

Adding or Closing a Contract

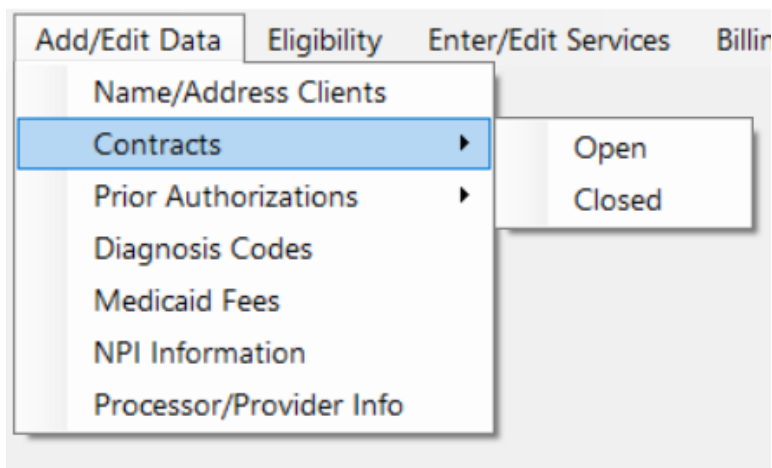
(Funding Source)

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

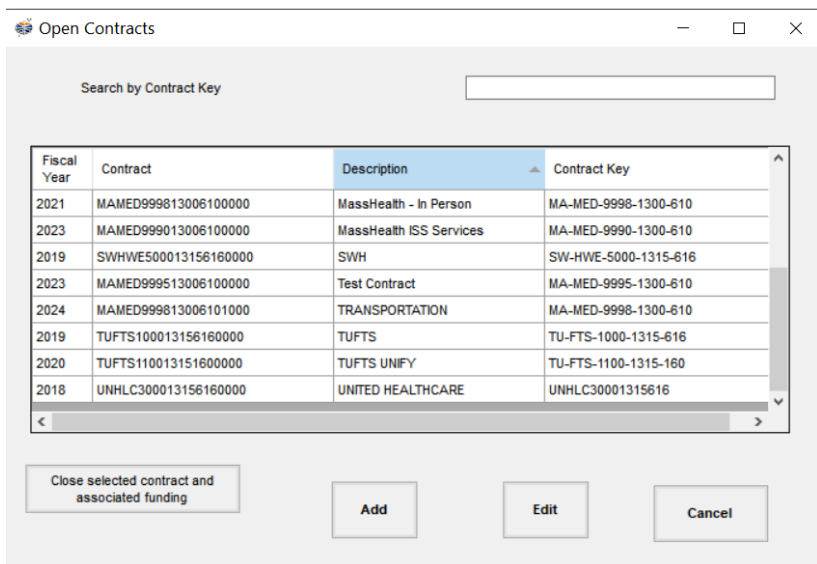
Dayhab: 11

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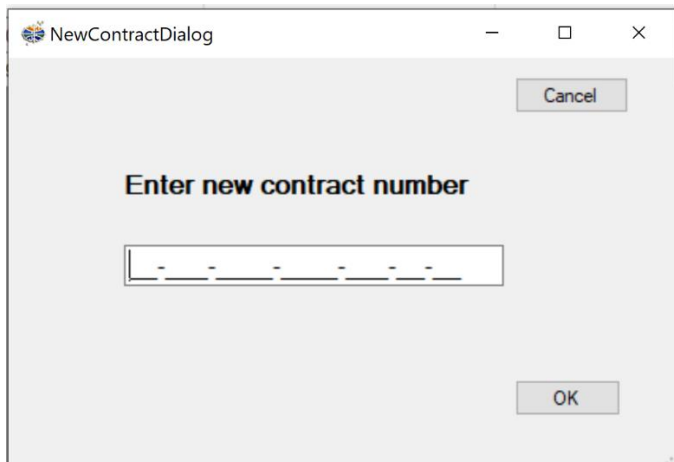
Add/Edit Data, Contracts, Open



