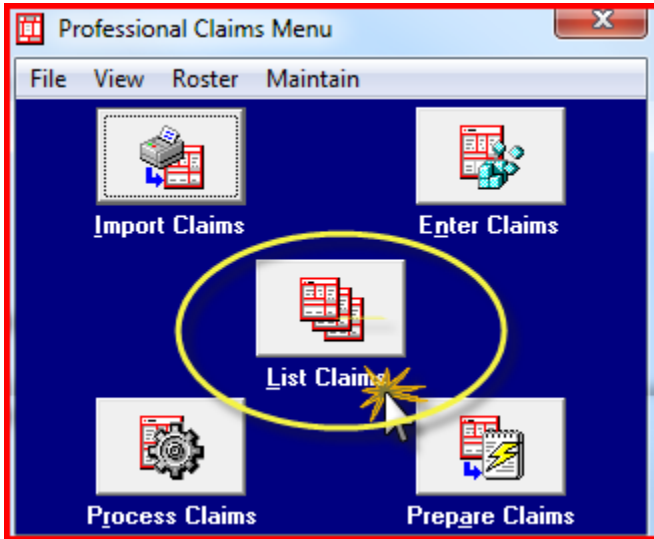
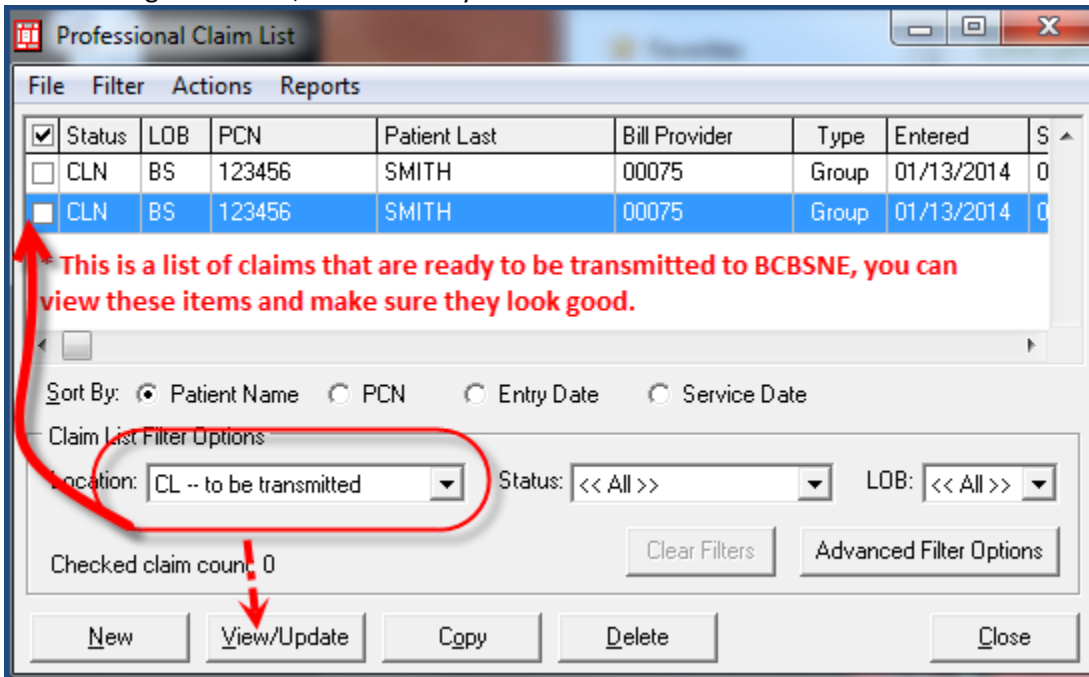


# PC-ACE: Claim Preparation for Electronic Submission

Once you have created claims in PC-ACE, you will be able to see them when you click **List Claims** in the **Professional Claims Menu**.



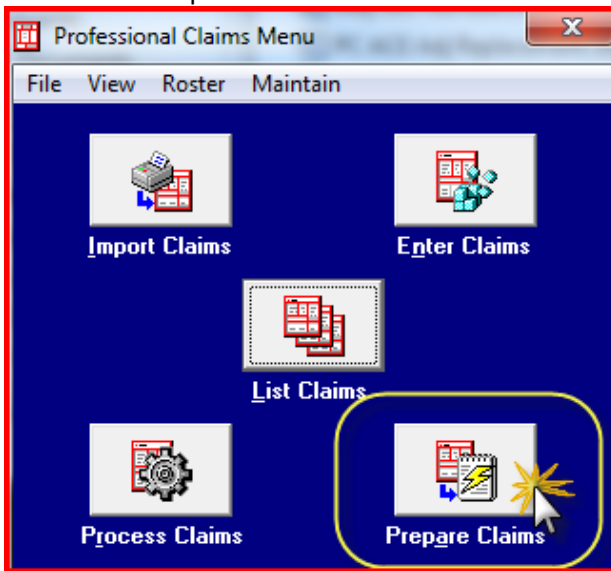
After clicking **List Claims**, here is what you will see:



