



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Office of Medicaid
600 Washington Street
Boston, MA 02111
www.mass.gov/masshealth



MassHealth
Transmittal Letter ALL-181
September 2010

TO: All Providers Participating in MassHealth

FROM: Terence G. Dougherty, Medicaid Director *TGD*

RE: *All Provider Manuals* (Revised Appendix A to Reflect Changes in Address and Phone Information for Some MassHealth Business Units)

Effective October 4, 2010, MassHealth is moving several business units from its Boston offices at 600 Washington Street and 2 Boylston Street to new space at 100 Hancock Street, Quincy, Massachusetts. Most routine MassHealth business contact information remains the same, with the following notable exceptions.

- **The Office of Medicaid Board of Hearings – New address, phone, and fax numbers**
100 Hancock Street, 6th Floor
Quincy, MA 02171
Phone: 617-847-1200; 1-800-655-0338
Fax: 617-847-1204
- **Final Deadline Appeals Board (excludes dental claims) – New address and phone number**
ATTN: MassHealth Final Deadline Appeals Board
100 Hancock Street, 6th Floor
Quincy, MA 02171
Phone: 617-847-3115
E-mail: fdeappeals@state.ma.us
Note: Phone and e-mail are for inquiries only, not submissions.
- **Prior Authorization Unit – Consolidated phone number for most services**
The Prior Authorization Unit (for all services except dental and pharmacy services) will have just one phone number: **1-800-862-8341**. (The previous local number has been discontinued.)

In addition to the changes described above, we have updated contact information for some of the Aging Services Access Points (ASAPs). We have also corrected an outdated address for ACS, the agent responsible for performing pharmacy provider services. If you conduct business with any of the ASAPs or ACS, please check Appendix A to verify that the contact information you are currently using is correct.

If you have any questions about the information in this transmittal letter, please contact MassHealth Customer Service at 1-800-841-2900, e-mail your inquiry to providersupport@mahealth.net, or fax your inquiry to 617-988-8974.

NEW MATERIAL

(The pages listed here contain new or revised language.)

All Provider Manuals

Pages A-1 through A-22

OBSOLETE MATERIAL

(The pages listed here are no longer in effect.)

All Provider Manuals

Pages A-1 through A-20 — transmitted by Transmittal Letter ALL-174

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This appendix contains the names, addresses, and telephone numbers of units, agencies, and contractors that you may need to contact in the course of doing business with MassHealth. This appendix is also available on the MassHealth Web site at www.mass.gov/masshealthpubs. Click on Provider Library, then on MassHealth Provider Manual Appendices.

This directory is organized alphabetically by function.

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Claims Submission and Resolution: Dental Claims

MassHealth has contracted with Dental Services of Massachusetts, Inc. (DSM) to serve as the dental third-party administrator. DentaQuest is the subcontractor to DSM who will receive MassHealth *dental claims* and answer providers' and members' questions about the dental program. For information about dental prior authorization requests, see the section about Prior Authorization.

DentaQuest Customer Service:

MassHealth Dental
12121 N. Corporate Parkway
Mequon, WI 53092
www.masshealth-dental.net
1-800-207-5019

Verify *member eligibility, provider customer service, questions about benefits, enrollment, credentialing, training, and complaints*:

1-800-207-5019
1-800-466-7566 (TTY)
Hours: Monday-Friday, excluding holidays, 8:00 A.M. – 6:00 P.M.

Intervention Services: Member education, member appointment coordination, broken appointments assistance, and customer service for members:

inquiries@mahealth-dental.net

If you have questions about *paper claims submission, claims inquiry, or claim status*:

1-800-207-5019
Hours: Monday-Friday, excluding holidays, 8:00 A.M. – 6:00 P.M.
claims@masshealth-dental.net

Submit electronic claims (837 transactions) at www.masshealth-dental-net or through clearinghouse payer ID CKMA1

1-800-207-5019
Hours: Monday-Friday, excluding holidays, 8:00 A.M. – 6:00 P.M.
eclaims@masshealth-dental.net

Contact the DentaQuest Final Deadline Appeals Department if you have questions about *final deadline appeals* for dental claims.

MassHealth Final Deadline Appeal
Department
465 Medford Street
P.O. Box 9708
Boston, MA 02144-9708
1-800-207-5019

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Claims Submission and Resolution: Non-dental and Non-pharmacy Claims

MassHealth has contracted with MAXIMUS to receive MassHealth claims, *except for pharmacy and dental claims*, and to answer providers' questions about the payment of services covered by MassHealth. Providers are encouraged to submit claims electronically.

