

# MassHealth Hospice Provider Training Resource Guide

Hospice Webinar  
May 6, 2015

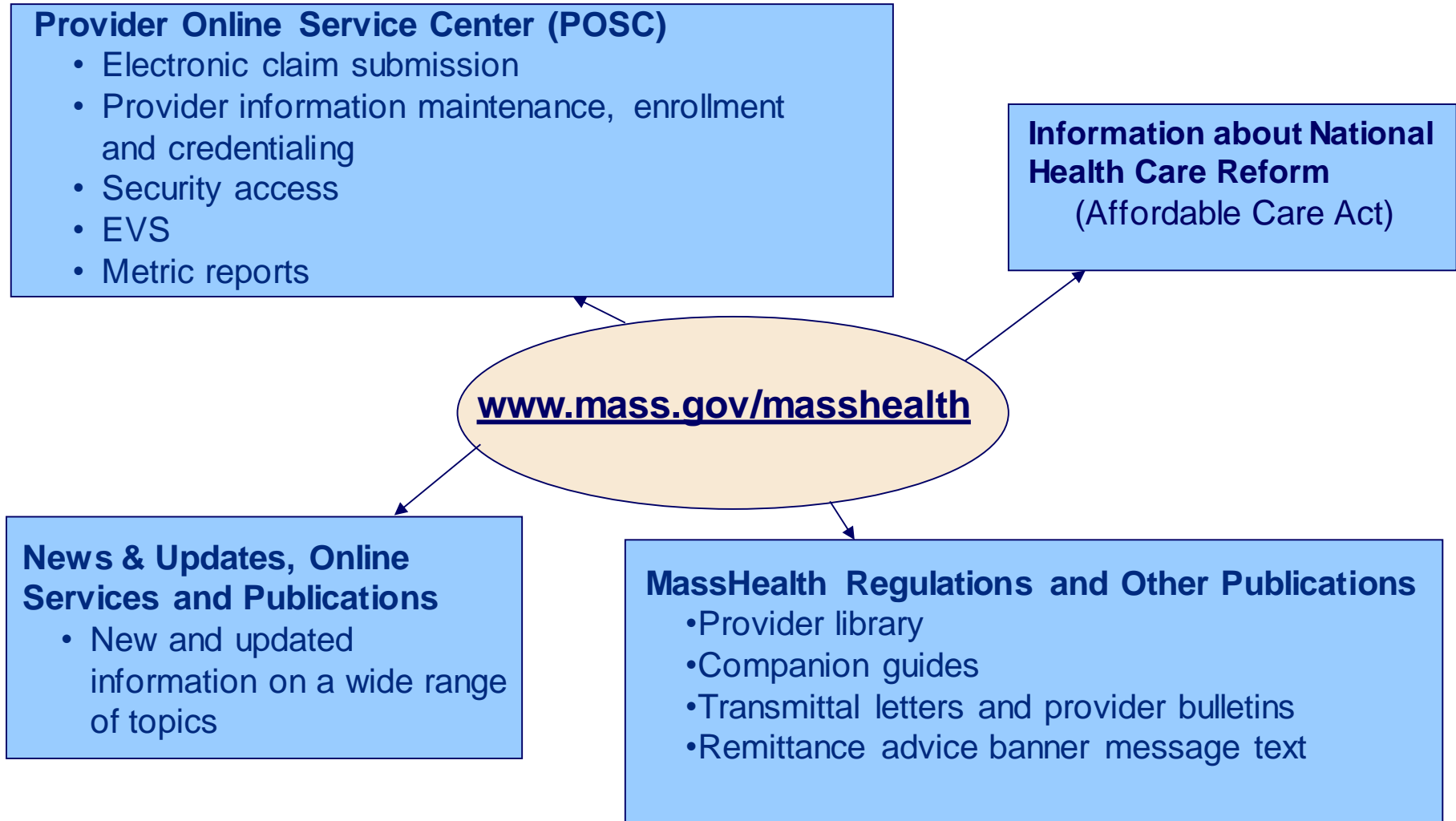


# Agenda

---

- I. [www.mass.gov/masshealth](http://www.mass.gov/masshealth)
- II. MassHealth Provider Library
- III. MassHealth Hospice Manual
- IV. Hospice Election Form
- V. LTC and Hospice
- VI. Program Integrity
- VII. New CMS Payment Tiers
- VIII. MassHealth Provider Forms
- IX. Provider File Integrity
- X. Provider Disclosure
- XI. MMIS POSC Overview
- XII. Eligibility Verification
- XIII. MMIS Billing/Claims Submission
- XIII. Direct Data Entry (DDE)
- XIV. Manage Claims and Payments
- XV. Interchange Control Number (ICN)
- XVI. Remittance Advice (RA)
- XVII. Metrics and Reports
- XVIII. 90 – Day Waiver Request
- XIX. Final Deadline Appeals
- XX. Best Business Practices
- XXI. MassHealth Resources
- XXII. Questions and Answers

# www.mass.gov/masshealth





www.mass.gov/masshealth\*



The Official Website of the Executive Office of Health and Human Services (EOHHS)

## Health and Human Services

Departments & Divisions

Search...

in Health & Human Services SEARCH

- A-Z Topic Index
- Health Care & Insurance
- Consumer
- Licensing
- Provider
- Researcher
- Government Agencies**

Home > Government Agencies > Departments & Divisions > MassHealth

## MassHealth

### Programs & Services

[Accessibility Information for Members with Disabilities](#)

[People with Disabilities](#)

### Key Resources

MassHealth Member Customer Service Center  
1-800-841-2900  
TTY: 1-800-497-4648

MassHealth Dental Customer Service Center  
1-800-207-5019  
TTY: 1-800-466-7566

Disability Special Accommodations Ombudsman  
1-617-847-3468  
TTY: 1-617-847-3788

### Mission Statement

To improve the health outcomes of our diverse members, their families and their communities, by providing access to integrated health care services that sustainably promote health, well-being, independence, and quality of life.

### [Apply for MassHealth](#)

### [Information about MassHealth Renewal](#)

If you recently received a letter from MassHealth about renewing your benefits you need to submit a new application. MassHealth began sending out renewal letters on January 15, 2015. You must submit a new application by the deadline on your letter to avoid a gap in coverage. The above link provides more information about reapplying and renewing your coverage.

### [Notice of Public Stakeholder Session on MassHealth Program and Sustainability](#)

.. . . .



Daniel Tsai  
Assistant Secretary and  
Director of MassHealth

### News & Updates

[MassHealth Restructured To Improve Care, Rein In Costs](#)

[Health Connector, MassHealth Appointments Announced](#)

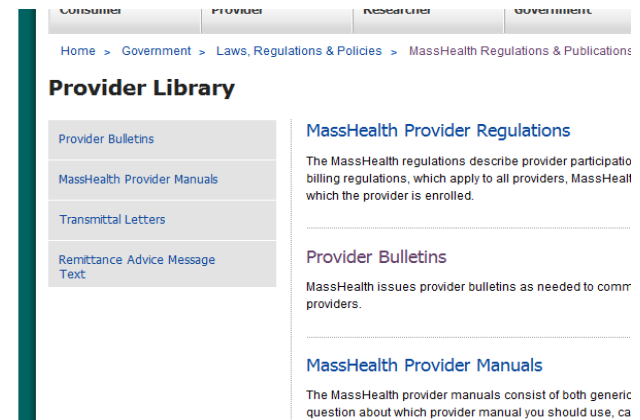
[Pediatric Behavioral Health Medication Initiative](#)

[Statewide Transition Plan for Compliance with HCBS](#)

[Subscribe](#) | [Learn more](#)

# MassHealth Provider Library

- The MassHealth Provider Library is accessible via the following link: [www.mass.gov/masshealthpubs](http://www.mass.gov/masshealthpubs)
- Included in the Provider Library are a number of resources pertinent to the processing of claims, the understanding of MassHealth policies and regulations and account reconciliation
  - Provider Manual Transmittal Letters
  - MassHealth Bulletins
  - Payment and Guideline Tools
  - Remittance Advice Message Text
  - MassHealth Provider Manuals



# MassHealth Provider Manuals

---

- MassHealth Provider Manuals for each provider type\* are available on the Web at [www.mass.gov/masshealthpubs](http://www.mass.gov/masshealthpubs) in the Provider Library.
  - ❑ Subchapters 1 – 3 are the Administrative and Billing Regulations
  - ❑ Subchapter 4 is the Program regulations
  - ❑ Subchapter 5 is the Administrative and Billing Instructions
  - ❑ Subchapter 6 is the Service Codes
  - ❑ Appendix A is the Contact Information Directory (Additional Appendices are listed according to provider type)
- There is also a link to the rate information established by EOHHS (101 CMR.343)

# MassHealth All Provider Manual

Subchapters 1-3 contain the MassHealth Member Coverage types, 130 CMR 450.105 A-H

➤ All nine coverage types are identified in this section:

MassHealth Standard

MassHealth CarePlus

- MassHealth CarePlus members must enroll with a MassHealth managed care provider in accordance with 130 CMR 508.001(A)

MassHealth Buy-In

MassHealth Senior Buy-In

MassHealth CommonHealth

MassHealth Prenatal

MassHealth Limited

MassHealth Family Assistance

## Example of covered services list

(A) MassHealth Standard.

(1) Covered Services. The following services are covered for MassHealth (see 130 CMR 505.002 and 130 CMR 519.002).

