the HCPCS file with the annual 2012 update for claims processed on or after 1/1/12. There were 615 HCPCS codes added, 272 deleted, and 348 modified. There was one modifier added and 3 deleted.
- **CLAIM STATUS CODES UPDATE** - Updated the Claim Status Response Codes reference file with the latest WPC published code set.
- **HEALTHCARE PROVIDER TAXONOMY CODES (HPTC) UPDATE** - Updated the Provider Taxonomy Code reference file with the latest WPC published codes set.

- **ANNUAL UPDATE TO THE THERAPY CODE LIST** - Added HCPCS code 92618 effective 1/1/12.
- **SCREENING AND BEHAVIORAL COUNSELING INTERVENTIONS IN PRIMARY CARE TO REDUCE ALCOHOL MISUSE** - Added HCPCS codes G0442 and G0443 effective 10/17/11.
- **INFLUENZA VIRUS VACCINE CODE** - Added and/or modified edits to enforce the effective and implementation dates for code – 90654. The new code is valid for services dates on or after 5/9/11 on claims received on or after 04/02/12.
- **CATEGORY II CODE UPDATE (AMS WEBSITE)** - Added 58 new HCPCS codes effective 1/1/12.
- **CLAIM ADJUSTMENT REASON CODES UPDATE** - Updated the Claim Adjustment Reason Codes reference file with the latest WPC published code set by adding 2 codes and modifying 2.
- **CLAIM STATUS RESPONSE CODES UPDATE** - Updated the Claim Status Response Codes reference file with the latest WPC published code set, modifying 8 codes.
- **SUBMITTER INFORMATION** - Updated the Submitter Information screen to default to the 5010 errata ANSI versions.
- **ADDITIONAL CMS MANDATED CHANGES**
  - Added a fatal claim edit prohibiting reporting of the Subscriber SSN on Medicare Claims.
  - Added claim edit prohibiting the use of Group Code “CR” Corrections and Reserrals on version 5010 claims when the associated Adjudicate Date is on or after 1/1/2012. The Group code was eliminated from the implementation guide.
- **CHANGE OF INFORMATION** - If you need to update your information, download and complete the EMC Change of Information (COI) form located at <http://medicare.fcso.com>, by selecting EDI then Forms. Contact the Medicare EDI Enrollment department (888) 670-0940, option 4 if you require assistance with the form.
- **SENDER/SUBMITTER NUMBER DELETION** - Transmissions must be received at least once every six months to avoid deletion of your submitter number. If you are unable to transmit at least once every six months, please contact the Medicare EDI Enrollment Department (888) 670-0940, option 4 to ensure your file is updated. Once a Sender/Submitter number is deleted, you must reapply for the PC-ACE Pro32™ program.
- **Alternate Transfer Support** - You may use any communications software. We support the Alternate Transfer 5010 for use on 32 and 64 bit Windows® 7, Vista, XP, 2000, and NT 4.0 operating systems. All other version of the Alternate Transfer program became obsolete with the migration to ANSI 5010.

## WEB SITE DOWNLOAD/INSTALLATION INSTRUCTIONS

**Create a backup** prior to installing an upgrade (instructions are at the bottom of this section). **It is important that you do NOT interrupt the update process.**

- Close the PC-ACE Pro32™ software prior to installing the upgrade.
- Either type <http://medicare.fcso.com> in your internet browser or select your Ctrl key on the site name.
  - If requested, select your location, line of business, and customize.
- Select EDI.
- Select PC-ACE Pro32 Software.
- Select PC-ACE Pro32 current version 2.34.0.100 upgrade download – January 2012.
- Select Save.
- Designate a location to download to (normally C:\ or Desktop is selected). Note the file name (example: 139923.zip) and location.
- Select Save and the download will begin.
- When download is complete, select Open.