MassHealth Customer Service:

MassHealth
ATTN: Customer Service
P.O. Box 9118
Hingham, MA 02043

If you have questions about *claims or MassHealth policy*, or want to request a paper remittance advice:

1-800-841-2900
Hours: Monday-Friday, excluding holidays, 8:00 A.M. – 5:00 P.M.
providersupport@mahealth.net

If you have a question about the *status of a claim*:

1-800-841-2900
Hours: Monday-Friday, excluding holidays, 8:00 A.M. – 5:00 P.M.
www.mass.gov/masshealthproviderservicecenter

If you have questions about policies and procedures for submitting *electronic claims, technical support, or testing for HIPAA claims transactions*:

1-800-841-2900
Hours: Monday-Friday, excluding holidays, hiasupport@mahealth.net

After you are approved to submit claims electronically, upload your HIPAA-compliant *electronic claims* to the Web-Based Transactions page at:

www.mass.gov/masshealthproviderservicecenter

Send *original paper* claims to:

MassHealth
ATTN: Originals
P.O. Box 9118
Hingham, MA 02043

Send *paper adjustments* of all paid claims to:

MassHealth
ATTN: Adjustments
P.O. Box 9118
Hingham, MA 02043

Send *paper resubmittals* of all denied claims to:

MassHealth
ATTN: Resubmittals
P.O. Box 9118
Hingham, MA 02043

Send *voids* of all claims paid in error to:

MassHealth
ATTN: Voids
P.O. Box 9118
Hingham, MA 02043

If you have *Medicare/MassHealth claims* that do not cross over systematically, send paper crossover claims to:

MassHealth
ATTN: Crossover Claims
P.O. Box 9118
Hingham, MA 02043

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Send all **90-day waiver** requests to:

MassHealth
ATTN: 90-Day Waivers
P.O. Box 9118
Hingham, MA 02043

Providers may file an appeal of the final deadline for an erroneously denied or underpaid claim only if the service date on the claim exceeds 12 months (or 18 months if another insurer is involved), and the claim has received a final deadline exceeded error code (0853 or 0855). See 130 CMR 450.323. Submit your appeal package within 30 days of the remittance advice containing the final deadline exceeded error code to:

MassHealth
ATTN: Final Deadline Appeals Board
100 Hancock Street, 6th Floor
Quincy, MA 02171
617-847-3115

If you need to confirm receipt of your final deadline appeal or have a question about the status of a final deadline appeal, you may e-mail your inquiry. Note: MassHealth does not accept final deadline appeals via e-mail.

fdeappeals@state.ma.us

Claims Submission and Resolution: Pharmacy Claims

MassHealth has contracted with ACS State Healthcare (ACS) to receive MassHealth *pharmacy claims* and answer providers' questions about the Pharmacy Online Processing System (POPS). For information about pharmacy prior authorization, see the section about Prior Authorization.

If you have questions about billing and claims including questions about **90-day waiver** requests

ACS Technical Help Desk
1-866-246-8503
24 hours a day, seven days a week

Fax the completed **90-day waiver** form and any pertinent documentation to:

1-866-556-9315 (fax)

If you need ID Card Request forms:

1-866-556-9313 (fax)

For all other assistance with billing and claims:

ACS Provider Relations
MassHealth@Providerrelations@acs-inc.com

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If you have questions about member eligibility:

MassHealth Customer Service
1-800-841-2900
Automated Voice Response (AVR):
1-800-554-0042

Send *written* questions related to claims or MassHealth policy to:

ACS State Healthcare
ATTN: MassHealth
260 Franklin Street, Suite 1020
Boston, MA 02110
masshealth.providerrelations@acs-inc.com

Providers may file an appeal of the final deadline for an erroneously denied or underpaid claim only if the service date on the claim exceeds 12 months (or 18 months if another insurer is involved), and the claim has received a final deadline exceeded error code (0853 or 0855). See 130 CMR 450.323. Submit your appeal package within 30 days of the remittance advice containing the final deadline exceeded error code to:

MassHealth
ATTN: Final Deadline Appeals Board
100 Hancock Street, 6th Floor
Quincy, MA 02171
617-847-3115

If you need to confirm receipt of your final deadline appeal or have a question about the status of a final deadline appeal, you may e-mail your inquiry. Note: MassHealth does not accept final deadline appeals via e-mail.

fdeappeals@state.ma.us

If you have questions about registering for electronic remittance advice, or need a paper copy of your remittance advice:

1-800-841-2900
Hours: Monday-Friday, excluding
holidays, 8:00 A.M. – 5:00 P.M.
providersupport@mahealth.net

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Clinical Eligibility Assessment for Long-Term-Care Services

The following Aging Services Access Points (ASAPs) are designated by MassHealth to perform clinical eligibility assessment activities for certain long-term-care services and programs (adult day health, nursing facility, and Program of All-inclusive Care for the Elderly (PACE)) for MassHealth members of all ages. Please send the necessary clinical documentation request to the ASAP serving the town in which the member lives. Requests must be reviewed and approved by the ASAP before MassHealth will pay for a MassHealth member to receive the long-term-services and programs identified above. Clinical approval is a prerequisite for MassHealth payment. For assistance in locating the ASAP serving the member's city or town, call 1-800-AGE-INFO.

