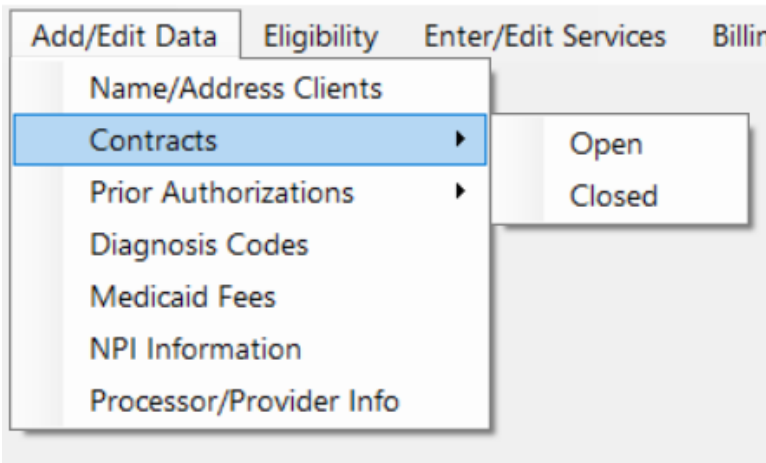


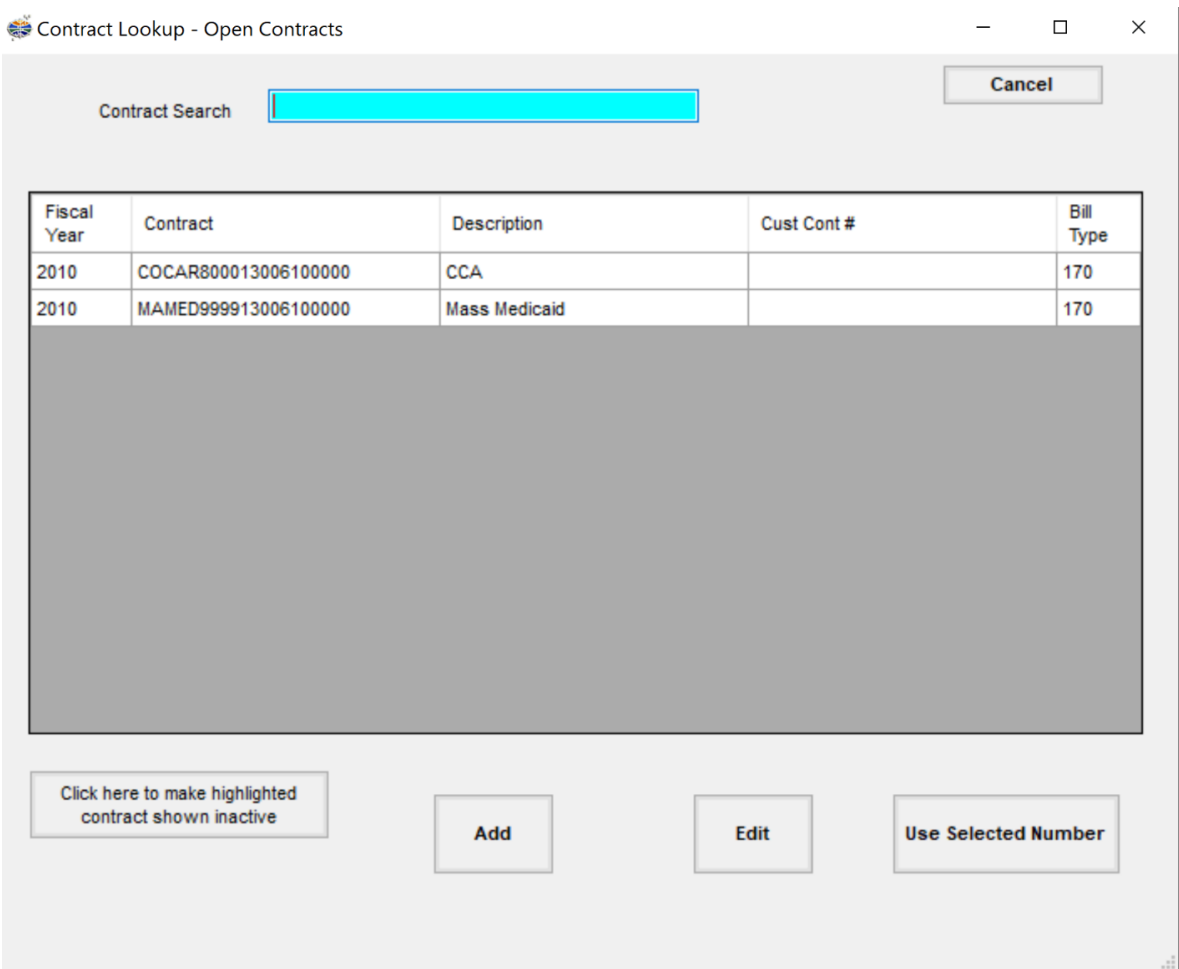
Adding a Contract

***NOTE:** The Place of Service is embedded in the Contract. The POS is important because it tells MH where the services took place. If the wrong POS is in the contract, your claims will reject.

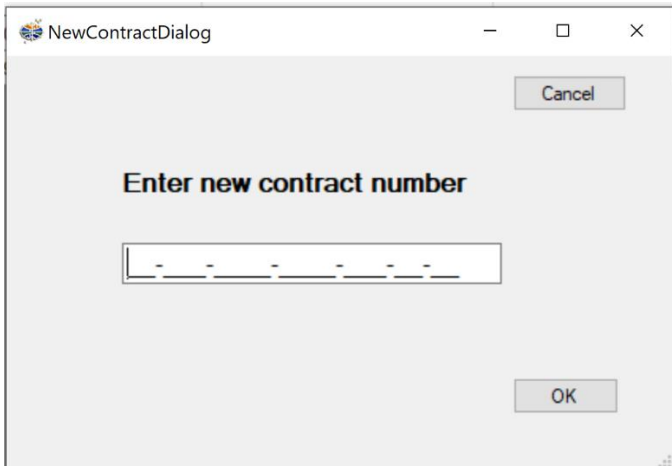
Add/Edit Data, Contracts, Open



Click on Add at the bottom of the screen:



Enter your new contract number in the box:



Here is a list of what your contract names should be and what the contract number should begin with:

MassHealth	MAMED9999 or 9998
United Health Care	UNHLC3000
CCA	COCAR8000
Tufts	TUFTS1000
Fallon	FALLO6000
Senior Whole Health	SWHWE5000
Boston Medical	BMCHP2000

The naming sequence for all MH contracts is:

- **MAMED**
- **4 digit code starting with 9**
- **7 digit legacy MassHealth number** (to find this number, highlight your first contract and click on Edit)
- **Last 4 digits are all zeros (0000)**

You do not need to manually enter dashes, enter the contract number without spaces.

Cancel

Enter new contract number

MA-MED-9998-1300-061-00-00

OK

Click **OK**.

MMNET



Do you want to create a contract = MA-MED-9998-1300-610-00-00

Yes No

Click Yes to be brought to the next screen where you can enter your information.

Medicaid

*cont_desc: MassHealth - Remote

*fiscal_yr: 2010

active Y

*cont_beg_d: 1/1/2008

*cont_end_d:

PROV_NUM_MED: 1300610

PROS_NUM_MED 1300610

place_servic 02

Enter in your contract description.

Enter fiscal year, Y for active, beginning date for the contract. You may leave the end date empty.

Enter Prov and Pros number (this is your agency's Legacy number—both will be the same)

Enter Place of Service:

11= In-Person

02 = Remote

Per MH's current billing guidelines:

PCA: If an individual refuses in-home services and chooses remote services (virtual contact)

they will need to be billed out using 02 as the POS (place of service).

Day Hab: If an individual does not attend in-person programming and chooses remote services,

they will need to be billed out using 02 as the POS

***NOTE:** You will also want to edit the existing contract and change the name to either
MassHealth - Remote or MassHealth – Virtual