- (a) abortion services;
- (b) acute inpatient hospital services;
- (c) adult day health services;
- (d) adult foster care services;
- (e) ambulance services;
- (f) ambulatory surgery services;
- (g) audiologist services;
- (h) behavioral health (mental health and substance abuse) services;
- (i) Chapter 766: home assessments and participation in team meeting
- (j) chiropractor services;

➤ The allowed services within each coverage type are identified

➤ You may also access the Chart of MassHealth Covered Services under Information for MassHealth Providers on the MassHealth website

# MassHealth Hospice Provider Manual

- Subchapter 4 contains the Hospice Program Regulations
- Some of the program regulation information identified in this section\*:
  - Certification of Terminal Illness
  - Eligibility for Hospice Services
  - Hospice Election
  - Administration and Staffing requirements
  - Covered Services
  - Payment for Hospice Service
  - Record Keeping requirements

## Example of Payment for Hospice Services

### 437.424: Payment for Hospice Services

(A) Type of Care. The Massachusetts Division of Health Care Finance and Policy (DHCFP) establishes the rates of payment for hospice services provided under MassHealth. Payment is based on the type of care provided rather than the qualifications of the person who provided the service. Payment rates correspond to the following four categories of care.

(1) Routine Home Care. The routine home care rate is paid for each day the member is at home or in a nursing facility, under the care of the hospice, and not receiving continuous home care. This rate is paid without regard to the volume or intensity of routine home care services provided on any given day.

(2) Continuous Home Care. The continuous home care rate is paid when a member receives hospice services consisting predominantly of nursing care on a continuous basis at home or in a nursing facility. Home health aide or homemaker services or both may also be provided on a continuous basis. Continuous home care is only furnished during brief periods of crisis as described in 42 CFR 418.204(a) and only as necessary to maintain the member at home. A minimum of eight hours must be provided in a 24-hour period to qualify for the continuous home care rate.

(3) Inpatient Respite Care. The inpatient respite care rate is paid for each day the member is in an approved inpatient facility and is receiving respite care from the hospice. Payment for

\* Please see Subchapter 4 for full Hospice program regulations



# MassHealth Hospice Provider Manual

- Subchapter 5 contains the Administrative and Billing Regulations
- The Administrative and Billing Instructions are divided into seven parts
  - ❑ Part 1. Eligibility
  - ❑ Part 2. Prior Authorization\*
  - ❑ Part 3. Billing MassHealth
  - ❑ Part 4. Required Forms and Documentation
  - ❑ Part 5. Claim Status and Payment
  - ❑ Part 6. Claim Status and Correction
  - ❑ Part 7. Other Insurance

## Example of Part 6 – Claims Status and Correction

### **Part 6. Claim Status and Correction**

To verify the status of a claim submitted to MassHealth for services provided to MassHealth members (with the exception of pharmacy and dental), you can use either batch HIPAA transaction sets 276/277 or the direct data entry (DDE) panel on the Provider Online Service Center. Additionally, you can view all claims (including pharmacy and dental) on your MassHealth remittance advice (RA).

For information about status inquiries and correction of retail pharmacy claims, refer to the POPS Billing Guide, the 835 Companion Guide, and the MassHealth remittance advice.

For information about status inquiries and correction of dental claims, please contact Doral Dental USA, Inc. at 1-800-207-5019.

### **Important Information about Processing Claims in NewMMIS**

Claims are processed at the header level in NewMMIS. This means that if you send in a claim with multiple detail lines, all lines stay together as one claim during processing and are assigned an internal control number (ICN) that will be the claim identifier.

Individual lines are adjudicated on their own merit, and therefore, different detail lines submitted on the same claim could be paid, denied, or suspended. If one line on a claim suspends, the whole claim stays in a suspended status until the suspended detail line is reviewed and released for processing.

\* *Not Applicable to Hospice*

# MassHealth Hospice Provider Manual

Subchapter 6 contains the Hospice Service Codes

- The service codes are the codes that Hospice providers are allowed to use for billing claims to MassHealth\*

## Example of Subchapter 6 – Hospice Service codes

### 601 Service Codes and Descriptions

<u>Service Code-Modifier</u>	<u>Service Description</u>
T2042	Hospice routine home care; per diem (within the county in which the provider is located)
T2043	Hospice continuous home care; per hour (within the county in which the provider is located)
T2044	Hospice inpatient respite care; per diem
T2045	Hospice general inpatient care; per diem
T2046	Hospice long term care, room and board only; per diem
T2042 TN	Hospice routine home care; per diem (outside the county in which the provider is located)
T2043 TN	Hospice continuous home care; per hour (outside the county in which the provider is located)

\* *Hospice Revenue Code sets are found in the MassHealth UB-04 Billing Guide found in the Provider Library*

# Additional Service Code Information

---

## Out of County Modifier (TN)

If a provider serves a member outside of the county where their DBA office is located, they are required to bill at hospice county rate where the member resides. This is only applicable to hospice clients served in the community, it does not apply to hospice in nursing facilities or hospitals. When billing for out of county services, hospice provider must use the modifier (TN) to indicate out of county routine care (T2042) or continuous home care (T2043). The provider needs to include the member's county in the claim. Direct Data Entry (DDE) claims must have the county submitted as an attachment. Batch 837I claims\* must have the county in Loop 2300 (enter the note code in Segment NTE01 and the Free Form Description in Segment NTE02). Claims will suspend for manual pricing.

## HOSPICE PRICING FOR SERVICE CODE T2046 – *message text issued March 2012*

MassHealth implemented automated pricing for hospice services on claims submitted with Service Code T2046 (Hospice long term care, room and board only; per diem) for members receiving hospice services in a nursing facility. MassHealth's claim processing system is now able to calculate the correct payment for the member's casemix score and the nursing facility's rate for that casemix score, multiplied by the number of units at 95 percent, less any applicable patient paid amount (PPA). Providers should continue to bill for services using Service Code T2046 as usual.

*\* Refer to the HIPAA Implementation Guide for the 837I transaction and MassHealth Companion Guide for detailed instructions*

# Additional Service Code Information

---

## Leave of Absence (LOA) days (for members in a Skilled Nursing Facility)

If a member has medical-leave-of-absence (MLOA) days or nonmedical-leave-of-absence (NMLOA) days in the statement billed period, bill the revenue code for the MLOA days or NMLOA days on a separate line with the appropriate LOA revenue code only and number of days. Do not enter HCPCS code as it may cause the claim to pay incorrectly. In accordance with 130 CMR 456.00, MassHealth pays the LOA rate for these days. Providers who may have been paid incorrectly need to address these claims immediately.

## Reminder

Hospice providers cannot bill a hospice room and board or MLOA days for any day that it bills at the hospice inpatient respite care rate or general inpatient care rate for hospice services it provided to a member.

*\* Refer to the MassHealth UB-04 billing guide for additional detailed instructions including applicable code sets.*

# MassHealth Hospice Provider Manual

The Hospice Provider Manual also contains Appendices with additional information for providers

- The following Appendices are listed in the Hospice Provider Manual
  - ❑ Appendix A: Directory - This appendix contains the names, addresses, and telephone numbers of units, agencies, and contractors that you may need to contact in the course of doing business with MassHealth.
  - ❑ Appendix B: Enrollment Centers - This appendix lists for each of the four regional MassHealth Enrollment Centers the address, telephone and fax numbers, responsibilities, and towns they serve.
  - ❑ Appendix C: Third-Party-Liability Codes - This appendix contains lists of third-party-liability (TPL) coverage-type codes and carrier codes to help you identify a member's other insurance. The MassHealth Recipient Eligibility Verification System (REVS) reports TPL coverage-type and carrier codes for all applicable insurance coverage listed on file for each member.
  - ❑ Appendix U: DPH-Designated Serious Reportable Events That Are Not Provider Preventable Conditions - This appendix lists events that are designated by the Massachusetts Department of Public Health (DPH) as “Serious Reportable Events (SREs)” in accordance with 105 CMR 130.332 (or 105 CMR 140.308, as applicable) that are not considered “Provider Preventable Conditions” (PPCs) under MassHealth.

# MassHealth Provider Manual

---

## Appendices listed in the Hospice Provider Manual (continued)

- Appendix V: MassHealth Billing Instructions for Provider Preventable Conditions - This appendix describes the MassHealth billing instructions for Provider Preventable Conditions (PPCs), as they apply to providers. The appendix is subdivided into three parts: (1) billing instructions for PPCs for inpatient hospitals; (2) billing instructions for PPCs for outpatient hospitals and freestanding ambulatory surgery centers; and (3) billing instructions for PPCs for all other MassHealth providers.
- Appendix W: EPSDT Services Medical and Dental Protocols and Periodicity Schedules - This appendix lists the services required under the Early and Periodic Screening, Diagnosis and Treatment (EPDST) Program, and the ages at which those services must be provided.
- Appendix X: Family Assistance Copayments and Deductibles - MassHealth will pay for certain copayments, deductibles, and coinsurance amounts for certain MassHealth Family Assistance members under age 19. This appendix describes who is eligible, the types of copayments, deductibles, and coinsurance amounts that are covered, and how to bill for these services.
- Appendix Y: EVS Codes and Messages - This appendix lists the active Eligibility Verification System (REVS) codes and their respective service restriction messages.
- Appendix Z: EPSDT/PPHSD Screening Service Codes – This appendix gives the Early and Periodic Screening, Diagnosis and Treatment codes and Preventive Pediatric Health-care Screening and Diagnosis codes.

# Provider Bulletins and Transmittal Letters

---

## Provider Bulletins

MassHealth issues provider bulletins as needed to communicate procedures, reminders, and other information to MassHealth providers.

## Transmittal Letters

Transmittal letters contain changes to MassHealth provider manuals. They summarize the change, contain revised pages for the provider manual, and tell providers how to update their manuals with the new pages.

Provider Bulletins and Transmittal Letters are available on the Web at [www.mass.gov/masshealthpubs](http://www.mass.gov/masshealthpubs) in the Provider Library. The provider bulletins and transmittal letters that appear on this Web site are listed by month and year, then alphabetically by provider type.

MassHealth providers can sign up to receive e-mail notification when new provider bulletins are posted to this Web site. To sign up click the “Choose Your Preferred Method for Receiving Notification of Provider Bulletins and Transmittal Letters” link.

# Hospice Election Form

---

As directed under 130 CMR 437.412(C), hospice providers must submit a completed and signed MassHealth Hospice Election Form according to the form's instruction, before billing for MassHealth members who elect hospice services. This form must be completed whenever a MassHealth member chooses to elect or stop hospice services, to disenroll from hospice services, or to change hospice provider.