ASAP

BayPath Elder Services, Inc.
33 Boston Post Road West
Marlborough, MA 01752
1-800-287-7284 or 508-573-7200

508-872-5012 (TTY)

Boston Senior Home Care
Lincoln Plaza
89 South Street, 5th Floor
Boston, MA 02111
617-451-6400
617-451-6631 (fax)
617-695-0437 (TTD)

Bristol Elder Services, Inc.
1 Father DeValles Blvd, Unit 8
Fall River, MA 02723
1-800-427-2101 or 508-675-2101
508-679-0320 (fax)

Central Boston Elder Services, Inc.
2315 Washington Street
Boston, MA 02119
617-277-7416 or 617-277-7818
617-277-2005 (fax)
617-277-6691 (TTD)

Chelsea/Revere/Winthrop Home Care
Center, Inc.
100 Everett Avenue, Unit 10
P.O. Box 6427
Chelsea, MA 02150-0008
617-884-2500
617-884-7988 (fax)
1-800-432-2370 (TTY)

Service Area

Ashland, Dover, Framingham, Holliston, Hopkinton,
Hudson, Marlborough, Natick, Northborough, Sherborn,
Southborough, Sudbury, Wayland, Westborough

Beacon Hill (West End), Charlestown, Chinatown, Columbia
Point, Dorchester, East Boston, East Mattapan, North End,
South Boston

Attleboro, Berkley, Dighton, Fall River, Freetown,
Mansfield, Norton, Raynham, Rehobeth, Seekonk, Somerset,
Swansea, Taunton, Westport

Allston, Back Bay, Brighton, Fenway, Jamaica Plain, North
Dorchester, Parker Hill, Roxbury

Chelsea, Revere, Winthrop

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ASAP

Coastline Elderly Services, Inc.
1646 Purchase Street
New Bedford, MA 02740
508-999-6400
508-993-6510 (fax)
508-994-4265 (TDD)

Elder Services of Berkshire County, Inc.
66 Wendell Avenue
Pittsfield, MA 01201
1-800-544-5242 or 413-499-0524
413-442-6443 (fax)
413-499-9764 (TTY)

Elder Services of Cape Cod & the Islands, Inc.
68 Route 134
South Dennis, MA 02660-3774
1-800-244-4630 (on Cape Cod)
1-800-442-4492 (off Cape Cod)
508-394-4630
508-394-3712 (fax)
508-394-8691 (TDD/TTY)

Elder Services of Merrimack Valley, Inc.
360 Merrimack Street
Riverwalk, Building 5
Lawrence, MA 01843-1740
1-800-892-0890 or 978-683-7747
978-687-1067 (fax)
1-800-924-4222 (TTY)

Elder Services of Worcester Area, Inc.
411 Chandler Street
Worcester, MA 01602
1-800-243-5111 or 508-756-1545
508-754-7771 (fax)
508-792-4541 (TDD)

ETHOS

555 Amory Street
Jamaica Plain, MA 02130-2672
617-522-6700
617-524-2899 (fax)
617-524-2687 (TDD)

Service Area

Acushnet, Dartmouth, Fairhaven, Gosnold, Marion,
Mattapoisett, New Bedford, North Dartmouth, Rochester

Adams, Alford, Becket, Cheshire, Clarksburg, Dalton,
Egremont, Florida, Great Barrington, Hancock, Hinsdale,
Lanesborough, Lee, Lenox, Monterey, Mount Washington,
New Ashford, New Marlborough, North Adams, Otis, Peru,
Pittsfield, Richmond, Sandisfield, Savoy, Sheffield,
Stockbridge, Tyringham, Washington, West Stockbridge

Barnstable, Bourne, Brewster, Buzzards Bay, Centerville,
Chatham, Chilmark, Dennis, Eastham, Edgartown,
Falmouth, Gay Head, Harwich, Hyannis, Mashpee,
Nantucket, Oak Bluffs, Orleans, Provincetown, Sandwich,
Tisbury, Truro, Vineyard Haven, Wellfleet, West Tisbury,
Yarmouth

Amesbury, Andover, Billerica, Boxford, Chelmsford,
Dracut, Dunstable, Georgetown, Groveland, Haverhill,
Lawrence, Lowell, Merrimack, Methuen, Newbury, Rowley,
Salisbury, Tewksbury, Tyngsborough, Westford, West
Newbury

