Check Eligibility/Creating 270 File

Under the Eligibility tab go to **Check Eligibility:**
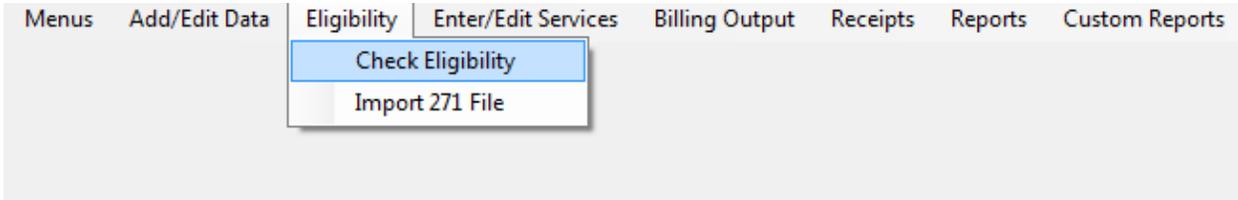
Choose the contract you want to run the batch for and enter in the beginning date and end date. Please note that you cannot run eligibility for *any* future dates.

Also note: for any non-MH contracts (ie: CCA, Tufts, etc) the ID number is being pulled from the **Other #** location on the Basic Data tab in Add/Edit Data, Name/Address Clients.

See box below:

This is important because it ensures that any changeover in coverage from MH to One Care will be captured.