If you do not submit a completed and signed Hospice Election Form the member will not be properly coded to the hospice provider's ID/service location (PID/SL). Claims submitted by a hospice provider for members who are not coded under the hospice provider's PID/SL will be denied with edit 2800 (Member not tied to hospice for date of service).

All applicable sections of the election form must be completed: A, B1, B2, C, D, and E.

To download a copy of the MassHealth Hospice Election Form (HOS-1) from the MassHealth Web site homepage ([www.mass.gov/masshealth](http://www.mass.gov/masshealth)), click the MassHealth Provider Forms link in the Publications panel.

You can fax\* the completed form to: (617) 886-8402 OR mail the form to:

MassHealth Hospice Unit  
UMMS-CHCF  
529 Main Street  
Charlestown, MA 02129

*\* Providers are strongly advised to keep all copies of fax receipt confirmations on file*



# Hospice Election Form



The Commonwealth of Massachusetts  
 Executive Office of Health and Human Services  
[www.mass.gov/masshealth](http://www.mass.gov/masshealth)

## MassHealth Hospice Election Form

### Instructions

This form must be completed whenever a MassHealth member chooses to elect or stop hospice services, to disenroll from hospice services, or to change hospice provider. MassHealth does not pay for hospice services unless a completed MassHealth Hospice Election Form has been submitted, and will not pay for hospice services provided before the effective date entered on the form. The effective date for hospice services may not be earlier than the date the member or the member's representative signs the form.

**Attention: MassHealth MCO Members:** MassHealth MCO members can elect hospice services through their MCO. MCO members who elect hospice services by signing Section B of this form will be automatically disenrolled from their MCO.

The hospice provider must complete Section A below and then complete either Section B1 or B2 (Hospice Election), Section C (Hospice Revocation), or Section E (Hospice Change) with the member or the member's representative. The hospice provider may complete Section D (Hospice Disenrollment) without the signature of the member or the member's representative.

Fax the completed form to 617-886-8133 or 617-886-8134 or mail the form to:  
 MassHealth Hospice Unit  
 UMMS-CHCF  
 529 Main Street  
 Charlestown, MA 02129

---

### Section A: Hospice Provider and Member Information *(Required)*

MassHealth Provider Number/NPI: \_\_\_\_\_

Hospice Provider Name, Address, and Phone No.: \_\_\_\_\_  
 \_\_\_\_\_

MassHealth Member ID: \_\_\_\_\_

MassHealth Member Name and Address: \_\_\_\_\_  
 \_\_\_\_\_

Member Diagnosis: \_\_\_\_\_  
 \_\_\_\_\_

# Hospice Election Form

**Section B: Hospice Election** *(Complete this section when the member chooses hospice services.)*

**Section B(1): Hospice election for MassHealth members aged 21 and older:**

Effective date of hospice election: \_\_\_/\_\_\_/\_\_\_

**Member Statement**

I agree to get all care for my terminal illness from the hospice provider named above. I know that hospice services are for my care and comfort, and not for curing me. I understand that unless I sign a form to stop hospice services, I have to get all care for my terminal illness from the hospice provider.

\_\_\_\_\_  
Signature of Member or Member's Representative

\_\_\_/\_\_\_/\_\_\_  
Date

HOS-1 (Rev. 11/10)

Check one of the following boxes and print the name.

Member: \_\_\_\_\_

Member's representative: \_\_\_\_\_

**Section B(2): Hospice election for MassHealth members under 21 years of age.**

MassHealth members under age 21 who elect hospice services have coverage for curative treatment and all medically necessary services for which they are eligible.

Effective date of hospice election: \_\_\_/\_\_\_/\_\_\_

**Member Statement**

I agree to get all care for my terminal illness from the hospice provider named above. I know that hospice services are for my care and comfort. I understand that unless I sign a form to stop hospice services, I have to get all care for my terminal illness from the hospice provider.

\_\_\_\_\_  
Signature of Member or Member's Representative

\_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Member or Member's Representative

# Hospice Election Form

**Section C: Hospice Revocation** *(Complete this section when the member decides to stop hospice services.)*

Effective date of hospice revocation: \_\_\_/\_\_\_/\_\_\_

**Member Statement**

I want to stop receiving hospice services and begin receiving MassHealth benefits from any MassHealth provider. I know that by signing this form, MassHealth will not pay for hospice services for me as of the revocation date. I can still get hospice coverage later if I sign up again.

\_\_\_\_\_  
Signature of Member or Member's Representative

\_\_\_/\_\_\_/\_\_\_  
Date

**Check one of the following boxes and print the name.**

\_\_\_\_\_  
Printed Name of Member or Member's Representative

**Section D: Hospice Disenrollment** *(Complete this section to disenroll the member from hospice.)*

Effective date of hospice disenrollment: \_\_\_/\_\_\_/\_\_\_

**Select reason for disenrollment:**

- Death *(The member has died.)*
- Loss of eligibility *(The member is no longer in a MassHealth benefit plan that covers hospice services, or the member is not eligible for MassHealth.)*
- Health-care needs changed *(The member's health condition has improved and the six-month prognosis has changed.)*
- Enrolled in all-inclusive managed care plan *(The member's health-care needs will be managed by the plan.)*
- Other *(If the reason is none of the above, explain the reason in detail.):*

\_\_\_\_\_  
Signature of Hospice Provider Staff Person Completing the Form

# Hospice Election Form

**Section E: Hospice Change** *(Complete this section when the member is changing hospice providers.)*

A newly designated hospice provider must complete Section A and this section, including getting a date and signature from the member or the member's representative, and submit the completed form to MassHealth at the address appearing above.

Effective date of hospice discharge from previous hospice provider: \_\_\_/\_\_\_/\_\_\_

Effective date for the newly designated hospice provider: \_\_\_/\_\_\_/\_\_\_

**Member Statement**

I want to change to a different hospice provider.

The hospice provider I have now is: \_\_\_\_\_

The hospice provider I want to change to is: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Member or Member's Representative*

\_\_\_/\_\_\_/\_\_\_  
*Date*

**Check one of the following boxes and print the name.**

\_\_\_\_\_  
Printed Name of Member or Member's Representative

# LTC and Hospice

## List of Long Term Care - detailed information

It is **important** that the member be listed as coded to the Hospice - otherwise claims will deny (ex. Edit 2800)

For members in Skilled Nursing Facilities (SNFs):  
It is **important** that the SNF has submitted the MMQ for the member otherwise the claim will deny for pricing errors (Ex. Edit 6006)

MEDICARE D CLAIMS      MEDICARE D      07/01/2012 07/31/2012

### List of Long Term Care

Facility Name	NPI	Facility Phone	Date Range
→ THE GUARDIAN CENTER	1265538631	(508) 587-6556	07/01/2012 07/31/2012

### Long Term Care Detail

Begin Date 07/01/2012      End Date 07/31/2012

---

Facility Name	<div style="border: 1px solid black; background-color: #e0e0ff; padding: 5px; width: fit-content;">                     Hospice Provider Name NPI Address information                 </div>	Facility Phone	Hospice Phone#
NPI			
Facility Address			

---

Management Minutes Category	S	Score	248.6
Case Mix Begin Date	07/01/2012	Case Mix End Date	07/31/2012

---

Restrictive Messages 2 / 111 Resident at Long-Term-Care Facility.

### Member Payment Responsibility Detail

Patient Paid Amount      Patient Paid Amount Type

# Additional Eligibility Information

---

## Management Minutes Questionnaire (MMQ)

Nursing Facilities are required to submit the MMQ data to MassHealth. In addition, the facility is also required to submit the specific time established MMQ updates to MassHealth. If the MMQ data, updates, or MMQ errors are not submitted or addressed by the nursing facility staff, the Hospice Unit will not be able to enter the Hospice Election Form data into MMIS. Hospice providers should be vigilant in their communications with nursing facility staff regarding members that have enrolled in hospice. Failure to do so could impact both Hospice election and claims payment.

## Managed Care Organizations (MCOs)

For members enrolled in a MassHealth-contracted managed care organization (MCO) who choose hospice services, the hospice must comply with the MCO's requirements for the delivery of hospice services.

# For Long Term Facilities

- **MassHealth Medicaid Management Software (MMQ) it will no longer be available after 9/30/15. You must transition to another submission method before that date.**
  - You must transition to another submission method before that date. Please review the job aid and a list of submission options to select the method that best supports your needs. Please transition immediately:
    - **MMQ webpage:**  
<http://www.mass.gov/eohhs/provider/reporting-to-state/report-tools/management-minutes-questionnaire.html>
    - **MMQ Job Aid webpage:**  
<http://www.mass.gov/eohhs/docs/masshealth/provlibrary/pocs-job-aids/sco-pace-submit-mmq.pdf>
    - **MMQ File Specification webpage:**  
<http://www.mass.gov/eohhs/docs/masshealth/provlibrary/draft-nf-d-icd-10.pdf>

# Payment Tiers

- Section 3004 of the Affordable Care Act amended the Act to authorize a quality reporting program for hospices.
- Section 1814(i)(5)(A)(i) of the Act requires that beginning with FY 2014 and each subsequent FY, the Secretary shall reduce the market basket update by 2 percentage points for any hospice provider that does not comply with the quality data submission requirements.
- No change for MassHealth for FY2015 (Federal FY)
- Will update providers for FY2016 (will need access to quality reporting data)