Auburn, Barre, Boylston, Grafton, Hardwick, Holden,
Leicester, New Braintree, Oakham, Paxton, Rutland
Shrewsbury, West Boylston, Worcester

Hyde Park, Roslindale, South Jamaica Plain, West Mattapan,
West Roxbury

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ASAP

Franklin Country Home Care Corporation
330 Montague City Road, Suite 1
Turners Falls, MA 01373-2530
1-800-732-4636 or 413-773-5555
413-772-1084 (fax)
413-772-6566 (TDD)

Greater Lynn Senior Services
8 Silbee Street
Lynn, MA 01901
1-800-594-5164 or 781-599-0110
781-592-7540 (fax)
781-477-9632 (TDD)

Greater Springfield Senior Services, Inc.
66 Industry Avenue
Springfield, MA 01104-4243
1-800-649-3641 or 413-781-8800
413-781-0632 (fax)
413-272-0399 (TTY)

HESSCO Elder Services
One Merchant Street
Sharon, MA 02067-1662
1-800-462-5221 or 781-784-4944
781-784-4922 (fax)

Highland Valley Elder Services, Inc.
320 Riverside Drive, Suite B
Florence, MA 01062-2700
1-800-322-0551 or 413-586-2000
413-584-7076 (fax)
413-585-8160 (TDD)

Minuteman Senior Services
24 Third Avenue
Burlington, MA 01803
1-888-222-6171 or 781-272-7177
781-229-6190 (fax)
781-273-3114 (TDD)

Montachusett Home Care Corporation
Crossroads Office Park
680 Mechanic Street
Leominster, MA 01453-4402
1-800-734-7312 or 978-537-7411
978-537-9843 (fax)
978-534-6273 (TDD)

Service Area

Ashfield, Athol, Benardston, Buckland, Charlemont,
Colrain, Conway, Deerfield, Erving, Gill, Greenfield,
Hawley, Heath, Leverett, Leyden, Monroe, Montague, New
Salem, Northfield, Orange, Petersham, Phillipston, Rowe,
Royalston, Shelburne, Warwick, Wendell, Whately

Lynn, Lynnfield, Nahant, Saugus, Swampscott

Agawam, Brimfield, East Longmeadow, Hampden, Holland,
Longmeadow, Monson, Palmer, Springfield, Wales, West
Springfield, Wilbraham

Canton, Dedham, Foxborough, Medfield, Millis, Norfolk,
Norwood, Plainville, Sharon, Walpole, Westwood,
Wrentham

Amherst, Blandford, Chesterfield, Chester, Cummington,
Easthampton, Goshen, Granville, Hadley, Hatfield,
Huntington, Middlefield, Montgomery, Northampton,
Pelham, Plainfield, Russell, Southampton, Southwick,
Tolland, Westfield, Westhampton, Williamsburg,
Worthington

Acton, Arlington, Bedford, Boxborough, Burlington,
Carlisle, Concord, Harvard, Lexington, Lincoln, Littleton,
Maynard, Stow, Wilmington, Winchester, Woburn

Ashburnham, Ashby, Ayer, Berlin, Bolton, Clinton,
Fitchburg, Gardner, Groton, Hubbardston, Lancaster,
Leominster, Lunenburg, Pepperell, Princeton, Shirley,
Sterling, Templeton, Townsend, Westminster, Winchendon

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ASAP

Mystic Valley Elder Services
Riverview Business Park
300 Commercial Street, Suite No. 19
Malden, MA 02148-7312
781-324-7705
781-324-1369 (fax)
781-321-8880 (TDD)

North Shore Elder Services
152 Sylvan Street
Danvers, MA 01923
978-750-4540
978-750-8053 (fax)
978-624-2244 (TDD)

Old Colony Elderly Services, Inc.
144 Main Street
Brockton, MA 02301-4099
1-800-242-0246 or 508-584-1561
508-897-0031 (fax)
508-587-0280 (TDD)

Senior Care, Inc.
5 Blackburn Center
Gloucester, MA 01930-2259
1-866-927-1050 or 978-281-1750
978-281-1753 (fax)
978-282-1836 (TTY)

Somerville-Cambridge Elder Services
61 Medford Street
Somerville, MA 02143-3429
617-628-2601 or 617-628-2602
617-628-1085 (fax)
617-628-1705 (TDD)

South Shore Elder Services, Inc.
159 Bay State Drive
Braintree, MA 02184
781-848-3910, 781-383-9790, and
781-749-6832
617-843-8279 (fax)
781-356-1992 (TDD)

