

NewMMIS Job Aid: Eligibility Verification – Upload Batch Files

This job aid describes how to upload eligibility verification requests and submit them to MassHealth for batch processing.

This feature is helpful to providers who need to verify the eligibility of multiple members, such as hospitals or large group practices, on a daily basis. Rather than filling out separate eligibility verification requests for each member, all requests can be submitted via file upload for batch processing by MassHealth.

Access Upload Batch Files

From the MassHealth Provider Online Service Center home panel:

1. Click **Manage Members**.
2. Click **Eligibility**.
3. Click **Upload Batch Files**.

Access the Batch Upload Panel

From the **Batch Upload** panel:

1. Select **Provider ID** from the drop-down list.
2. Select **Transaction Type** from the drop-down list.
3. Click **Choose a File** to select the file to upload.
4. Click **Upload File**.

Review the Batch Upload Confirmation Panel

From the **Batch Upload Confirmation** panel:

1. Review the **Batch Upload Confirmation** message.
2. Make a note of your tracking number.
3. Upload another file, if needed.