# MassHealth Program Integrity

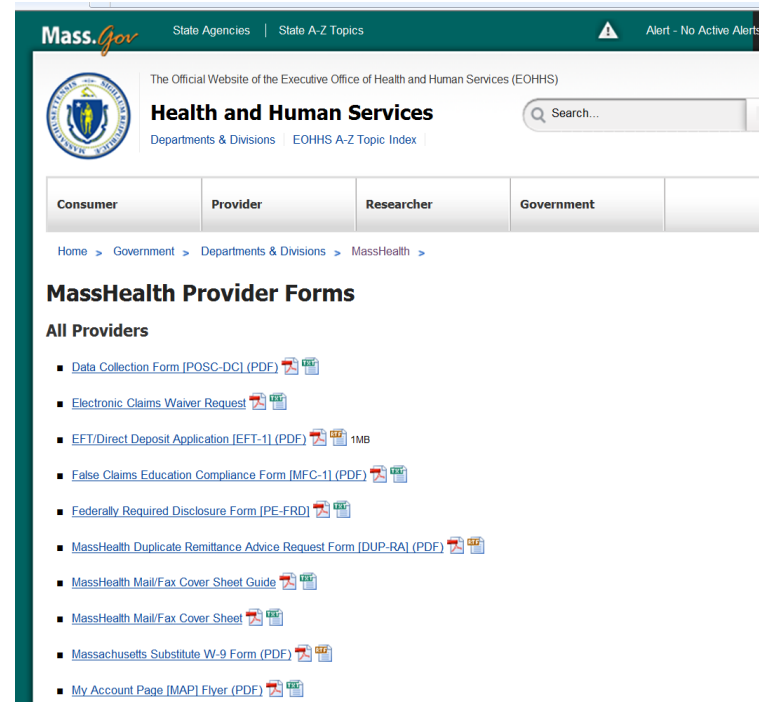
---

## Examples of Algorithms

- ❑ Improper rate charge
- ❑ Duplicate home health agency services along with Hospice
- ❑ DME claims for supplies while Member is receiving Hospice services
- ❑ Dual Eligible Members: Need payment from Medicare
- ❑ Extended Care Hospice: Check for extended stays
- ❑ Hospice T2042 (Routine Care) with T2045 (General IP care)
- ❑ Hospice T2045 over-utilization (>5 consecutive days)
- ❑ Diagnoses needs to be considered terminal (change in Medicare policy on diagnoses)

# MassHealth Provider Forms Page

- MassHealth website contains a link to the Provider Forms page. Several commonly used forms can be located on this page.
- To access the page, go to [www.mass.gov/masshealth](http://www.mass.gov/masshealth) and select the MassHealth Provider Forms link under the Publications heading on the right side of the page.
- Some of the forms found on this page include
  - 90 Day Waiver form
  - Provider Change of Address Form
  - Third Party Liability Indicator Form
  - Provider Overpayment Disclosure Form
  - Federally Required Disclosure Form



# Provider File Integrity

---

- Any change in your relationship with MassHealth must be communicated immediately to Provider Enrollment and Credentialing to maintain accurate information on your provider file.
- All updates must be submitted in writing to:
  - MassHealth
  - Attn: Provider Enrollment and Credentialing
  - PO Box 9162
  - Canton, MA 02021
  - or faxed to 617-988-8974
- Include your MassHealth Provider Identifier (PID) Service Location (SL) Number on all correspondence
- Always keep all information accurate, including:
  - Addresses: legal entity, doing business as, check and remittance and informational mailing
  - Telephone numbers
  - Licensure and certifications

# Provider Disclosure

---

## Provider Disclosure Statement

- All provider organizations are required to comply with Federal, State and local laws and regulations (42 CFR sections 431.107, 447.10 and 455.100 through 455.106; and section 1902(a)(9) of the Social Security Act).
- Subsequently, entities must disclose to EOHHS the identity of any person who:
  - ❑ Has ownership or control interest in the provider organization, or is an agent or managing employee of the provider, and of those people; and
  - ❑ Those who have been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid or the Title XX services program since the inception of those programs (42 CFR 455.106 paragraph (a))

# Provider Disclosure

---

## Federally Required Disclosures

MassHealth has implemented the Federally Required Disclosure Form. This form supports the reporting of the federal and state mandates to disclose information.

The Federally Required Disclosure Form will be required for:

- All enrollments
- Updates when information has changed and must be reported to MassHealth

The new regulations implemented as part of ACA require the SSN and date of birth to be included for certain people listed on the form. Forms that do not contain the SSN and dates of birth will be returned as incomplete.

# MMIS POSC Overview

---

The Medicaid Management Information System (MMIS) enables both the provider community and MassHealth to shift from a paper-based operation to an electronic-based business model through a variety of e-business tools available through the Web-based MMIS Provider Online Service Center (POSC).

## Goals and Benefits

- “Provider Online Service Center” – One stop Shopping
- Automate manual processes
- Real-time Direct Data Entry (*DDE*) claims processing

**To take full advantage of the benefits of the *Provider Online Service Center*, providers will need access to the Internet.**

# MMIS POSC Overview

---

## How do I get to the POSC?

- Directly link to site at:

<https://newmmis-portal.ehs.state.ma.us/EHSProviderPortal/appmanager/provider/desktop>

- Connect via the MassHealth Website at: [www.mass.gov/masshealth](http://www.mass.gov/masshealth) listed under “Online Services”

- Access through Virtual Gateway site link at:

<https://gateway.hhs.state.ma.us/authn/index.jsp>

# MMIS POSC Overview

**Provider Online Service Center**

Executive Office of Health and Human Services - Virtual Gateway


Virtual Gateway


## Welcome to the Virtual Gateway

**Login**

Username   
 Password  (Case sensitive)  
  
[Forgot Password](#)

**Important Messages**

System Maintenance for 2/3/12:

My Account Page (MAP), Streamlined Renewal (SLR), and Change Form (CFR) will be unavailable from 6:00 am to 6:30 am Friday, 2/3, due to system maintenance.

We apologize for any inconvenience this may cause.

**Virtual Gateway  
Customer Service**

Monday through Friday  
8:30 am to 5:00 pm  
800-421-0938 (Voice)  
617-847-6578 (TTY for the deaf and hard of hearing)

© 2011 Commonwealth of Massachusetts    [Accessibility](#)    [Feedback](#)    [Site Policies](#)    [Contact Us](#)    [Help](#)    [Site Map](#)    v1.8.3



# MMIS POSC Overview

## Provider Online Service Center

February 1, 2012



HOME
CONSUMERS
PROVIDERS
RESEARCHERS
GOVERNMENT

[Collapse Services](#)

[Mass.Gov Home](#)
[State Agencies](#)
[State Online Services](#)

Provider Services

- > [Home](#)
- > [Manage Service Authorizations](#)
- > [Manage Correspondence and Reporting](#)
- > [Manage Members](#)
- > [Manage Claims and Payments](#)
- > [Manage Provider Information](#)
- > [Administer Account](#)
- > [Reference Publications](#)
- > [EHR Incentive Program](#)

**MassHealth Provider Online Service Center**



The Provider Online Service Center gives you the tools to effectively manage your business with MassHealth electronically. Use these services to enroll as a MassHealth provider, manage your profile information, and submit and retrieve transactions.

Enter data directly and modify individual transactions (ie. claims submission, eligibility verification, MMQ, Prior Authorization, Pre-Admission Screening, Referrals, and EHR Incentive Program).

View your notifications, contracts, reports, metrics, and financial data. Download most MassHealth forms and publications.

You will need a Username and password to access many of the services listed on the left. If you are currently a MassHealth provider but do not know your Username and password, please contact the Customer Service Center at 1-800-841-2900.

Registered User?

[Login](#)

Would like to enroll as a provider?

[Enroll Now](#)

Need more information?

[FAQs](#)

News & Updates

- [MassHealth News & Updates Archive](#)

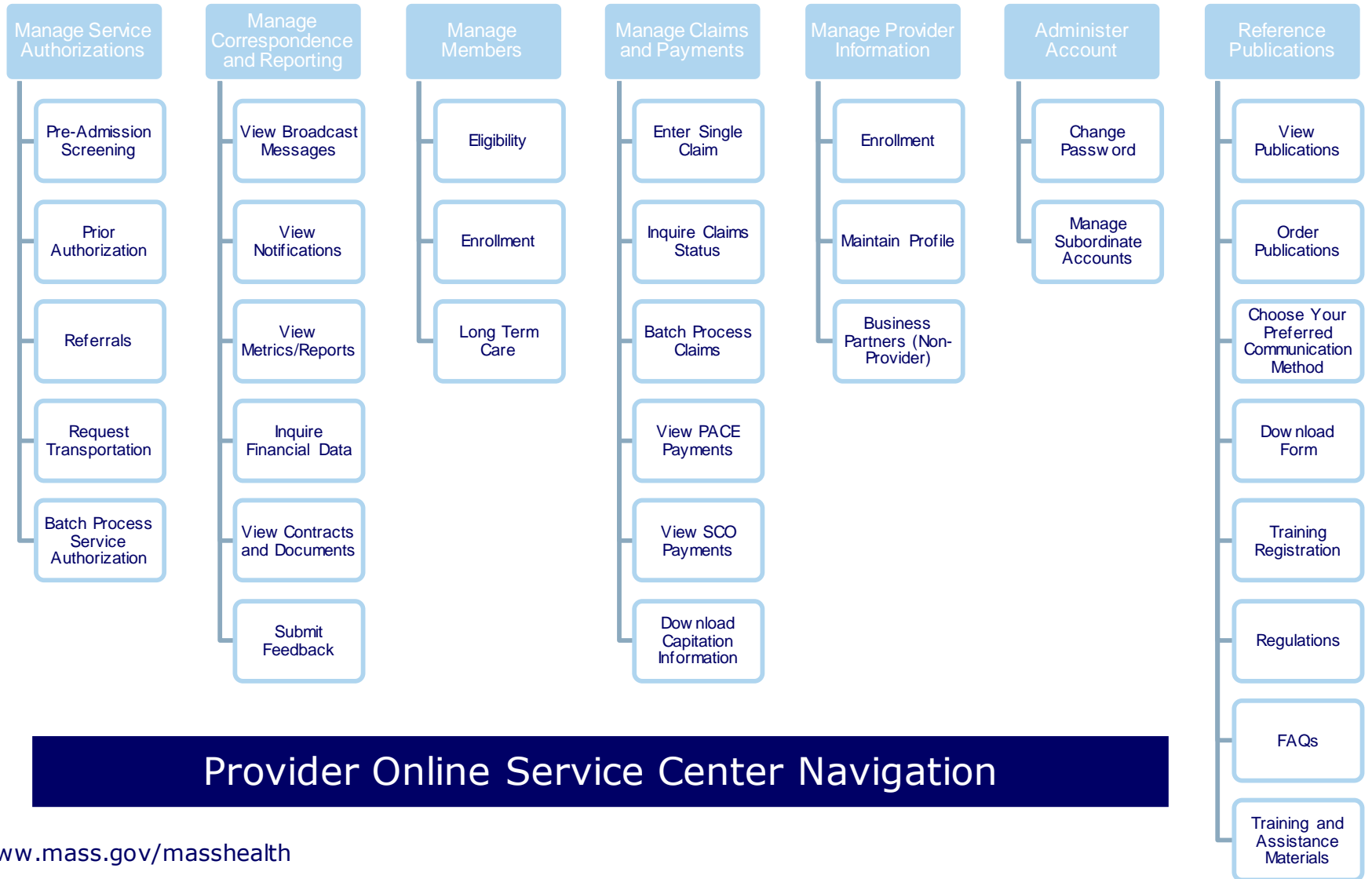
Publications

- [Provider Forms](#)
- [Provider Bulletins](#)
- [Transmittal Letters](#)
- [Provider Manuals](#)
- [MassHealth Proposed Regulations](#)