Service Area

Everett, Malden, Medford, Melrose, North Reading,
Reading, Stoneham

Danvers, Marblehead, Middleton, Peabody, Salem

Abington, Avon, Bridgewater, Brockton, Carver, Duxbury,
East Bridgewater, Easton, Halifax, Kingston, Pembroke,
Hanover, Hanson, Lakeville, Marshfield, Middleborough,
North Easton, Plymouth, Plympton, Rockland, Stoughton,
Wareham, West Bridgewater, Whitman

Beverly, Essex, Gloucester, Hamilton, Ipswich, Manchester,
Rockport, Topsfield, Wenham

Cambridge, Somerville

Braintree, Cohasset, Hingham, Holbrook, Hull, Milton,
Norwell, Quincy, Randolph, Scituate, Weymouth

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ASAP

Springwell
125 Walnut Street
Watertown, MA 02472
617-926-4100
617-926-9897 (fax)
617-923-1562 (TTY)

Tri-Valley Elder Services, Inc.
10 Mill Street
Dudley, MA 01571
1-800-286-6640 or 508-949-6640
508-949-6651 (fax)
508-949-6654 (TDD)

WestMass Elder Care, Inc.
4 Valley Mill Road
Holyoke, MA 01040
Hot Line: 1-800-462-2301 or 413-538-9020
413-538-6258 (fax)
1-800-462-2301 (TDD)

Service Area

Belmont, Brookline, Needham, Newton, Waltham,
Watertown, Wellesley, Weston

Bellingham, Blackstone, Brookfield, Charlton, Douglas,
Dudley, East Brookfield, East Douglas, Franklin, Hopedale,
Medway, Mendon, Milford, Millville, Northbridge, North
Brookfield, Oxford, Southbridge, Spencer, Sturbridge,
Sutton, Upton, Uxbridge, Warren, Webster, West
Brookfield, Whitinsville

Belchertown, Chicopee, Granby, Holyoke, Ludlow, South
Hadley, Ware

Adult Foster Care and Group Adult Foster Care Services

The following ASAP performs clinical eligibility assessment activities for the adult foster care (AFC) and group adult foster care (GAFC) programs. Please send the applicable clinical documentation for all members seeking these services to:

Coastline Elderly Services
1646 Purchase Street
New Bedford, MA 02740
508-999-6400
508-993-6510 (fax)

Clinical eligibility assessment requests must be reviewed by Coastline Elderly Services before a MassHealth member can be served by an AFC or GAFC program. Clinical approval is a prerequisite for MassHealth payment.

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Nursing Facility Services

All individuals seeking admission to a nursing facility, regardless of payer, who have a diagnosis of, or are suspected of having, mental illness, mental retardation, and/or development disability, are required to undergo a Level II Preadmission Screening and Resident Review (PASRR).

For individuals who have or are suspected of having mental illness and who are seeking admission to a nursing facility, the Level II PASRR is conducted by the Department of Mental Health's designee, Health and Education Services (HES). HES can be contacted at:

HES
978-524-7100, Ext. 106

For individuals who have, or are suspected of having mental retardation, and/or developmental disabilities, and who are seeking admission to a nursing facility, the Level II PASRR is conducted by the Department of Developmental Services (DDS). DDS can be contacted at:

Referrals: 1-800-649-9378
To report admission: 1-800-649-9378 (Must be done on day of admission.)
Fax page 1 of Level I Preadmission Screening (PAS) Form to: 617-624-7557 (Must be done within 48 hours of admission.)

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Fraud Hotline

Call the MassHealth Fraud Hotline to report all types of suspected MassHealth fraud. Leave a message on the voicemail box on weekends, holidays, and evenings.

1-800-437-2830
Hours: Monday-Friday, excluding holidays, 8:00 A.M. – 5:00 P.M.

Hearings

Applicants, members, and appeal representatives with questions about a fair hearing, and providers with questions about an adjudicatory hearing, should contact:

Office of Medicaid
Board of Hearings
100 Hancock Street, 6th Floor
Quincy, MA 02171
617-847-1200
1-800-655-0338
617-847-1204 (fax)

Managed Care Information About MassHealth Members

MassHealth has entered into agreements with various entities to manage and review the quality and appropriateness of care.

If you have questions about the **PCC Plan** or PCC Plan Network Management Services:

PCC Plan Hotline
1-800-495-0086
(TTY: 617-790-4130 for people with partial or total hearing loss)
617-790-4138 (fax)

If you have questions about **PCC Plan** claims, referrals, PIP payments, provider enrollment and credentialing, or any new and existing referrals from PCCs:

MassHealth Customer Service
1-800-841-2900
Hours: Monday-Friday, excluding holidays, 8:00 A.M. – 5:00 P.M.
providersupport@mahealth.net

If you have questions about service authorization or claims for members aged 65 or older enrolled in **MassHealth Senior Care Options (SCO)**, contact the **SCO Hotline** at:

1-888-885-0484
Hours: Monday-Friday, excluding holidays, 9:00 A.M. – 5:00 P.M.

