



Questions? Please contact your EDI solutions reseller for help with EDI enrollment forms
3/24/11 (IE)

Medicaid MASSACHUSETTS

Enrollment Instructions – Professional Claims and ERA

ONLINE ENROLLMENT with the Mass Health <http://www.mass.gov/masshealth> Provider Online Service (POSC)

BEFORE YOU BEGIN, confirm the Provider’s access and online registration the POSC system.

Providers can contact MassHealth at 1-800-841-2900 for assistance with registration.

837- CLAIMS and 835- ERAs (Electronic Remits) Provider Enrollment (New) or (Change of Service)

Billing Providers who wish to send electronic claims using Practice Insight as the submitter, must log onto Medicaid MA’s Provider Online Service (POSC) to link to, and assign to Practice Insight the service- **Batch File Submit and Download**.

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

See bottom of page, CLICK on link to

LOGIN

Enter your Username and password, CLIC

SUBMIT

Username	<input type="text" value="JoeProvider"/>
Password	<input type="password" value="*****"/>
[SUBMIT]	

Once logged on, see menu bar in left column.

CLICK **“Administer Account”**, (to expand selections), then **“Manage Subordinate Accounts”**

SEE **Subordinate Search** window CLICK **Subordinate Link**

SEE **Linke Subordinate** window.

ENTER Username = **pinsight** (this is Practice Insight’s username)

CLICK to SELECT **“Batch File Submit and Download”**, then CLICK **[>] arrow** (to move selection)

“Batch File Submit and Download” so that it displays under **Assigned Services**, then CLICK **SUBMIT**

Link Subordinate *Add the Username of the subordinate you would like to link to the selected provider.*

Username*

Please choose the services that this subordinate requires.

<p>Available Services</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Manage Member Eligibility</p> <p>Manage Provider Profile Information</p> <p>Manage Referrals</p> <p>Manage Subordinate Accounts</p> <p>Portal Services</p> </div>	<p>▶</p> <p>▶▶</p> <p>▶▶▶</p> <p>▶▶▶▶</p> <p>▶▶▶▶▶</p>	<p>Assigned Services</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Batch File Submit and Dow nload</p> </div>
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EDI Enrollment is complete, once you click **Submit**

(and assuming there are no errors during the online enrollment process).

The provider may begin sending claims to Medicaid Massachusetts via Practice Insight.