Related Links

- [DHCFP](#)
- [Virtual Gateway](#)
- [MassHealth](#)

# MMIS POSC Overview



Provider Online Service Center Navigation

# MMIS POSC Overview

---

## Job Aids

Multiple job aids exist to assist providers in understanding how to navigate the POSC portal including the DDE application.

To access the job aids, visit [www.mass.gov/masshealth/newmmis](http://www.mass.gov/masshealth/newmmis) Click “Need Additional Information or Training” link then click “Get Trained”

Some of the job aids include

- Provider Online Service Center Overview
- Verify Member Eligibility
- Update Provider Profile
- Create Subordinate Account
- Institutional Claim Submission with MassHealth
- View Remittance Advice Reports

# Eligibility Verification

---

## Eligibility Verification System (EVS)

- Accessed through the Provider On-Line Service Center.
- A web based application that enables MassHealth providers to verify member eligibility.
- Available 24 hours a day, seven days a week.
- Easy access to the most current and complete member eligibility information including
  - MassHealth Coverage Type
  - Third Party Liability Information
  - Hospice Election information

# Eligibility Verification

## Eligibility Verification System (EVS)

- It is important to note that in the eligibility interface, the member eligibility details are displayed on two different tabs. One tab is for “**Member Information**” such as member demographic data. The other tab is for “**Eligibility**” information including such as the dates of coverage and the coverage types.
- Printing out the eligibility verification screens for in-facility filing is no longer necessary, as the POSC stores all eligibility verification transactions that occurred since May 26, 2009
  - ❑ To access historical eligibility inquiry details, click on “Manage Members” from the left hand side navigation bar and then on “Eligibility.” Finally, click on “Inquire Eligibility Request.”

# Eligibility Verification

> Provider Services

- > Home
- > Manage Service Authorizations
- > Manage Correspondence and Reporting
- ▼ Manage Members
  - ▼ Eligibility
    - > **Verify Member Eligibility**
    - > Inquire Eligibility Request
    - > Upload Batch Files
    - > Download Responses
  - > Enrollment
  - > Long Term Care
- > Manage Claims and Payments
- > Manage Provider Information
- > Administer Account
- > Reference Publications

> EHR Incentive Program

> Verify Member Eligibility □ ↶ ?

**Check Member Eligibility**

Please select your Provider

Provider \*  STREET ▾

---

To identify the member, please enter the Member's ID, or Social Security Number, or the Member's name, date of birth and gender

---

Member ID  *found on the Mass Health card*

OR

---

SSN or Other Agency ID

OR

---

Member Last Name  Member First Name

Date of Birth  Gender  ▾

---

Please enter "From Date of Service" or date of service range within a 31 calendar day span:

From Date of Service \*  To Date of Service

**Submit**

# Eligibility Verification

**Member Information** | **Eligibility**

**Member Eligibility**

Tracking # 1225700372500 Time Stamp 16:28:19 09/13/2012

Provider NPI/ID

Member ID  Date of Birth

Member Name

SSN or Other Agency ID

Gender

Member Address

Phone Day

Night

Cel

From Date of Service

Local Office Code

If you require assistance or support

**Verify Member Eligibility**

**Member Information** | **Eligibility**

**Dates of Eligibility**

Click on the Date Range to view Eligibility information for Member ID

Date Range	Eligibility Status
<a href="#">07/31/2012 08/30/2012</a>	MASHEALTH STANDARD

Member demographic data would be listed here

# Eligibility Verification

## Eligibility Tab - detailed information

Restrictive Messages

Other Insurance information

List of Long Term Care or Managed Care information (such as SCOs or MCOs)

Member payment information such as Patient Pay Amount (PPA)

Member Information		Eligibility	
<b>Dates of Eligibility</b>			
Click on the Date Range to view Eligibility information for Member ID [REDACTED]			
Date Range	Eligibility Status		
→ 07/31/2012 08/30/2012	MA\$HEALTH STANDARD		
The information below refers to the MA\$HEALTH STANDARD coverage for 07/31/2012 to 08/30/2012.			
<b>Eligibility Restrictive Messages</b>			
Restrictive Messages	<p>963 / 611 Member is Qualified Medicare Beneficiary. See 130 CMR 519.010.</p> <p>45 / 608 Member eligible for Medicare Part D. For member enrollment status or other information call 1-800-MEDICARE (1-800-433-4271).</p> <p>246 / 246 EXEMPT FROM COPAY ON PHARMACY SERVICES UNDER 130 CMR 450.130 (D).</p> <p>186 / 186 EXEMPT FROM COPAY ON NON-PHARMACY SERVICES UNDER 130 CMR 450.130(D).</p>		
<b>List of Other Insurance Plans</b>			
Policy #	Carrier Name	Coverage Type	Date Range
	<a href="#">MEDICARE A CLAIM</a>	MEDICARE A	07/31/2012 08/30/2012
	<a href="#">MEDICARE B CLAIMS</a>	MEDICARE B	07/31/2012 08/30/2012
<b>List of Long Term Care</b>			
Facility Name	NPI	Facility Phone	Date Range
[REDACTED]	[REDACTED]	[REDACTED]	07/31/2012 08/30/2012
<b>Member Payment Responsibility Detail</b>			
Patient Paid Amount	\$303.10	Patient Paid Amount Type	Nursing Home/ICF/Chronic
Spend Down Amount	\$0.00		
Deductible Amount	\$0.00	Deductible Date	
Co-nav Status		Co-nav Cap Status	



# MMIS Billing/Claim Submission

---

MassHealth requires that all claims are submitted electronically.

Providers who are unable to submit electronic claims must request and receive an approved electronic submission waiver

All Provider Bulletin 217 outlines Waiver Process policy

Waiver form is available on the MassHealth Provider Forms web page or by calling MassHealth Customer Service at 1-800-841-2900

# MMIS Billing/Claims Submission

---

## Billing Timelines

- 30 Days:** Usual turnaround time for claims submitted directly to MassHealth
- 60 Days:** Usual turnaround time for Medicare/MassHealth crossover claims forwarded to MassHealth by GHI to be processed and appear on a Remittance Advice (RA)
- 90 Days:** Initial claims must be received by MassHealth within 90 days from the date of service; if another insurance was billed before MassHealth, it is ninety days from the date on the EOB
- 12 Months:** Final submission deadline for claims submitted directly to MassHealth. This period begins on the date of service (DOS).
- 18 Months:** Final submission deadline for claims submitted to another insurance carrier, prior to MassHealth. This period begins on the DOS.
- 36 Months:** Final submission deadline for crossover claims

# MMIS Billing/Claims Submission

---

## Provider Online Service Center includes

- Direct Data Entry (DDE) for claims - real time DDE claims processing provides the user with an immediate disposition of the claim upon submission
- Denied claims may be corrected and resubmitted as soon as they are adjudicated
- DDE is the submission option for claims that require attachments
- Electronic Data Interchange (EDI) 837 I&P transactions

# Direct Data Entry (DDE)

---

## Submitting claims via DDE

- MassHealth has incorporated a number of automated solutions into the POSC, including the ability to bill claims electronically without cost to the provider
- Direct Data Entry (DDE) can be used by providers for all of their claim submissions or for only some of their claim submissions
  - ❑ Can be used to submit *Coordination of Benefit* claims, i.e. when the member has more than one insurance
  - ❑ Can be used to submit claims when attachments are required
  - ❑ Can be used to submit adjustments
  - ❑ Can be used to resubmit denied claims

# Direct Data Entry (DDE)

---

- Submitting a claim through Direct Data Entry (DDE) is an efficient way to quickly determine the outcome of a claim
  - Real Time Claims Status
  - Easy Resubmission Options
  
- When using this application, one must initially choose what type of claim they will be entering
  - Institutional or Professional
  - Each choice results in a slightly different interface, which affords a unique set of claim entry rules

# Manage Claims and Payments

**Health and Human Services** Mass.gov

January 4, 2008 HOME CONSUMERS PROVIDERS RESEARCHERS GOVERNMENT


▶ [Mass.Gov Home](#) ▶ [State Agencies](#) ▶ [State Online Services](#) ▶ [Provider Dashboard](#)

▶ [Provider Services](#)

- ▶ [Home](#)
- ▶ [Manage Service Authorizations](#)
- ▶ [Manage Correspondence and Reporting](#)
- ▶ [Manage Members](#)
- ▶ [Manage Claims and Payments](#)
  - ▶ [Enter Single Claim](#)
  - ▶ [Inquire Claim Status](#)
  - ▶ [Batch Process Claims](#)
  - ▶ [Test 837](#)
  - ▶ [View PACE Payments](#)
  - ▶ [View SCO Payments](#)
  - ▶ [Download Capitation Information](#)
- ▶ [Manage Provider Information](#)
- ▶ [Administer Account](#)
- ▶ [Reference Publications](#)

▶ [MassHealth Provider Online Service Center](#)

### MassHealth Provider Online Service Center



The Provider Online Service Center gives you the tools to effectively manage your business with MassHealth electronically. Use these services to enroll as a MassHealth provider, manage your profile information, and submit and retrieve transactions.