- The WinZip program (or the program you use to un-zip files) will appear containing the file ppaceup.exe. If necessary, select Extract, noting the location the file is extracted to (normally C:\), and then select Extract.
- When the extraction is complete, close the WinZip window (or the program you used to un-zip the file) and open the location the file was extracted to.
- Open the ppaceup.exe file.
- After reading the Welcome screen, select <Next>.
- Select destination drive.
- Select Next.
  - Select Next to activate the Installation Wizard.
  - To begin installation, select OK.
- You will be prompted with the following reminder: *“Did you backup your PC-ACE Pro32 databases before running this update? If not, it is strongly recommended that you cancel the update and perform a PC-ACE Pro32 backup in order to safeguard your valuable information. This backup is for safety purposes **ONLY** and cannot be restored after successfully installing this update. Do you want to proceed with the update at this time? Yes/No”*. We do **NOT** recommend continuing with the installation if a backup has not been created. (Refer to **“Create a Backup”** below). .
- When the “Welcome” screen appears, you will be given the option to continue with the installation.
- The installation process typically takes approximately 1 minute to complete but times vary based on the amount of information in your databases and the number of databases changes in a specific release. When the upgrade is completed, you will receive a Readme File screen to review. After selecting Next you will be prompted with a second Backup Reminder.
- *Select “OK”*. For your protection, we strongly recommend you create a backup after the program is installed, and backup on a regular basis.
- You will then receive an “Update Complete” screen; select Finish and you’ll be returned to your desktop.
- To confirm that the installation was successful; double click on the PC-ACE Pro32 Icon to access the PC-ACE Pro32 Claims Processing System Main Toolbar. From the Main Toolbar, select Help then About PC-ACE Pro32. Confirm the version in the About window is **2.34.0.100**. Select OK to close this window. If the version is other than **2.34.0.100**, contact Technical Support at: [ppace@fcso.com](mailto:ppace@fcso.com), (888) 670-0940 option 2 (Florida and Virgin Islands), or (888) 875-9779 (Puerto Rico) for additional assistance.



**Alternate Transfer 5010** – To avoid connectivity issues after the update is installed, with PC-ACE Pro32™ closed, activate the Alternate Transfer 5010 communications program by selecting the Activate Alternate Transfer 5010 icon on your desktop (icon - blue and white telephone handset).

- **Create a backup** – From the Main Toolbar, select System Utilities, Backup/Restore, and Backup. Indicate the destination drive you want your backup to be stored to, and select Start Backup.

### CD-ROM INSTALLATION INSTRUCTIONS

**Create a backup** prior to installing an upgrade (instructions are at the bottom of this section). **It is important that you do NOT interrupt the update process.**

- Close the PC-ACE Pro32™ software prior to installing the upgrade.
- The installation program will execute automatically when you insert the CD into your disk drive if your auto-detect feature is enabled. If the windows auto-detect feature is disabled, you may need to start the installation program manually. To do so, type “D:\ppaceup.exe” in the “Run” dialog box (on your **keyboard**, select your Windows® key and the letter “R” to access the dialog box), substituting the drive letter of your disk drive (“D” was used in this example).
- Follow the on-screen Wizard steps to complete the upgrade installation.
- You will be prompted with the following reminder: *“Did you backup your PC-ACE Pro32 databases before running this update? If not, it is strongly recommended that you cancel the update and perform a PC-ACE Pro32 backup in order to safeguard your valuable information. This backup is for safety purposes **ONLY** and cannot be restored after successfully installing this update. Do you want to proceed with the update at this time? Yes/No”*. We do not recommend continuing with the installation if a backup has not been created. (Refer to **“Create a Backup”** below).

- When the “Welcome” screen appears, you will be given the option to continue with the installation.
- The installation process typically takes approximately 1 minute to complete but times vary based on the amount of information in your databases and the number of databases changes in a specific release. When the upgrade is completed, you will receive a Readme File screen. After selecting “Next”, you will be prompted with a second Backup Reminder.
- Select “OK”. For your protection, **we strongly recommend** you create a backup after the program is installed, and backup on a regular basis.
- You will then receive an “Update Complete” screen; select “Finish” and you’ll be returned to your desktop.
- To confirm that the installation was successful; double click on the PC-ACE Pro32 Icon to access the PC-ACE Pro32 Claims Processing System Main Toolbar. From the Main Toolbar, select <Help> then <About PC-ACE Pro32>. Confirm the version in the “About” window is version **2.34.0.100**. Select “OK” to close this window. If the version is other than **2.34.0.100**, contact Technical Support via email at: [pace@fcso.com](mailto:pace@fcso.com), or call (888) 670-0940 option 2 (Florida and Virgin Islands), (888) 875-9779 (Puerto Rico) for additional assistance.



- ***Alternate Transfer 5010*** – To avoid connectivity issues after the update is installed, with PC-ACE Pro32™ closed, activate the Alternate Transfer 5010 communications program by selecting the Activate Alternate Transfer 5010 icon on your desktop (icon - blue and white telephone handset).
- ***Create a backup*** – From the Main Toolbar, select <System Utilities> <Backup/Restore> <Backup>. Indicate the destination drive you want your backup to be created to, and select “Start Backup”.

#### **PC-ACE PRO32™ SOFTWARE SUPPORT CONTACT INFORMATION**

- Email: [pace@fcso.com](mailto:pace@fcso.com)
- Web site: <http://medicare.fcso.com>, select EDIlectronic Services, your location, your line of business, PC-ACE Pro32 Software
- Phone:
  - Florida and Virgin Islands (888) 670-0940 option 2
  - Puerto Rico (888) 875-9779