# Job Aid: Manage Batch Files

This job aid describes how to manage batch files on the MassHealth Provider Online Service Center (POSC). Providers can upload HIPAA transactions or other batch files and download HIPAA response transactions and other batch files from MassHealth.

This feature is helpful to providers, such as hospitals or large group practices, that need to upload and/or download multiple transactions daily. Batch processing is an alternative to processing separate requests through direct data entry on the POSC.

## Upload Batch Files

From the POSC home panel:

### Click Manage Batch Files.

### Click Upload Batch File.



### Select the applicable **Provider ID** from the dropdown list.



### Select the **Transaction Type** from the dropdown list.



### Click **Choose a File** to select the file that you want to upload to the POSC.

### Click Upload File. The Choose File and Upload File buttons are identified at the bottom of the Batch Upload panel.

### Review the Batch Upload Confirmation message.

### Make a note of your tracking number.

### Upload another file, if needed.



## Download Batch Files

From the MassHealth POSC home page:

### Click Manage Batch Files.

### Click Download Batch File.



**Access the Search Criteria Panel**

1. Select the applicable **Provider ID** from the dropdown list.
2. Enter the **Tracking Number** **OR** select the **Transaction Type** from the dropdown list.
3. Enter the **From Date**.
4. Enter the **To Date**.
5. Click **Search**.



**Access the Search Results Panel**

### Click the file name link you wish to view.



1. Open the file or click **Save**.

**Save the Transaction File**

From the **Save As** window:

1. Determine where you want to save the downloaded file on your computer.
2. Click **Save**.
3. Click **Close**.

## APPENDIX A: POSC Transaction Types

| Transaction Type | Description |
| --- | --- |
| 270/271 | Ability to submit an Eligibility Inquiry and receive an Eligibility Response |
| 820 | Ability to issue managed care payment information to managed care entities |
| 834 | Ability to issue daily, weekly, or monthly managed care enrollment files |
| 835 | Ability to issue the status of claims payments via the 835 |
| 837 (P&I) | Ability to submit, adjust, and void claims |
| 999/TA1 | Ability to issue acknowledgements for file submissions |
| ACPD – ACO Provider Directory | Ability for ACOAs to upload their provider directories |
| BORIM License Data | Ability to keep BORIM data current in MMIS |
| Copay File/Health Plan Daily Copay  | Incoming/outgoing copay file exchange between MCOs, ACOAs, and MassHealth |
| MMQ Questionnaire/MMQ Summary Response | Ability to direct data entered in an MMQ |
| Member ID card Request/Member ID Card Response | Ability to upload/download the member ID card file |
| MCO Profile Update/MCO profile Update Response | Ability to update the MCO provider’s profile information |
| MCO Provider Enrollment/MCO Provider Enrollment response  | Ability to enroll and update provider data from MCEs |
| MCPD -MCO/ACO Provider Directory | Ability for MCOs to upload provider directory |
| PCP – ACOC Interface file | Ability of the MCOs and ACOAs to update or add a member’s PCP |
| Pre-Payment Review Request/Pre-Payment Review Response | Ability to submit pre-payment review requests and receive responses |
| Carrier Code File | Ability to download the most recent carrier code file |
| Daily FEW File | A file of members to be enrolled in the SCO |
| Daily SCO File | A file of members to be enrolled in the SCO |
| Miscellaneous Reports | Ability to download ad hoc reports |
| PCP ACOC Error File | Ability of the MCOs and ACOAs to correct errors detected in their PCPC-ACOC Interface file submission |
| 276/277 | Ability to submit a claims status inquiry and receive a claims status response |
| Enrollment History Request/Enrollment History Response | Not currently used by MassHealth |
| PLPD-Care Plus Provider Directory | Not currently used by MassHealth |
| Request to Initiate Recovery/Initiate Recovery Response | Not currently used by MassHealth |
| TPL Historic Claims Request/TPL Historic Claims Response | Not currently used by MassHealth |
| TPL Recovery Data | Not currently used by MassHealth |
| FFS Wrap File | Not currently used by MassHealth |
| Home Health Outbound | Not currently used by MassHealth |
| MCO Provider Enrollment Summary | Not currently used by MassHealth |
| Open PCC File | Not currently used by MassHealth |
| Open Provider File | Not currently used by MassHealth |