Enter data directly and modify individual transactions (ie. claims submission, eligibility verification, MMQ, Prior Authorization, Pre-Admission Screening, and Referrals).

View your notifications, contracts, reports, metrics, and financial data. Download most MassHealth forms and publications.

**Need more information?**  
[FAQs](#)

▶ [News & Updates](#)

- [Statewide Homeless Operations Research Environment \(SHORE\)](#)
- [Virtual Gateway Training Course Catalog](#)
- [Common Intake Announcements and Newsletters](#)

▶ [Publications](#)

- [Publications Library](#)
- [EIM/ESM: Get Started](#)
- [Purchase of Service \(POS\) Salary Reserve](#)

▶ [Related Links](#)

- [Directory of Women's Health Network Enrollment Sites](#)

©2005 Commonwealth of Massachusetts [Accessibility](#) [Feedback](#) [Site Policies](#) [Contact Us](#) [Help](#) [Site Map](#)

# Manage Claims and Payments

## Enter Single Claim

**Health and Human Services** Mass.gov

January 4, 2008 HOME CONSUMERS PROVIDERS RESEARCHERS GOVERNMENT

▶ [Mass.Gov Home](#) ▶ [State Agencies](#) ▶ [State Online Services](#) ▶ [Provider Dashboard](#)

▶ **Provider Services**

- ▶ [Home](#)
- ▶ [Manage Service Authorizations](#)
- ▶ [Manage Correspondence and Reporting](#)
- ▶ [Manage Members](#)
- ▶ [Manage Claims and Payments](#)
  - ▶ **[Enter Single Claim](#)**
  - ▶ [Inquire Claim Status](#)
  - ▶ [Batch Process Claims](#)
  - ▶ [Test 837](#)
  - ▶ [View PACE Payments](#)
  - ▶ [View SCO Payments](#)
  - ▶ [Download Capitation Information](#)
- ▶ [Manage Provider Information](#)
- ▶ [Administer Account](#)
- ▶ [Reference Publications](#)

▶ **Enter Single Claim**

**Claim Templates**

Please select the type of DDE claim you would like to enter from the list below:

[Institutional Claim](#)

[Professional Claim](#)

**Cancel Service**

©2005 Commonwealth of Massachusetts [Accessibility](#) [Feedback](#) [Site Policies](#) [Contact Us](#) [Help](#) [Site Map](#)

# Manage Claims and Payments

## Enter Single Claim

**Health and Human Services** Mass.gov

January 4, 2008 HOME CONSUMERS PROVIDERS RESEARCHERS GOVERNMENT

Mass.gov Home > State Agencies > State Online Services > Provider Dashboard

**Provider Services**

- > Home
- > Manage Service Authorizations
- > Manage Correspondence and Reporting
- > Manage Members
- Manage Claims and Payments
  - Enter Single Claim**
  - > Inquire Claim Status
  - > Batch Process Claims
  - > Test 837
  - > View PACE Payments
  - > View SCO Payments
  - > Download Capitation Information
- > Manage Provider Information
- > Administer Account
- > Reference Publications

**Enter Single Claim**

Billing and Service | Extended Services | Coordination of Benefits | Procedure | Attachments | Confirmation

**Billing Information**

Previous ICD

Billing Provider ID \*

Billing Provider Taxonomy

Member ID \*

Last Name \*

DOB \*

Member Date of Death

Member Address 1 \*

Member Address 2

Member City \*

Member Zip \*

Rendering Provider Name

Rendering Provider Taxonomy

Patient Account #

First Name \*  MI

Gender \*

Member State \*

Medical Record #

Patient Signature

Source Code

Place of Service \*

Prior Authorization #

Medicare Assignment

Claim Filing Indicator \*

Release of Information \*

Referral #

Signature on File \*


Special Program Indicator

Assignment of Benefits Ind \*



# Manage Claims and Payments

## Inquire Claim Status

**Health and Human Services** Mass.gov 

January 4, 2008 HOME CONSUMERS PROVIDERS RESEARCHERS GOVERNMENT

[Mass.Gov Home](#) | [State Agencies](#) | [State Online Services](#) | [Provider Dashboard](#)

**Provider Services**

- > [Home](#)
- > [Manage Service Authorizations](#)
- > [Manage Correspondence and Reporting](#)
- > [Manage Members](#)
- ▼ [Manage Claims and Payments](#)
  - > [Enter Single Claim](#)
  - > [Inquire Claim Status](#)
  - > [Batch Process Claims](#)
  - > [Test 837](#)
  - > [View PACE Payments](#)
  - > [View SCO Payments](#)
  - > [Download Capitation Information](#)
- > [Manage Provider Information](#)
- > [Administer Account](#)
- > [Reference Publications](#)

**Inquire Claim Status**

**Search For Claims**

Please select Provider ID

Billing Provider ID \*

---

To identify the member, please enter the following information:

Member ID

---

Please enter a Date of Service Range within a six-month span:

From Date of Service

OR

To Date of Service

---

You may request the status of a specific Internal Control Number (ICN) by entering all 13 characters as on your RA:

ICN

---

You may further tailor your request by entering any of the following:

Procedure Code

Original Billed Amount

Patient Account #

---

©2005 Commonwealth of Massachusetts | [Accessibility](#) | [Feedback](#) | [Site Policies](#) | [Contact Us](#) | [Help](#) | [Site Map](#)

# Interchange Control Number (ICN)

- The MMIS Interchange Control Number (ICN) is a 13 digit number assigned to each claim adjudicated by MassHealth with built in logic for identifying specific claims and receipt dates

ICN Format: RR YY JJJ BBB SSS



- Top 10 Region Codes

10	Paper Claims With No Attachments
11	Paper Claims With Attachments
20	Electronic Claims With No Attachments
21	Electronic Claims With Attachments
22	Internet Claims With No Attachments
23	Internet Claims With Attachments
52	Mass Adjustments-Non Check Related
59	Internet/Electronic Voids or Adjustments

# Remittance Advice (RA)

---

## What is a Remittance Advice (RA)?

- A report that provides claims processing status to providers indicating if the claim status is paid, denied or suspended
- The RA is utilized by providers in order to reconcile their accounts with MassHealth
- Available on the Provider On-Line Service Center for viewing, downloading & printing
- The RA also provides message text and financial information

# Remittance Advice (RA)

---

## The PDF remittance advice (RA) is posted to the Provider Online Service Center (POSC)\*

- Providers will need to download this document from the Provider Online Service Center.
  - Sign on to the POSC
  - Click on “Manage Correspondence and Reporting”
  - Click “View Metrics and Reports”
  - Choose a provider name from the drop down list
  - Hit Search
  - The View Claims Metrics/Reports panel appears for the provider

\* Please note that the POSC will only post the PDF remittance advice (RA) for 6 months. Providers are advised to save the PDF RAs in a separate location.



# Remittance Advice (RA)

## Read Remittance Advice (RA) on the Provider Online Service Center

*Note: Some pictures are narrowed.*

### Address/Banner

REPORT: CRA-BANN-R	COMMONWEALTH OF MASSACHUSETTS MEDICAID MANAGEMENT INFORMATION SYSTEM PROVIDER REMITTANCE ADVICE PROVIDER BANNER MESSAGES	RA DATE: 07/31/2012 PAGE: 0001 of 0010 RUN : 100166 PAYEE NUMBER: 1100 A NPI:1234567890
--------------------	---	---

MassHealth Provider  
123 Main St.  
Anytown, MA 02000

Provider Name and Address

RA date, page number, run number, payee number, NPI

SUBJECT: NEW MASSHEALTH PUBLICATIONS POSTED TO THE WEB

MassHealth has posted the following publications on the MassHealth website.

Provider Bulletins from June 2012

- All Provider Bulletin 227: Modifier Coverage and National Correct Coding Initiative (NCCI) Updates
- All Provider Bulletin 226: Final Deadline Appeal Submissions New Request for Claim Review Form
- School-Based Medicaid Bulletin 22: Update to School-Based Medicaid Program Interim Rates

Banner Message

Transmittal Letters from June 2012

- TL ALL-195: MassHealth Billing Instructions for Provider Preventable Conditions (PPCs) Serious Reportable Events; and Rules about PPCs That Are National Coverage Determinations
- TL ABR-15: New Modifiers for Provider Preventable Conditions That Are National Coverage Determinations
- TL AOH-29: New Modifiers for Provider Preventable Conditions That Are National Coverage Determinations

# Remittance Advice (RA)

## Claims Activity and Status

REPORT: CRA-OPPD-R

COMMONWEALTH OF MASSACHUSETTS  
 MEDICAID MANAGEMENT INFORMATION SYSTEM  
 PROVIDER REMITTANCE ADVICE  
 OUTPATIENT CLAIMS PAID

RA DATE: 08/07/2012  
 PAGE: 0004 of 0007  
 RUN : 100167  
 PAYEE NUMBER: 1100 A NPI: 1801

Claim and member information

Heading RA section

ICN	PATIENT NO.	FROM	THRU	BILLED AMT	ALLOWED AMT	COPAY	OTH INS	PAID AMT	DIAG	PROC
2012216409242	00002	-0017	070112 073112	7,632.20	7,250.59	0.00	0.00	5,984.96	3320	
MEMBER NAME:				MEMBER ID: 1000		OTH INS CD:		PA:		
HEADER EOB5: 0401										

Heading EOB code(s)

Detail EOB code(s)

REV CD	HCPCS	MODIFIERS	SRV DATE	UNITS	BILLED AMT	ALWD AMT	DETAIL EOB5
658	T2046		070112	31.00	7,632.20	7,250.59	9911 9922