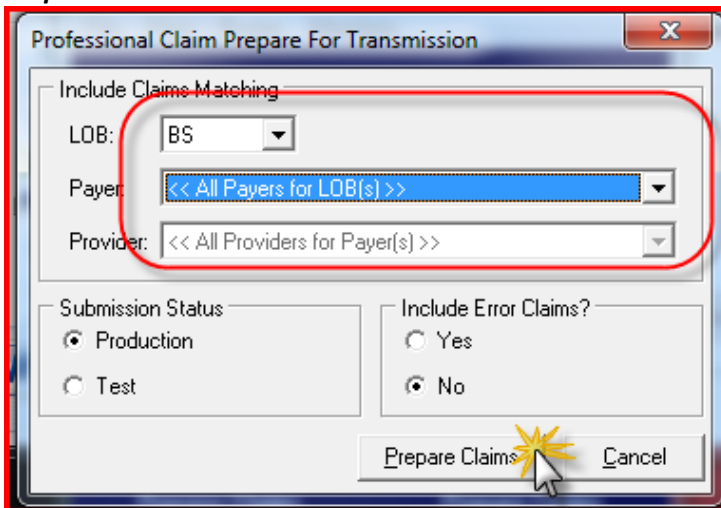
If the information appears to be satisfactory, and you're ready to transmit the claims, you can begin the preparation process.

# Claims Preparation Process

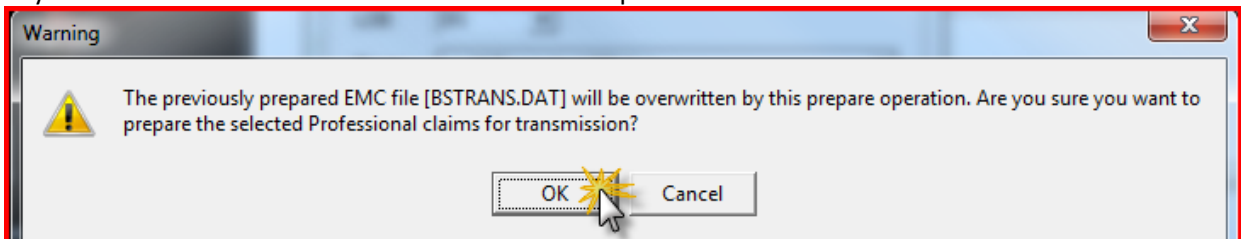
1. Click on the Prepare Claims icon.



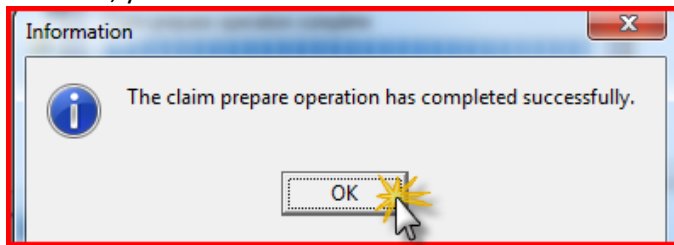
2. The LOB should be BS for Blue Cross/Blue Shield – you will not need to modify the other boxes. Then click on **Prepare Claim**.



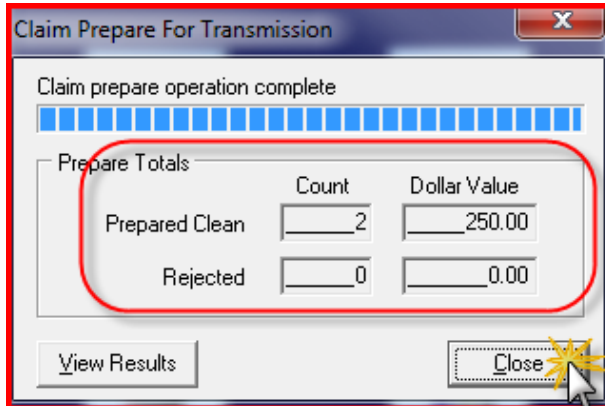
3. Your screen will now display a warning box informing you that you are replacing the file **BSTRANS.DAT** – found in your **WINPCACE** folder. Click **OK** to continue the process.



