



**Commonwealth of Massachusetts**  
**Executive Office of Health and Human Services**  
**Division of Medical Assistance**  
600 Washington Street  
Boston, MA 02111  
[www.mass.gov/dma](http://www.mass.gov/dma)

**MassHealth**  
**Home Health Agency Bulletin 40**  
**August 2003**

**TO:** Home Health Agencies Participating in MassHealth  
**FROM:** Douglas S. Brown, Acting Commissioner  
**RE:** **Implementation of the 837 Institutional HIPAA-Compliant Electronic Claim Format**

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***New Electronic Claim  
Format and  
Specifications***

**Effective September 2, 2003**, the Division will implement the 837 Institutional Health Care electronic claim format (837I). The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandates implementation of this format by October 16, 2003 for all affected MassHealth providers who submit electronic claims.

It is essential that affected providers initiate and complete testing with MassHealth as soon as possible. The MassHealth 837I Companion Guide, which should be used in conjunction with the Implementation Guide for the 837I, contains MassHealth-specific technical and data element requirements. The 837I Companion Guide can be downloaded from the MassHealth provider Web site at: [www.mahealthweb.com](http://www.mahealthweb.com). Click on "HIPAA," then "Testing," to reach the 837I Companion Guide.

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***Trading Partner  
Agreement Required  
Before Testing***

You must successfully complete the testing process before you can submit claims to MassHealth for processing in the 837I format. If you use a software vendor or billing intermediary, you should contact them immediately, if you have not done so already, to discuss the status of their testing with MassHealth. A signed Trading Partner Agreement (TPA) is required to be on file before you submit test claims. You must complete a MassHealth TPA (attached), **only if you have not already done so** and **return it to MassHealth** at the following address.

MassHealth  
ATTN: HIPAA Support Center  
P.O. Box 9101  
Somerville, MA 02145

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***Testing and Support***

Once you receive a TPA acknowledgement letter and you are ready to begin testing, contact the **MassHealth HIPAA Support Center** either by telephone at **617-576-4030**, or by e-mail at [mahipaasupport@unisys.com](mailto:mahipaasupport@unisys.com). The MassHealth HIPAA Support Center will verify the transactions you will conduct and your readiness dates, and provide you with additional information about the testing process, requirements, and schedule.

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***Trading Partner Profile Form***

All electronic submitters, including billing intermediaries and clearinghouses, will be requested to complete a Trading Partner Profile (TPP) Form. The purpose of this form is to collect additional data about which HIPAA transactions you will conduct with MassHealth, your readiness date, and appropriate contact information.

If you have not already completed the TPP form either in writing or by telephone, contact the MassHealth HIPAA Support Center for assistance.

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***Production Claims***

**Test claims in the 837 Institutional format will not be processed in the weekly production cycle.** You must continue to submit MassHealth claims for processing in the current proprietary format during the testing period. Once you are approved to submit production claims in the 837 format, you can do so and should discontinue submitting claims in the MassHealth proprietary format.

If you submit paper claim forms, you can continue to do so; however, all providers are encouraged to bill electronically.

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***Questions***

If you have any questions about this, or other HIPAA-related information, contact the MassHealth HIPAA Support Center at 617-576-4030 or by e-mail at [mahipaasupport@unisys.com](mailto:mahipaasupport@unisys.com)

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