Another claim (separated by line)

2012216409249	00004	-0017	070112 073112	6,982.44	6,633.32	0.00	0.00	5,468.12	7993	
MEMBER NAME:				MEMBER ID: 100		OTH INS CD:		PA:		
HEADER EOB5: 0401										

REV CD	HCPCS	MODIFIERS	SRV DATE	UNITS	BILLED AMT	ALWD AMT	DETAIL EOB5
658	T2046		070112	31.00	6,982.44	6,633.32	9911 9922

2012216409246	00004	-0017	070112 073112	7,632.20	7,250.59	0.00	0.00	5,963.92	7993	
MEMBER NAME:				MEMBER ID: 100		OTH INS CD:		PA:		
HEADER EOB5: 0401										

REV CD	HCPCS	MODIFIERS	SRV DATE	UNITS	BILLED AMT	ALWD AMT	DETAIL EOB5
658	T2046		070112	31.00	7,632.20	7,250.59	9911 9922

2012216409252	00007	-0017	070112 073112	7,632.20	7,250.59	0.00	0.00	5,502.27	29411	
MEMBER NAME:				MEMBER ID: 100		OTH INS CD:		PA:		
HEADER EOB5: 0401										

REV CD	HCPCS	MODIFIERS	SRV DATE	UNITS	BILLED AMT	ALWD AMT	DETAIL EOB5
658	T2046		070112	31.00	7,632.20	7,250.59	9911 9922

# Remittance Advice (RA)

## Financial Transactions

REPORT: CRA-TRAN-R  
 COMMONWEALTH OF MASSACHUSETTS  
 MEDICAID MANAGEMENT INFORMATION SYSTEM  
 PROVIDER REMITTANCE ADVICE  
 FINANCIAL TRANSACTIONS  
 RA  
 PAYER NUMBER: CCCCCCCC

Expenditures  
(Non Claims Payments)

Accounts Receivable  
formerly  
Recoupments and Sanctions

Payment Deductions  
formerly  
Withholds

-----EXPENDITURES-----

TRANSACTION NUMBER	AMOUNT	REASON CODE	RENDERING PROVIDER/NPI	SVC FROM	DATE THRU	MEMBER ID	MEMBER NAME
NO NON-CLAIM SPECIFIC PAYOUTS TO PROVIDERS							

-----ACCOUNTS RECEIVABLE-----

A/R NUMBER	SETUP DATE	RECOUP THIS CYCLE	ORIGINAL AMOUNT	TOTAL RECOUPMENT	BALANCE	REASON CODE	ADJUSTMENT --ICN--
5609078250002	032009	0.00	49.43	0.00	49.43	8430	4607145000286
TOTAL ACCTS RECEIVABLE:		0.00	49.43	0.00	49.43		

-----PAYMENT DEDUCTIONS-----

TRANSACTION NUMBER	SETUP DATE	DEDUCTED THIS CYCLE	ORIGINAL AMOUNT	TOTAL DEDUCTED	BALANCE	REASON CODE
--------------------	------------	---------------------	-----------------	----------------	---------	-------------



# Remittance Advice (RA)

## TPL Information

- List of any claims affected by TPL
- TPL letter no longer sent

REPORT: CRA-TPLP-R COMMONWEALTH OF MASSACHUSETTS RA DATE: RM/ID/CCYY  
 MEDICAID MANAGEMENT INFORMATION SYSTEM PAGE: 9999 of 9999  
 PROVIDER REMITTANCE ADVICE EUN: 9999  
 TPL INFORMATION FAYEE NUMBER: XXXXXXXX X MF1: XXXXXXXXX

MEMBER NAME POLICY HOLDER NAME	MEMBER NUMBER POLICY NUMBER / GROUP NUMBER COVERAGE DATES / COVERAGE TYPE	---ICN-- GROUP NUMBER	CARRIER/EMP ID BILLING ADDRESS	CARRIER/EMPLOYER NAME
JANE DOE	XXXXXXXXXX RYUJJD0000 XXXXXXXXXXXXX/XXXXXXXXXXXXX XX/XX/XX - XX/XX/XX / XXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	BLUE CROSS BLUE SHIELD MEDX GOLD
JANE DOE	XXXXXXXXXX RYUJJD0000 XXXXXXXXXXXXX/XXXXXXXXXXXXX XX/XX/XX - XX/XX/XX / XXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	TUFTS MEDICARE PREFERRED

## Summary Report

- Summary of all claim and financial activity for each weekly cycle
- Year-to-date totals of all claim and financial activity

REPORT: CRA-SUMM-R COMMONWEALTH OF MASSACHUSETTS RA  
 MEDICAID MANAGEMENT INFORMATION SYSTEM  
 PROVIDER REMITTANCE ADVICE SUMMARY FAYEE NUMBER: CCCCCCCC

-----CLAIMS DATA-----

	CURRENT NUMBER	CURRENT AMOUNT	YEAR-TO-DATE NUMBER	YEAR-TO-DATE AMOUNT
CLAIMS PAID	0	0.00	4	121.65
CLAIM ADJUSTMENTS	0	0.00	0	0.00
TOTAL CLAIMS PAYMENTS	0	0.00	4	121.65
CLAIMS DENIED	0		0	
CLAIMS SUSPENDED	1			
CLAIMS PENDING	0			

-----PAYMENT DATA-----

## EOB Descriptions

List of the EOB codes used in the RA

REPORT: CRA-EOBM-R COMMONWEALTH OF MASSACHUSETTS RA  
 MEDICAID MANAGEMENT INFORMATION SYSTEM  
 PROVIDER REMITTANCE ADVICE BOB CODE DESCRIPTIONS FAYEE NUMBER: CCCCCCCC

EOB CODE	EOB CODE DESCRIPTION
0256	MISSING MEDICARE PAID DATE/DETAIL
4014	NO PRICING SEGMENT ON FILE
4170	UNITS BILLED GREATER THAN ALLOWED

Description of EOB codes

# Metrics and Reports

## Viewing your Metrics and Reports

- Metrics and reports are tailored to each provider and represent data that has been generated by MMIS
- They are available on the Provider Online Service Center (POSC) through the View Metrics & Reports link, under Manage Correspondence and Reporting
- The following are available:
  - ❑ Remittance advices (RAs)
  - ❑ Top 10 claims denials
  - ❑ Volume, turnaround time and payment reports
  - ❑ Financial data
- Please reference the job aid available at [www.mass.gov/masshealth/newmmis](http://www.mass.gov/masshealth/newmmis) from the “Need Additional Information and Training” link and the “Get Trained” link

# Metrics and Reports

## Manage Correspondence and Reporting > View Metrics/Reports

The screenshot shows the 'View Metrics/Reports' page in the MassHealth system. On the left is a navigation menu with options like 'Home', 'Manage Service Authorizations', 'Manage Correspondence and Reporting', 'Manage Members', and 'Manage Claims and Payments'. The main content area is titled 'View Metrics/Reports' and includes a 'Provider Search' section with a 'Provider ID' field (partially redacted) and a 'Search' button. Below this is a section titled 'View Claims Metrics/Reports' which is circled in red. This section contains a table with three columns: 'Metrics Name', 'Year to Date', and 'Month to Date'. Each row in this table has a 'PDF' link. Below this is a 'Reports' section with a table listing various reports by date, report name, and file name, each with a 'PDF' link. The bottom right corner of the page shows a page number '12'.

Metrics Name	Year to Date	Month to Date
Top Ten Denials	<a href="#">PDF</a>	<a href="#">PDF</a>
Claims Volume	<a href="#">PDF</a>	<a href="#">PDF</a>
Turnaround Time	<a href="#">PDF</a>	

Date	Report	File
11/14/2009	R: R [REDACTED] _100025	<a href="#">PDF</a>
11/01/2009	R: R [REDACTED] _100023	<a href="#">PDF</a>
10/25/2009	R: R [REDACTED] _100022	<a href="#">PDF</a>
10/18/2009	R: R [REDACTED] _100021	<a href="#">PDF</a>
10/04/2009	R: R [REDACTED] _100019	<a href="#">PDF</a>
09/20/2009	R: R [REDACTED] _100017	<a href="#">PDF</a>
09/05/2009	R: R [REDACTED] _100015	<a href="#">PDF</a>
08/22/2009	R: R [REDACTED] _100013	<a href="#">PDF</a>
08/15/2009	R: R [REDACTED] _100012	<a href="#">PDF</a>
08/08/2009	R: R [REDACTED] _100011	<a href="#">PDF</a>

# Metrics and Reports

## CLAIMS VOLUME REPORT

Report : PRV-0072-R  
 Process : WEB  
 Location: PORTAL

COMMONWEALTH OF MASSACHUSETTS  
 MEDICAID MANAGEMENT INFORMATION SYSTEM  
 PROVIDER METRICS CLAIMS VOLUME  
 REPORT PERIOD: YTD AS OF 11/14/2009

Run Date: 11/20/2009  
 Run Time: 07:11  
 Page: 1

PROVIDER NAME : ██████████

CLAIM VOLUME 110 ████████

# CLAIMS SUBMITTED	152	# PAID	134	# DENIED	18
% SUBMITTED ELECTRONICALLY	100.0	% PAID	88.158	% TOTAL DENIED	11.842

MASS HEALTH AVERAGE CLAIM VOLUME - FOR PROVIDER TYPE:62

# CLAIMS SUBMITTED	80,853	# PAID	68,051	# DENIED	12,802
% SUBMITTED ELECTRONICALLY	93.426	% PAID	84.166	% TOTAL DENIED	15.834