Click Add at the bottom of the screen:



Enter your new contract number in the box:

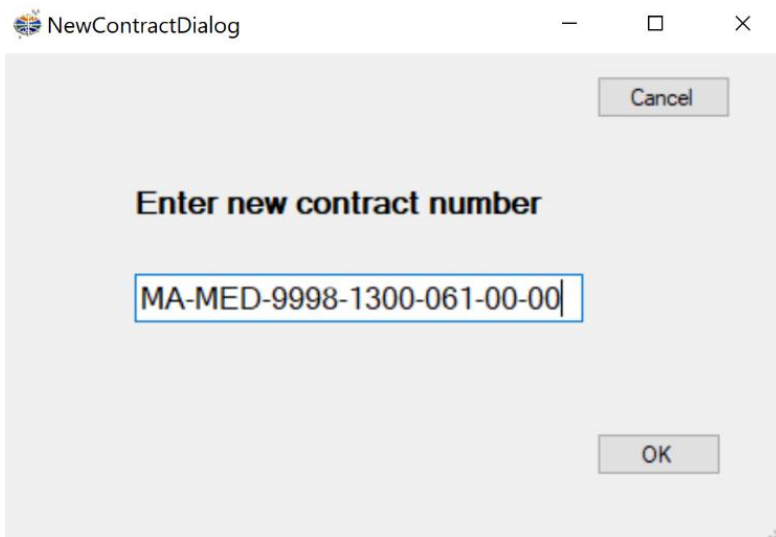


A screenshot of a Windows-style dialog box titled "NewContractDialog". It has a light gray background and standard window controls (minimize, maximize, close) in the top right. The text "Enter new contract number" is centered. Below it is a text input field with a dashed line indicating where to enter a number. There are "Cancel" and "OK" buttons at the bottom right.

The naming sequence for all MH contracts is:

- **MA MED**
- **4 digit code starting with 9 (9998)**
- **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.



A screenshot of the same "NewContractDialog" window. The text input field now contains the contract number "MA-MED-9998-1300-061-00-00". The "Cancel" and "OK" buttons are still present at the bottom right.

Click **OK** to continue to the next screen.

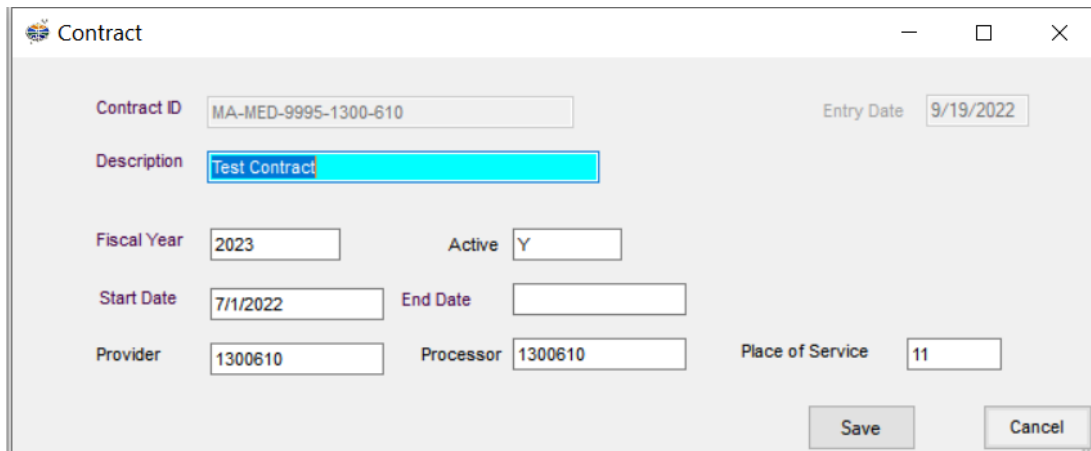
Enter in your contract description...see example below.

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

Enter Start Date, leave End Date blank.