Click **Choose location for the new 270 File** and select a location. You may choose any location to store the file in. Be sure to note where you place the file as you will be retrieving it when going onto the POSC to upload it to MH.
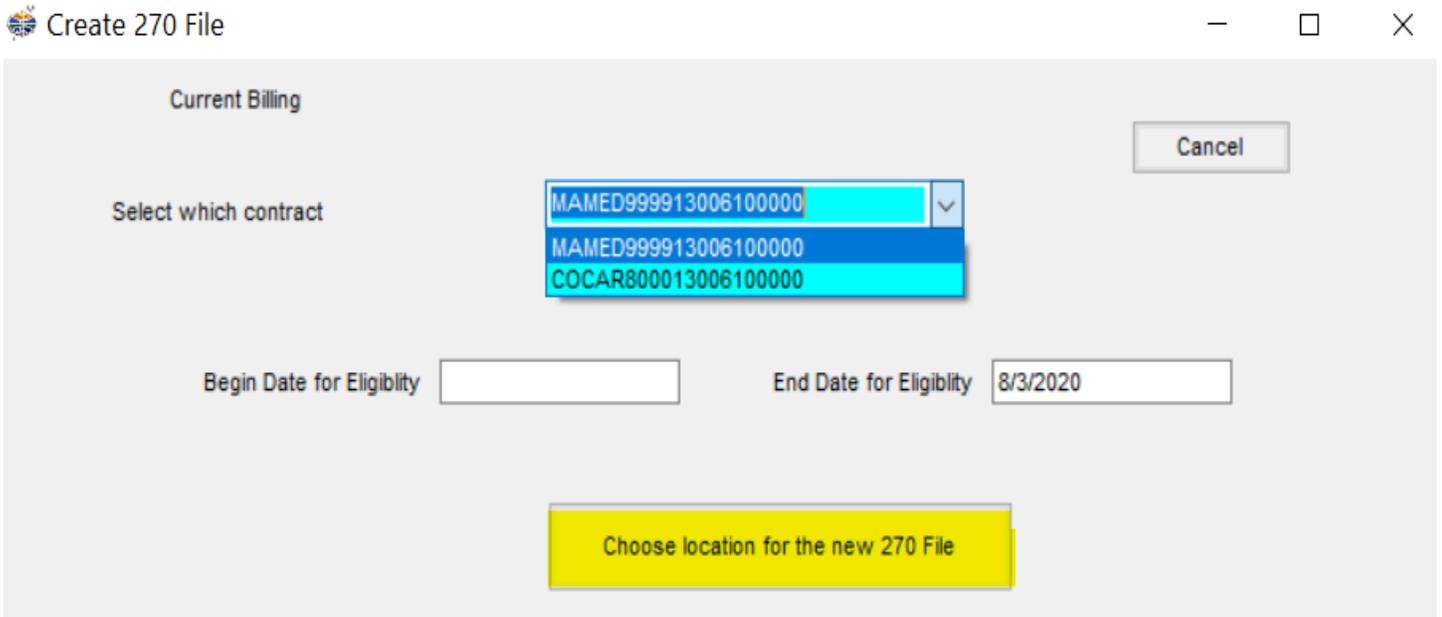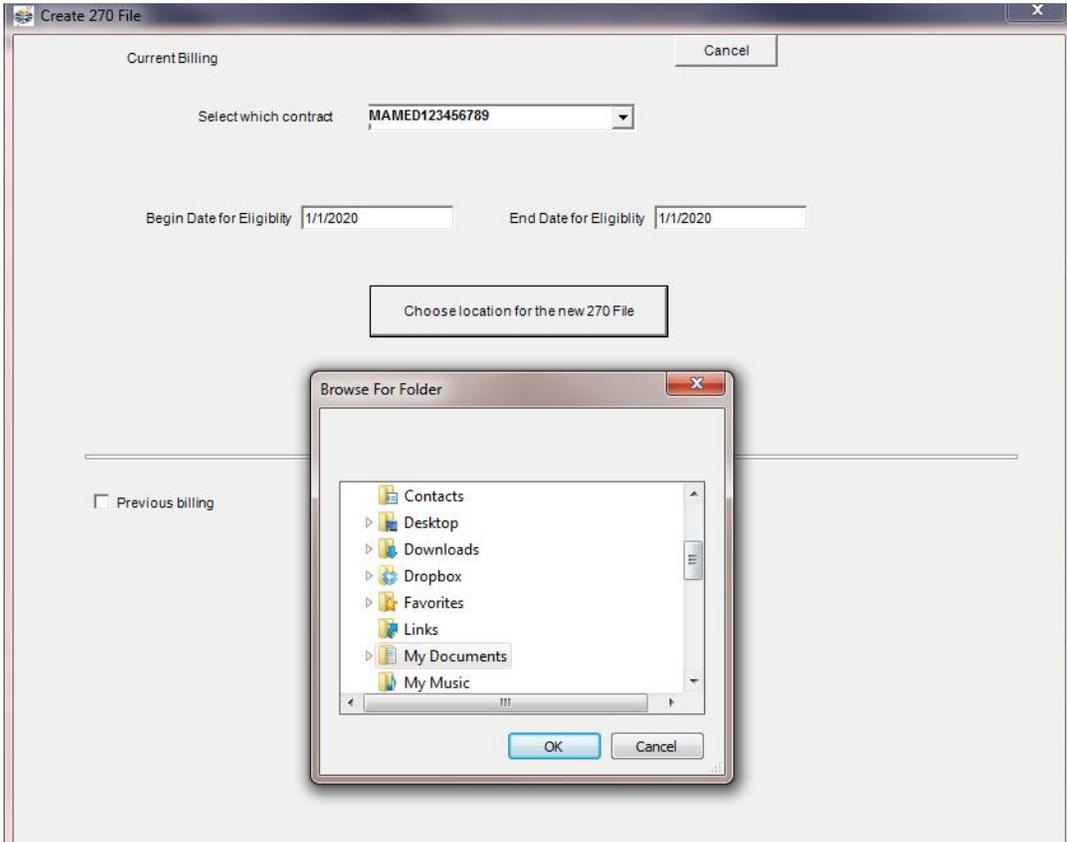
The time it takes to create the file varies based on how many days you are running.

Once you get the message that the 270 was created along with the file location,

click OK and Cancel out of the page.

