

PC Print Quick Start Job Aid

for Remittance Advice

DOWNLOAD AND INSTALL THE PC PRINT SOFTWARE

1. Download and install PC Print from the CGS website at:
<http://www.cgsmedicare.com/hhh/pubs/news/2011/0611/cope15043.html>
2. Select and run the PCPRINTsetup.exe file.
3. Download the remittance advice
Note: Save the remit in the Data folder for easy reference.

IMPORT AND TRANSLATE ELECTRONIC REMITTANCE ADVICE USING PC PRINT

1. Select the PC Print icon from the desktop to open the PC-Print software.
2. Select X12 to display the Open dialog box.
3. Select the Electronic Remittance Advice (ERA) from the list of remits pasted into the Data folder and select Open.
4. The All Claims (AC) button provides access to the All Claims display. This is the display that most resembles the Standard Paper Remittance (SPR) Medicare generates and mails to providers.
5. The remit displays.

Additional assistance is available in the downloadable manual found at:
<http://www.cgsmedicare.com/hhh/pubs/news/2011/0611/cope15043.html>