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Member Eligibility

The Eligibility Verification System (EVS) provides 24-hour access to member eligibility information for the previous four years, from current date of service. Be sure to have the member's MassHealth identification number, social security number, or name, gender, and date of birth when making eligibility inquiries. EVS access methods require a user ID and password. If you have not submitted a Trading Partner Agreement, you cannot access EVS through the Provider Online Service Center (POSC).

The pharmacy claim-adjudication process at ACS includes the same eligibility verification that is available through EVS. Therefore, it is not necessary for retail pharmacists to separately validate member eligibility for pharmacy claims through EVS, through the Provider Online Service Center (POSC).

Dental providers should validate member eligibility through the DentaQuest system.

Automated Voice Response (AVR): 1-800-554-0042

MassHealth Customer Service answers questions about: 1-800-841-2900
Hours: Monday – Friday, excluding holidays
8:00 A.M. – 5:00 P.M.

- EVS access methods (EVS and use of EVS PC software)
- MassHealth cards
- availability of EVS
- how to verify eligibility

MMIS Help Desk

www.mass.gov/masshealthproviderservicecenter

- Answers questions about installation of EVSpC software.
- If **members have questions** about MassHealth, they should call MassHealth Customer Service at: 1-800-841-2900
(TTY: 1-800-497-4648 for people with partial or total hearing loss)

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Payments

Providers are encouraged to receive MassHealth payments by electronic funds transfer (EFT).

To receive payments by EFT, you must complete the Authorization for Electronic Funds Transfer (EFT) of MassHealth Payments form. The authorization form is available for download from our Web site at www.mass.gov/masshealth. Click on MassHealth Provider Forms in the lower-right panel on our home page.

Your EFT request will not be approved unless you have a W-9 form on file. The W-9 form can also be downloaded from the Web according to the above instructions.

Send the **completed** EFT form (and W-9 form, if applicable) to: MassHealth
Provider Enrollment and Credentialing
P.O. Box 9118
Hingham, MA 02043

If you have questions about **W-9 or EFT form** completion: 1-800-841-2900
617-988-8974 (fax)
providersupport@mahealth.net

For replacement of a **lost or damaged check**: 617-210-5072

MassHealth payment information is available online. You may access the amount of your check or EFT by going to the Office of the State Comptroller's Web site at www.mass.gov/massfinance. Go to VendorWeb and follow the instructions.

Prior Authorization: Dental Services

Some services need prior authorization (PA). These items are identified in Subchapters 4 and 6 of your MassHealth provider manual.

If you have questions about **prior authorizations**: 1-800-207-5019
For non-dental PA see the section on Prior Authorization. Hours: Monday-Friday, excluding holidays
pa@masshealth-dental.net

Submit electronic PA requests at: www.masshealth-dental.net

Mail all paper PA requests to: MassHealth Dental – PA
12121 N. Corporate Parkway
Mequon, WI 53092

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Prior Authorization: Non-dental and Non-pharmacy Services

Some services require prior authorization (PA). These items are identified in Subchapters 4 and 6 of your MassHealth provider manual. Providers are encouraged to submit requests for PA electronically.

Submit all electronic PA requests using the Provider Online Service Center at:

www.mass.gov/masshealthproviderservicecenter

Mail paper PA requests to:

MassHealth Customer Service
P.O. Box 9154
Hingham, MA 02043
1-800-841-2900
PA Unit: 1-800-862-8341

Please note: There is a separate P.O. box number for paper PA requests for Community Case Management (CCM) members.

Use the Provider Online Service Center or mail paper PA requests *except* those for Community Case Management (CCM) members to:

MassHealth Customer Service
Include name of program area:

For Boston region use:

P.O. Box 9154
Hingham, MA 02043

For Western region use:

P.O. Box 9153
Hingham, MA 02043

For CCM use:

P.O. Box 9152
Hingham, MA 02043

Use the Provider Online Service Center, fax, phone, or mail paper PA requests for **CCM members** for the following services. Nursing, home health aide, physical therapy, occupational therapy, speech therapy, personal care attendant, durable medical equipment, orthotics, prosthetics, and oxygen and respiratory therapy equipment

To inquire about a CCM PA request call 1-800-863-6068.