MMETS	✕
270 file created In C:\Users\AlanaRobinson\Documents\Alana\Inquiry_ETS Demo200610.snd. Please upload file To ICO Website.	
	OK
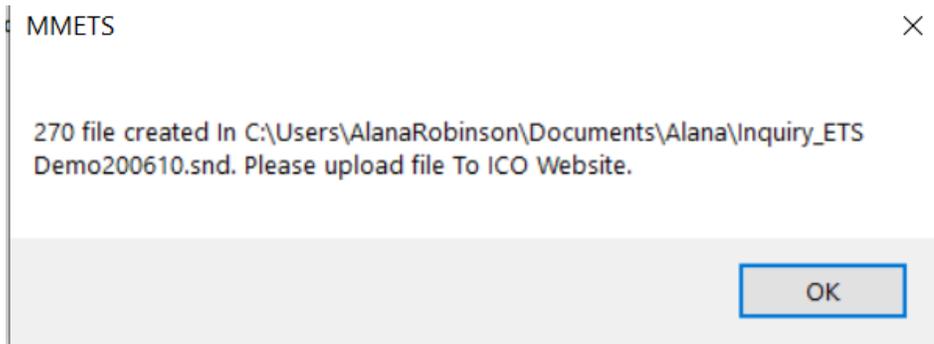
Go to the POSC and upload the file to MH.   **Record your tracking number** after your file has been uploaded. After several hours (usually the following day) the 271 file will be ready to be downloaded from MH.

Importing 271 File

Log into MH POSC. Under Manage Batch Files (on left side of screen), choose Download Batch File.

Type in the tracking number in the designated slot.

Choose the File Name with the Transaction Type "Eligibility Response"

Save the file in a location that you are able to easily access for when you retrieve it in the upcoming step below.

