

ATTENTION WINDOWS 7 PC-ACE Pro32 Users!

Please be advised that PC-ACE Pro32 users with Windows 7 require additional communications software, such as a hyperterminal connection.

Communications software is required to transmit your data via **GPNet**, the CGS asynchronous electronic network. Ask your software vendor to confirm that your billing software includes communications capabilities (free billing software provided by CGS does not). If not, you will need to purchase such software, available online and at most software retail stores. Examples include, but are not limited to HyperTerminal (provided by Microsoft on Windows versions before Vista), ProComm Plus, and PC Anywhere.

Should you choose to utilize HyperTerminal, refer to the following instructions.

HYPERTERMINAL INSTRUCTIONS

Note: The instructions on page 1 are setup instructions and will only need to be completed once.

Creating a Hyperterminal Connection

1. Click **Start**.
2. Select **Programs**.
3. Select **Accessories**.
4. Select **Communications**.
5. Select **Hyperterminal** (you may have two options for Hyperterminal; if so, select the option that has the telephone icon).
6. Enter **GPNet** in the Name field on the New Connection screen.
7. Select an icon.
8. Click **OK**.
9. Enter **803** in the Area Code field on the Connect To screen.
10. Enter **7889860** in the Phone Number field on the Connect To screen.
11. Click **OK**.
12. Click **Cancel** on the Connect To screen.
13. Select **File** from the Hyperterminal Menu.
14. Select **Save As**.
15. Select **C:\ drive** in the Look In field. (You may need to click on the drop-down arrow.)
16. Click **Save**. Your GPNet setup has now been saved.

Saving a GPNet Shortcut to Your Desktop

1. Complete steps 1–16 of “Creating a Hyperterminal Connection.”
2. Click **File** from the Hyperterminal Menu.
3. Click **Save As**.
4. Left click once on **GPNet** on the **Save As** screen to highlight.
5. Right click once on **GPNet**. A drop-down menu will appear.
6. Select **Send To**.
7. Select **Desktop (Create Shortcut)**. A shortcut should now appear on your desktop.
8. Click **Cancel**.

Transfer Setup

1. Click **Transfer** from the Hyperterminal Menu.
2. Click **Receive File**.
3. Enter **C:\WINPACACE\SUMMARY**. Click **Close**.
4. Click **File** from the Hyperterminal Menu.
5. Click **Save**.
6. Click **File** from the Hyperterminal Menu.
7. Click **Exit**.

Linking a Hyperterminal Connection to PC-ACE Pro32 (Optional)

1. Open the PC-ACE Pro32 software.
2. Click **Data Communications** (fourth button from the left on the PC-ACE Pro32 Claims Processing System Menu).
3. Click **Edit Configuration**.
4. Click the **Data Comm** tab.
5. Click **Option 1**.
6. Click **Open** (gray button with three dots next to Option 1 Program field).
7. Select **C:\drive** in the Look In field (you may need to click on the drop-down arrow).
8. Double-click on **GPNet**.
9. Enter **Transmit** in the Button Caption field.
10. Click **OK**.
11. Click **Close**.

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Sending a File and Downloading a Response Using Hyperterminal

1. Click on the GPNet icon from your desktop or click **Option 1** from the Data Communications option in the PC-ACE Pro32 software.
2. Click **Dial**.
3. Once connected, enter your Medicare submitter number in all caps at the **Please Login** prompt and press **Enter**.
4. Enter your password in all caps at the **Password** prompt and press **Enter**.
5. You will receive the message, "Press <RETURN> to continue." Press **Enter**.
6. Enter "**2**" and press **Enter** to upload a file.
7. Enter "**Z**" at the **Select Protocol** prompt.
8. Click **Transfer** from the Hyperterminal Menu.
9. Click **Send File**.
10. Enter **C:\WINPACE\BSTRANS.DAT** in the Filename field. For institutional Part A users, the filename will be C:\WINPACE\BCTTRANS.DAT. To browse for file, click on the browse key. If WINPACE is not in the Look In field, click the drop-down arrow, double-click on **C:**, double-click on **WINPACE**, double-click on **BSTRANS.DAT** or **BCTTRANS.DAT**.
11. Click **Send** on the Send File screen.
12. Press **Enter** once you receive the "Transfer Completed Successfully" message.
13. Enter "**1**" to download from the GPNet Main Menu.
14. Enter "**Z**" at the **Select Protocol** prompt. If you would like to download all files, go to step 15. If not, go to step 16.
15. Enter "**Y**" and press **Enter**. All files will be downloaded to your download folder.
16. Press **Enter**. You can select the file you wish to download by entering the number associated with the file. The file will be downloaded to the download folder.
17. Press **Enter** once you receive the "Transfer Completed Successfully" message.
18. Enter "**Q**" from the Main Menu.
19. Click **File** from the Hyperterminal Menu.
20. Click **Exit** to end the GPNet session.

Accessing GPNet to Download Only

1. Click the GPNet icon from your desktop.
2. Click **Dial**.
3. Once connected, enter your Medicare submitter number in all caps at the **Please Login** prompt and press **Enter**.
4. Enter your password in all caps at the **Password** prompt and press **Enter**.
5. You will receive the message, "Press <RETURN> to continue." Press **Enter**.
6. Enter "**1**" to download from the GPNet Main Menu.
7. Enter "**Z**" at the **Select Protocol** prompt. If you would like to download all files, go to step 8. If not, go to step 9.
8. Enter "**Y**" and press **Enter**. All files will be downloaded to your download folder.
9. Press **Enter**. You can select the file you wish to download by entering the number associated with the file. The file will be downloaded to the download folder.
10. Press **Enter** once you receive the "Transfer completed successfully" message.
11. Enter "**Q**" from the Main Menu.
12. Click **File** from the Hyperterminal Menu.
13. Click **Exit** to end the GPNet session.