# Metrics and Reports

## TURNAROUND TIME REPORT

Report : [REDACTED]	COMMONWEALTH OF MASSACHUSETTS				Run Date: 11/20/2009
Process : WEB	MEDICAID MANAGEMENT INFORMATION SYSTEM				Run Time: 07:11
Location: PORTAL	PROVIDER METRICS - TURNAROUND TIME				Page: 1
	REPORT PERIOD: YTD AS OF 11/14/2009				
PROVIDER NAME : [REDACTED]					
TURNAROUND TIME - YEAR TO DATE					
		<30 DAYS	30-60 DAYS	60-90 DAYS	>90 DAYS
DATE OF SERVICE - 1ST DATE OF SUBMISSION					
	MASSHEALTH	.466 %	.369 %	.091 %	.074 %
	[REDACTED]	.908 %	.02 %	.02 %	.053 %
DATE OF RECEIPT - DATE OF FIRST DENIAL					
	MASSHEALTH	.985 %	.014 %	.001 %	.0 %
	[REDACTED]	.889 %	.111 %	.0 %	.0 %
DATE OF RECEIPT - 1ST PAYMENT DATE					
	MASSHEALTH	.999 %	.0 %	.0 %	.0 %
	[REDACTED]	1.0 %	.0 %	.0 %	.0 %

# Metrics and Reports

## TOP TEN DENIALS REPORT

Report : [REDACTED]  
 Process : WEB  
 Location: PORTAL

COMMONWEALTH OF MASSACHUSETTS  
 MEDICAID MANAGEMENT INFORMATION SYSTEM  
 PROVIDER METRICS - TOP TEN DENIALS  
 REPORT PERIOD: YTD AS OF 08/22/2009

Run Date: 11/20/2009  
 Run Time: 07:11  
 Page: 1

PROVIDER NAME : [REDACTED]

RANK	ERROR CODE	ERROR DESCRIPTION	CLAIMS DENIED	TOTAL BILLED	PERCENT OF TOTAL CLAIMS DENIED	PERCENT OF TOTAL CLAIMS SUBMITTED
1	4021	PROCEDURE NOT COVERED FOR BENEFIT PLAN	6	\$2,742	33.333	3.947
2	2001	MEMBER ID NUMBER NOT ON FILE	6	\$2,298	33.333	3.947
3	2003	MEMBER INELIGIBLE ON DETAIL DATE OF SERVICE	3	\$1,129	16.667	1.974
4	2802	NO BENEFIT PROGRAM FOR MEMBER FOUND	3	\$1,129	16.667	1.974
5	248	PLACE OF SERVICE IS MISSING OR BLANK	2	\$2,379	11.111	1.316
6	259	DATE BILLED IS MISSING/INVALID	2	\$2,379	11.111	1.316
7	508	TOTAL CHARGE DOES NOT EQUAL THE SUM OF ALL DETAILS	1	\$1,250	5.556	.658
8	4032	PROCEDURE CODE NOT ON FILE	1	\$1,250	5.556	.658
9	5044	EXACT DUPLICATE - PHYSICIAN CLAIM	1	\$564	5.556	.658

# MMIS Top Denials\* for Hospice

EDIT	DESCRIPTION	DENIED	CAUSE
2800	MEMBER NOT TIED TO HOSPICE ON DOS	2,764	Eligibility
4801	PROCEDURE NOT COVERED BY PROVIDER CONTRACT	1,140	Billing Error
2502	MEMBER COVERED BY OTHER INSURANCE-DENY	853	Eligibility
270	HEADER TOTAL BILLED AMOUNT MISSING	252	Billing Error
4252	ADMIT OR EMERG DIAGNOSIS CODE NOT ON FILE	237	Billing Error
1945	MULT SAK PROV LOCS FOR BILLING PROV SPEC	121	Provider Enrollment
4021	PROCEDURE NOT COVERED FOR BENEFIT PLAN	63	Billing Error
4227	REVENUE NOT COVERED FOR BENEFIT PLAN	55	Billing Error
2001	MEMBER ID NUMBER NOT ON FILE	26	Eligibility
2003	MEMBER INELIGIBLE ON DETAIL DATE OF SERVICE	18	Eligibility

\*\*Claims adjudicated March 2015

# 90-Day Waiver Request

---

## When to Submit a 90-Day Waiver Request

You may request a 90-day waiver when the submission date of the claim is beyond 90 days from the service date or the date on an explanation of benefits (EOB) from another insurer and you meet one or more of the following conditions:

- you are changing the member ID number;
- you are changing the pay-to provider number;
- you are changing the claim form/claim type; or
- you are billing the claim for the first time, and meet the criteria outlined in MassHealth regulations at 130 CMR 450.309 through 450.314.

The following circumstances do not require a 90-day waiver:

- claims that will be received within 90 days from the date on a third-party payer's EOB and still within 18 months of the service date; and
- claims that can be resubmitted according to the administrative and billing instructions in Subchapter 5 of your MassHealth provider manual.



# 90-Day Waiver Request

---

Providers are encouraged to submit 90-Day waiver requests electronically

## How to Submit an electronic 90-Day Waiver Request

- Prepare a new electronic DDE claim
- Enter the appropriate HIPAA delay reason code (please refer to All Provider Bulletin 220)
- Scan any supporting documentation such as copies of retroactive enrollment notices
- Use the attachments tab to upload scanned images and affix to each claim

## How to Submit a paper 90-Day Waiver Request

- Prepare a new paper claim form
- Attach to each claim, a copy of all RAs (remittance advices) where the claim has appeared, if applicable
- Attach any other supporting documentation, such as copies of retroactive enrollment notices, to each claim
- Attach the 90-Day Waiver Request Form to each claim stating the reason for the waiver request

The waiver request form can be found at [www.mass.gov/masshealth](http://www.mass.gov/masshealth). Click on the link for MassHealth Provider Forms in the lower right panel of the home page. Do not enter resubmittal or adjustment information, and do not enter a former internal control number (ICN).

# Final Deadline Appeals

---

## Final Deadline Exceeded Appeal Procedures

Pursuant to M.G.L. c. 118E, s. 38, MassHealth has established procedures for appealing claims with service dates exceeding one year, or 18 months when third-party insurance is involved, that providers believe were denied or underpaid as a result of MassHealth error. The Final Deadline Appeals Board has exclusive jurisdiction to review the appeals in accordance with MassHealth regulations at 130 CMR 450.323.

To be eligible for appeal, your claim must have been denied for error code 853 or 855 (Final Deadline Exceeded). The appeal must be filed within 30 days of the date that appears on the remittance advice on which your claim first denied with error code 853 or 855. In order for your appeal to be approved, you must demonstrate that the claim was denied or underpaid as a result of MassHealth error, and could not otherwise be timely resubmitted.

# Final Deadline Appeals

---

## How to Submit an electronic Final Deadline Appeal Request

- Prepare a new electronic DDE claim
- Enter the appropriate HIPAA delay reason code (please refer to All Provider Bulletin 221)
- Scan any supporting documentation such as a cover letter, corrected claim form and all the remittance advices the claim has appeared on (including the 835/855 denial) and any other supporting documentation
- Use the attachments tab to upload scanned images and affix to each claim

## How to Submit a paper Final Deadline Appeal Request

If you wish to file an appeal, send a cover letter, a corrected claim form, all the remittance advices the claim has appeared on (including the 853/855 denial) and any other supporting documentation to the following address.

MassHealth  
ATTN: Final Deadline Appeals Unit  
100 Hancock Street, 6th Floor  
Quincy, MA 02171

You can inquire on the status of your appeal request by sending an e-mail to [fdeappeals@state.ma.us](mailto:fdeappeals@state.ma.us) or by calling 617-847-3115.

# Best Business Practices

---

- Before mailing any documents, please make copies to keep with your records
- Keep your records in a location where you can easily access
- Keep your records for 6 years
- Keep your MassHealth contact information up to date

# ICD-10 Implementation

**MassHealth will implement ICD-10 on October 1, 2015**

## **MassHealth Status**

- Trading Partner Testing (TPT) is underway
- Training & education sessions for MassHealth's implementation will be held this spring through early fall

## **How do I determine if I have to do anything to implement ICD-10 with MassHealth?**

- If you submit claims to MassHealth you must adopt the ICD-10 code-set
- If you submit batch claims transactions to MassHealth you must modify and test your transactions prior to implementation
- If you use a software vendor or have a relationship with a billing intermediary or clearing house that submits transactions on your behalf, it is equally important that those entities test their software and/or transactions with MassHealth directly.

## Provider Readiness

### What you should do to prepare for MassHealth's implementation

- Contact the EDI testing team immediately at **1-855-295-4047 (toll free)** or [edi@mahealth.net](mailto:edi@mahealth.net) to schedule your test date
- Confer with your billing intermediary and/or clearing house as required to confirm their readiness for ICD-10
- Review the MassHealth ICD-10 website at <https://www.mass.gov/masshealth/icd-10> to obtain and leverage useful information related to MassHealth's implementation (i.e. billing instructions, provider presentations, FAQs, key concepts, etc...). These materials are key to your ability to successfully implement ICD-10 with MassHealth
- Monitor MassHealth communications for critical cut-over information related to prior authorizations, pre-admission screening, and other key transition issues

# MassHealth Resources

- **MassHealth Website: [www.mass.gov/masshealth](http://www.mass.gov/masshealth)**
  - ❑ Provider Library of MassHealth publications
    - Provider Manuals
    - Provider Bulletins
    - Billing Guides
- **MMIS Website: [www.mass.gov/masshealth/newmmis](http://www.mass.gov/masshealth/newmmis)**
  - ❑ Access to POSC job aids
- **Provider Online Service Center (POSC)**  
**[www.mass.gov/masshealth/providerservicecenter](http://www.mass.gov/masshealth/providerservicecenter)**
  - ❑ Online MMIS provider access MassHealth eligibility verification, claim and Provider Information
- **MassHealth Customer Service (800-841-2900)**
  - ❑ Customer support (eligibility and claims status inquiries must use the POSC)
  - ❑ Or e-mail us at [providersupport@mahealth.net](mailto:providersupport@mahealth.net)
- **MassHealth 5010 Initiative: [www.mass.gov/masshealth/5010](http://www.mass.gov/masshealth/5010)**
  - ❑ Verify changes and updates that were specific to the 5010 initiative

# Questions...

---

...Answers