Go into ETS software under Eligibility Tab again, select **Import 271**:
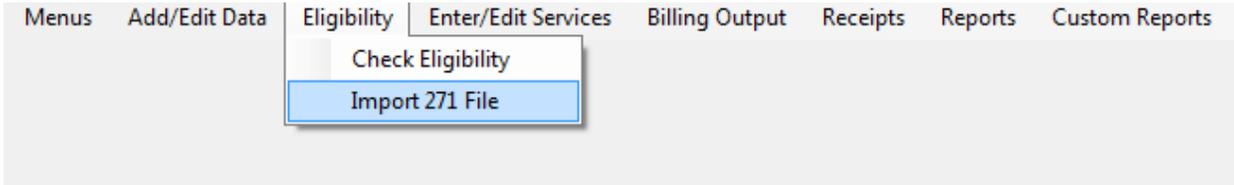
Select **Choose 271 File**. Once you have located your file, click **Import RCV File**.
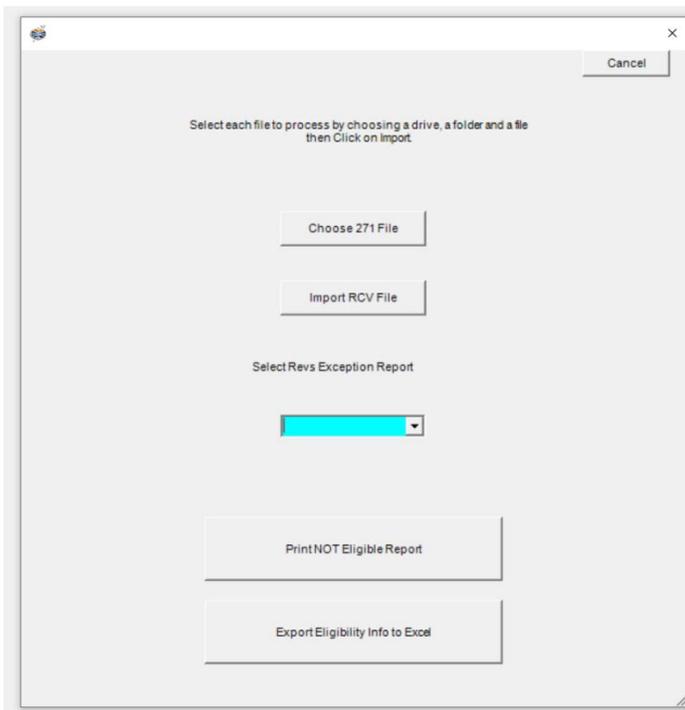
Click YES if it is the file you want to process. Again, depending on file size, it may take a few minutes. Once the conversion is completed, click OK to print the report:
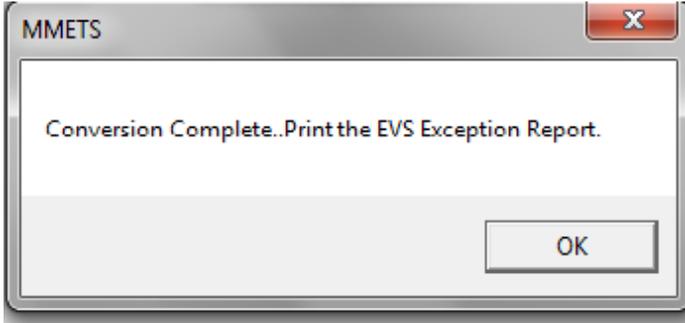
Once it is imported, you can select your REVS Exception Report of your choosing in the dropdown box (see below). It will automatically bring up your report. You also have the option to Print the NOT Eligible Report. You will then be able to export and save your chosen report as a PDF.
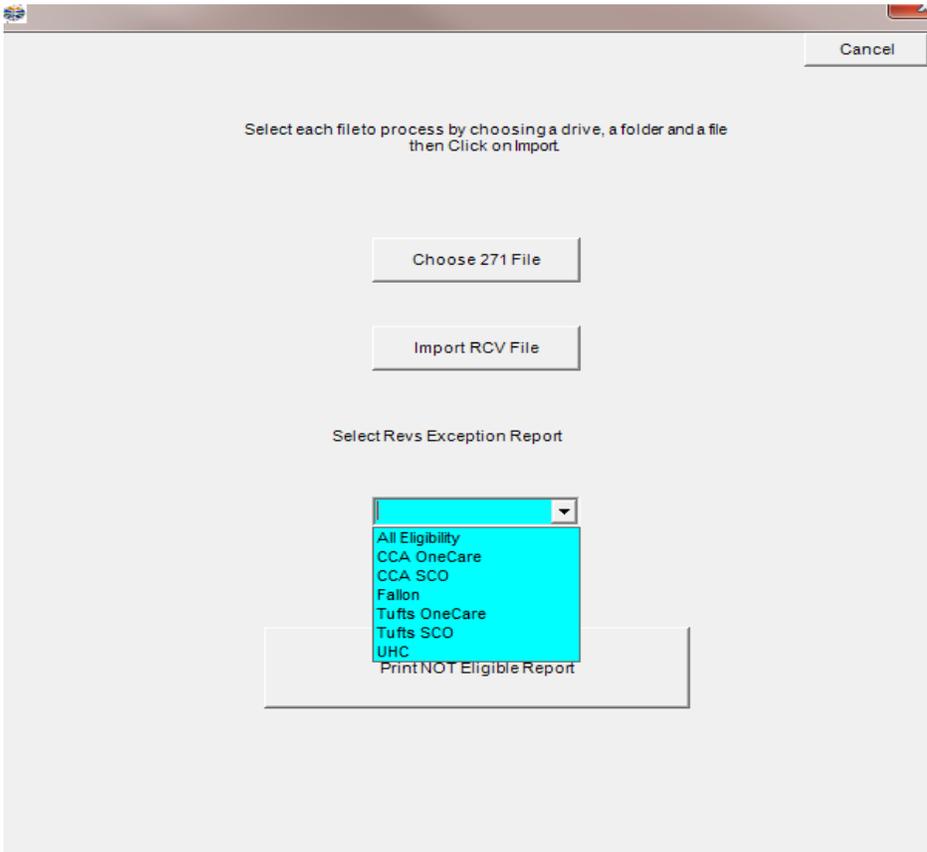
Your final option is to Export Eligibility into Excel, if you choose. Name your file in the File Name box and choose your file location. Click OK.