CCM fax number: 508-421-5905

www.mass.gov/masshealthproviderservicecenter

To inquire about the status of any PA request, call MassHealth Customer Service at:

1-800-841-2900

To inquire about PA for home health skilled nursing visits for MassHealth Basic members:

617-451-7132

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Efax Customer Support

If you have any questions or need technical assistance with your eFax account, contact eFax Customer Support by e-mail at:

corporatesupport@mail.efax.com

1-800-810-2641

If you have questions about your password other than changing your password, or questions about a change in your enrollment status or questions about submitting PA requests to MassHealth, call MassHealth Customer Service at:

1-800-841-2900

Prior Authorization: Pharmacy Services

Claims for certain drugs submitted through the Pharmacy Online Processing System (POPS) require prior authorization (PA). Please see Subchapter 4 of your provider manual and the MassHealth Drug List on the MassHealth Web site at www.mass.gov/mashealth. Click on MassHealth Drug List.

Other claims will be denied because of certain drug utilization review (DUR) edits. When appropriate, the pharmacist should discuss the medical necessity of prescribing such drugs with the prescriber before calling for DUR certification. Use the following phone and fax numbers to request DUR certification or to check on the status of your PA request if you have not received a response within 24 hours. If you have not received a response within 24 hours, the pharmacist may provide a 72-hour supply of a requested covered drug.

If you have questions about prior authorization:

University of Massachusetts Medical
School
Drug Utilization Review Program
Commonwealth Medicine
333 South Street
Shrewsbury, MA 01545
1-800-745-7318
1-877-208-7428 (fax)

Send requests for all drugs that require PA to:

MassHealth Drug Utilization Review
Program
P.O. Box 2586
Worcester, MA 01613-2586
1-800-745-7318
1-877-208-7428 (fax)

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Provider Enrollment and Credentialing

For All Providers Except Dental

MassHealth has contracted with MAXIMUS to manage provider enrollment and credentialing activities, except for dental providers. Provider Enrollment and Credentialing establishes and maintains a file on every MassHealth provider.

You **must** contact Provider Enrollment and Credentialing to report any changes in

- your licensure and certification;
- Medicare provider status;
- ownership information; or
- any other information submitted in your application.

You may contact Provider Enrollment and Credentialing by telephone to

- request a provider application;
- ask about the status of your provider application;
- verify your participation status; or
- verify the information in your provider file.

You must write to Provider Enrollment and Credentialing on your letterhead stationery and include your MassHealth provider ID/service location, NPI (if applicable), and tax identification number to

- report changes in information, such as your provider name and address;
- change or add your Medicare provider number/service location to your MassHealth provider file; or
- report a change in ownership.

When you notify Provider Enrollment and Credentialing of a change in your Medicare provider ID/service location, you must include a copy of your Medicare Welcome Letter.

When you notify Provider Enrollment and Credentialing of a change in your legal name, legal address, and/or check mailing/remit address, you must include a signed Massachusetts Substitute W-9 Form, located at www.mass.gov/osc.

To notify Provider Enrollment and Credentialing of any change in licensure, certifications, and qualifications or data that may affect participation in MassHealth, or to participate in the Primary Care Clinician Plan (PCCP), you must request a PCC Plan enrollment and credentialing application from

MassHealth
 Provider Enrollment and Credentialing
 P.O. Box 9118
 Hingham, MA 02043
 1-800-841-2900
 617-988-8974 (fax)
 Hours: Monday-Friday, excluding
 holidays 8:00 A.M. – 5:00 P.M.
providersupport@mahealth.net

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For Dental Providers

MassHealth has contracted with DSM/DentaQuest to manage provider enrollment and credentialing activities *for dental providers*. Provider Enrollment and Credentialing establishes and maintains a file on every MassHealth dental provider.

To inquire about enrollment and credentialing for dental providers:

MassHealth Dental
12121 N. Corporate Parkway
Mequon, WI 53092
1-800-207-5019
1-800-466-7566 (TTY)
Hours: Monday-Friday, excluding
holidays, 8:00 A.M. – 6:00 P.M.

Provider Training

For all providers, *except pharmacy and dental* providers, MassHealth has contracted with MAXIMUS to perform provider services, including *training*.

To schedule a training or an individual consultation about billing for MassHealth services (*except pharmacy and dental*):

MassHealth
Provider Training
providersupport@mahealth.net

For *pharmacy providers*, MassHealth has contracted with ACS to perform provider services, including training.

To schedule a training or individual consultation about billing for MassHealth *pharmacy* services:

ACS State Healthcare
ATTN: MassHealth
260 Franklin St., Suite 1020
Boston, MA 02110
617-423-1237
617-423-9846 (fax)
masshealth.providerrelations@acs-inc.com

To schedule a training or individual consultation about billing for MassHealth *dental* services:

MassHealth Dental
12121 N. Corporate Parkway
Mequon, WI 53092
1-800-207-5019
1-800-466-7566 TTY
Hours: Monday-Friday, excluding
Holidays 8:00 A.M. – 6:00 P.M.
inquiries@masshealth-dental.net

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Publications

The following is a list of sources where requests can be directed for various MassHealth publications.