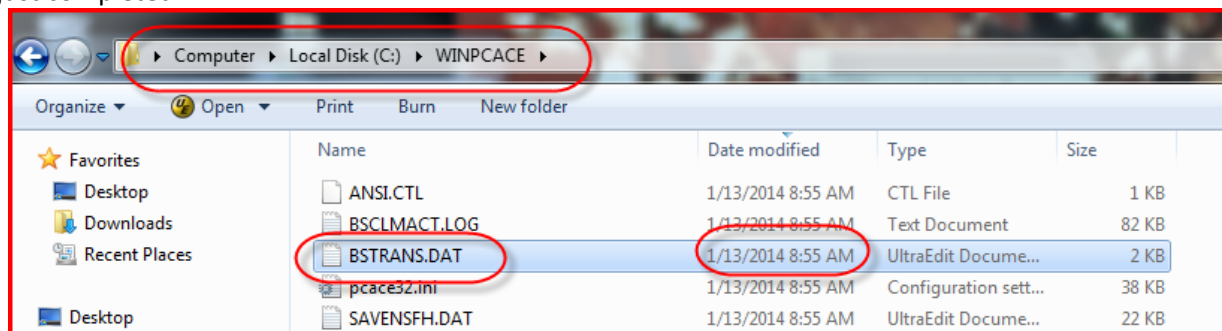
- Next, you will see an information box with the status of your request. Click **OK** to close the box.



4. The screen will display the **Claim Prepare for Transmission** information. This information will advise how many items were prepared and the dollar value. You can close this window after you have reviewed the information. You can also look at the information within **View Results**.



5. So where are those claims you just prepared? They are stored in your **WINPACE FOLDER** on your C drive. The saved claims are called **BSTRANS.DAT**, and the modified date and time will match up to the processes you have just completed.



(Continued)

## SENDING PREPARED CLAIMS

To transmit test claims you will log into the test URL: [\\filoma01ts1\tumbleweed](http://filoma01ts1.tumbleweed)

For testing purposes, you will use the login of **BCBSNETEST**. A password will be emailed to your office.

Once testing is completed, your practice will be given access to a different production URL. The login will be the unique trading partner number assigned to you, in addition to your password.

**BCBS Of Nebraska Secure File System**

**Login**

Name:  **GoGreenWith Blue**

Password:  **Log In**

Look for more information coming for this new BCBSNE promotion.

We want to help everyone cut costs by getting off paper and using EDI (electronic data interchange).

Thank you!

Once you sign in, you will see a blank screen; *what is needed is for the user to upload the items.*

Open the document; this will load it to the default screen. In order to do this, you will need to have the program browse for the claims stored in your PC-ACE software/WINPAXE folder.

**Axway | SecureTransport**

Welcome to SecureTransport

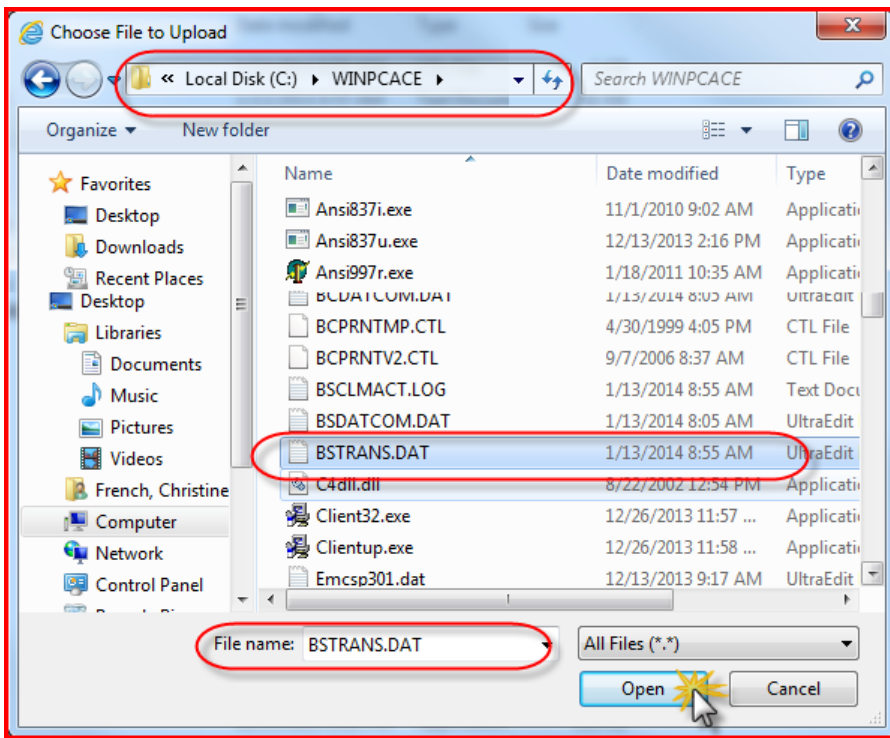
**The claims will be INBOUND ITEMS for BCBSNE. Select and click on the inbound folder**