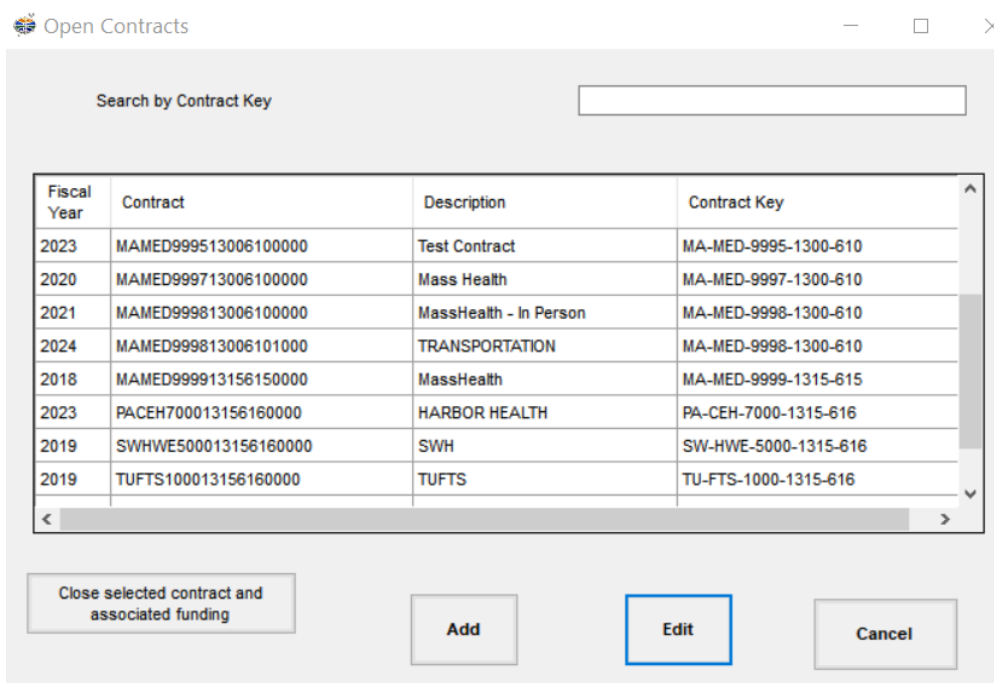
Enter Provider and Processor numbers (same)

Enter Place of Service



A screenshot of a 'Contract' form window. The form contains several input fields: 'Contract ID' with the value 'MA-MED-9995-1300-610', 'Entry Date' with '9/19/2022', 'Description' with 'Test Contract', 'Fiscal Year' with '2023', 'Active' with 'Y', 'Start Date' with '7/1/2022', 'End Date' (empty), 'Provider' with '1300610', 'Processor' with '1300610', and 'Place of Service' with '11'. At the bottom right are 'Save' and 'Cancel' buttons.

To close a particular contract **and** all funding sources for individuals assigned with that contract, click on **Close selected contract and associated funding** on the bottom left.



A screenshot of an 'Open Contracts' window. It features a search bar labeled 'Search by Contract Key'. Below is a table with four columns: 'Fiscal Year', 'Contract', 'Description', and 'Contract Key'. The table contains eight rows of contract data. At the bottom, there are four buttons: 'Close selected contract and associated funding', 'Add', 'Edit', and 'Cancel'.

Fiscal Year	Contract	Description	Contract Key
2023	MAMED999513006100000	Test Contract	MA-MED-9995-1300-610
2020	MAMED999713006100000	Mass Health	MA-MED-9997-1300-610
2021	MAMED999813006100000	MassHealth - In Person	MA-MED-9998-1300-610
2024	MAMED999813006101000	TRANSPORTATION	MA-MED-9998-1300-610
2018	MAMED999913156150000	MassHealth	MA-MED-9999-1315-615
2023	PACEH700013156160000	HARBOR HEALTH	PA-CEH-7000-1315-616
2019	SWHWE500013156160000	SWH	SW-HWE-5000-1315-616
2019	TUFTS100013156160000	TUFTS	TU-FTS-1000-1315-616