Most forms, all current MassHealth regulations, provider manuals, transmittal letters, and all recent bulletins are available on the MassHealth Web site at www.mass.gov/masshealthpubs. Click on Provider Library.

Prior authorization forms (excluding dental), and other forms and publications

Requests must be made in writing. Include your provider number, address, telephone number, and the exact title of the form.

MassHealth
ATTN: Forms Distribution
P.O. Box 9118
Hingham, MA 02043
617-988-8973 (fax)

Fee schedules

It is helpful if you know the Code of Massachusetts Regulations (CMR) citation that applies to your provider type. Fee schedules are available free of charge online. There is a charge for paper copies. DHCFP also has the regulations available on disk.

Division of Health Care Finance and Policy (DHCFP)
2 Boylston Street
Boston, MA 02116
617-988-3100
www.mass.gov/dhcfp

Please contact the State Bookstore if you cannot access the Internet.

State Bookstore
State House, Room 116
Boston, MA 02133
617-727-2834

ICD-9-CM, CPT, and HCPCS Code Books are available from the following sources:

(Have your credit card ready. In addition, ICD-9-CM Code Books are available from some bookstores.)

Ingenix
13931 Willard Road
Chantilly, VA 20151
1-800-765-6588
801-536-1009 (fax)

American Medical Association
Order Department
P.O. Box 930876
Atlanta, GA 31193-0876
1-800-771-7199
863-582-6845 (fax)

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Third-Party Liability Other Health Insurance

MassHealth's TPL Unit maintains the file that identifies other health insurance that a member may have. Other insurance information comes from various sources. If you receive written evidence (such as an explanation of benefits or a letter from an employer) that a member has other health insurance, different insurance than what is listed on the file, or no longer has health insurance coverage, please send the information to the TPL Unit.

Mail or fax the insurance information to:
(Please enclose copies of written evidence, if possible.)

MassHealth
TPL Unit
P.O. Box 9212
Chelsea, MA 02150
617-357-7604 (fax)

Medicare/Senior Plan Updates

MassHealth's Medicare Unit maintains the file that identifies Medicare or a third-party liability (TPL) senior plan that a member may have. If you receive written evidence (such as a health insurance card) that a member has Medicare or a senior plan/Medicare replacement policy, has a different insurance than what is listed on the file, or no longer has insurance coverage, please send the information to the Medicare Unit. This does not apply to a member whose benefits have been exhausted. It applies only to members who have terminated their enrollment, or transferred to another senior plan.

Mail or fax the insurance information to:
(Please enclose copies of written evidence, if possible.)

MassHealth
Medicare Unit
The Schraffts Center
529 Main Street, 3rd Floor
Charlestown, MA 02129
617-886-8133 (fax)

Home Health Services

Home health agency providers must submit a coverage determination from the primary insurer any time the member's medical condition results in a change of skilled services in the plan of care, or when health insurance-coverage status, changes. Providers must submit the insurer's EOB to MassHealth **within 10 days** of receiving notification of denial from the insurer. The EOB must include the member's MassHealth identification number and accompany the Home Health Coverage Determination form.

Mail or fax a copy of the EOB to:

MassHealth
Home Health Claims
The Schraffts Center
529 Main Street, 3rd Floor
Charlestown, MA 02129
617-886-8252 (fax)

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Utilization Management

If you have questions about the **Acute Hospital Utilization Management Program**:

Permedion HMS Government Services
510 Rutherford Avenue, 3rd Floor
Charlestown, MA 02129
1-877-735-7416
1-877-735-7415 (fax)

For **Acute Preadmission** Clinical Eligibility Assessment only:

1-877-735-7416
1-877-735-7415 (fax)

For **Acute Prepayment and Postpayment reviews**:

1-877-735-7416
1-877-735-7415 (fax)

If you have questions about the **Chronic Disease and Rehabilitation Hospital Utilization Management Program**:

Masspro
245 Winter Street
Waltham, MA 02451-1231
781-890-0011
781-890-5485 (fax)

For **Chronic/Rehabilitation Preadmission, Clinical Eligibility Assessment Conversion Eligibility Assessment, and Concurrent Review**:

1-800-554-5127
1-800-752-6334 (fax)

For **Chronic/Rehabilitation Postpayment Reviews**:

781-290-5784 (fax)

Vision-Care Materials

All completed order forms for vision care materials must be either mailed or faxed to:

MassCor Optical Laboratories
P.O. Box 466
Gardner, MA 01440
1-888-482-7331
1-888-698-2020 (fax)
1-888-420-2047 (fax)

To check the status of an order for vision care materials:

MassCor Optical Laboratories
1-888-482-7331
1-888-420-2047 (fax)
Hours: Monday-Friday: 9:00 A.M. – 4:00 P.M.

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