**Browse...** **Upload File** **Set ASCII**

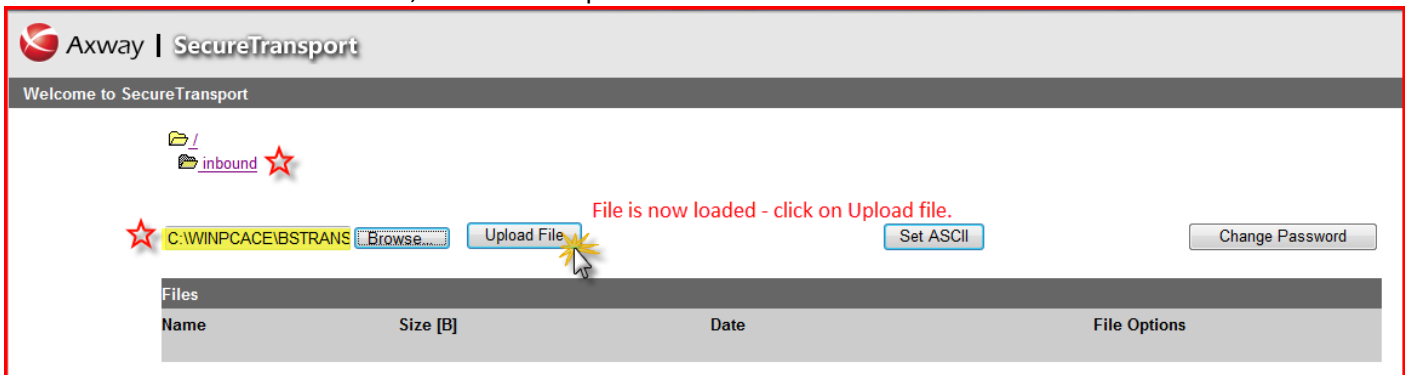
Files		
Name	Size [B]	Date
inbound		Jan 13 10:36
outbound		Jan 13 10:36

1. Click on **Browse** to select the location the program is stored in your system. In our system, we store it on the C drive. Find the **WINPCACE** folder, **open** the folder and look for the **BSTRANS.DAT** document. Open the document; this will load it to the default screens browser.

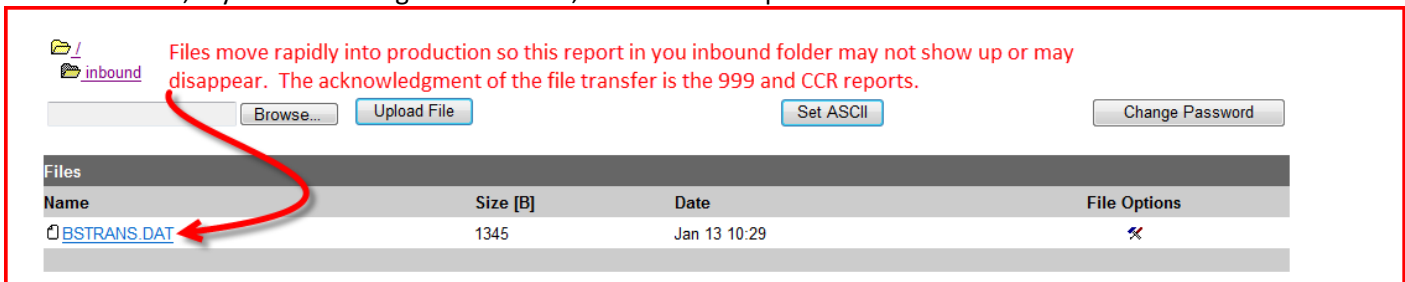
**(Continued)**



2. Once file is in the browser, click on the Upload File button.



3. Uploaded files move rapidly into production, so this report may not be your inbound folder or it may be there and then disappear. Trading Partners will collect Acknowledgement (999, CCR) reports from the outbound folders, If you are sending in test claims, there are no reports created.



4. Once you have sent the test claims, please email [edisupport@nebraskablue.com](mailto:edisupport@nebraskablue.com). The claims will be tested to see if any corrections are needed so the practice can go into claims data production.

5. Testing of received claims will normally take about 2-3 business days.

6. You will receive a separate email advising that your claims failed or passed testing. Corrective steps may be given and claims may have to be retested.