



Job Aid: Managed Care Providers – 834 and 820 Submission and Download

MCO, MBPH, SCO, and PACE providers have specific links available for the submission and download of 834 and 820 transactions. This job aid describes how to do the following.

- Upload MCO and BH batch files
- Download MCO and BH responses
- Upload batch 834 SCO and PACE files
- Download 820 SCO and PACE confirmations

Upload MCO and BH Batch Files: Access Batch Upload panel

From the **POSC** home page:

1. Click **Manage Members**.
2. Click **Enrollment**.
3. Click **Upload MCO/BH Batch Files**.
4. Log in with your username and password.
5. The **Batch Upload** panel displays.

Upload MCO and BH Batch Files: Upload Batch File

From the **Batch Upload** panel:

6. Select **Provider ID** from the dropdown list.
7. Select **Transaction Type** from the dropdown list.
8. Click **Browse** and navigate to the folder containing the batch files.
9. Select the desired file and click **Open**.
10. Click **Upload File**.

Upload MCO and BH Batch Files: Upload Confirmation

On the **Batch Upload Confirmation** panel:

11. Record the **Tracking Number**.
12. Click **Close**.

Note: Click **Upload Another File** to upload another batch file.

Download MCO and BH Batch Files: Access Download Response panel

From the **POSC** home page:

1. Click **Enrollment**.
2. Click **Download MCO/BH Responses**.
3. Click **Download Responses**. The **Search Criteria** panel displays.

Download MCO and BH Batch Files: Search for Download Response(s)

From the **Search Criteria** panel:

4. Select **Provider ID** from the dropdown list.
5. Do one of the following.
 - To inquire on a specific response, enter the **Tracking Number**.
 - To download all of a certain type of transaction, select a **Transaction Type** from the dropdown list.
6. If desired, enter a date range in the **From Date** and **To Date** fields to refine your results.
7. Click **Search**.

On the **Search Results** panel:

8. Confirm download responses.

Note: To open a file, click the file name you want to view. Then click **Open** to view the file or **Save** to save it to a specific location.

Upload Batch 834 SCO and PACE Files: Access Batch Upload panel

From the **POSC** home page:

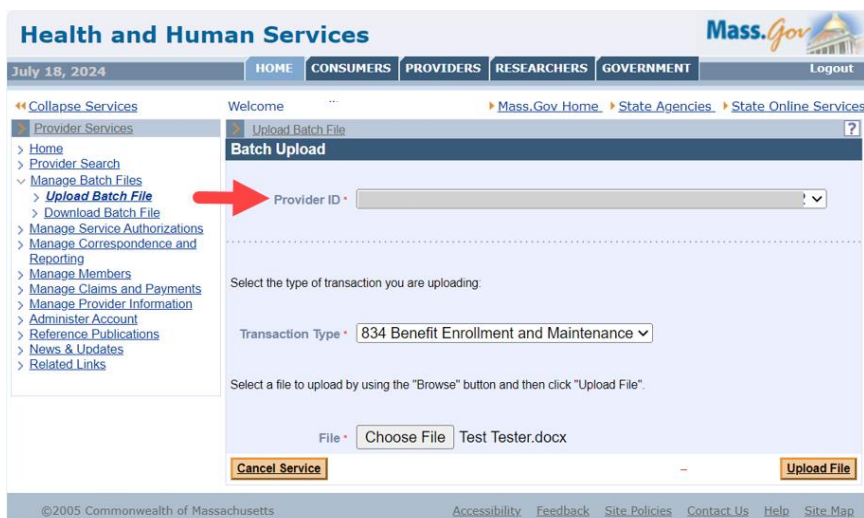
1. Click **Upload Batch File**.
2. Click **Upload Batch**. The **Batch Upload** panel displays.



Upload Batch 834 SCO and PACE Files: Upload Batch File

From the **Batch Upload** panel:

3. Select **Provider ID** from the dropdown list.
4. Select **Transaction Type** from the dropdown list.
5. Click **Choose File** and navigate to the folder containing the batch files.
6. Select the desired file and click **Open**.
7. Click **Upload File**.

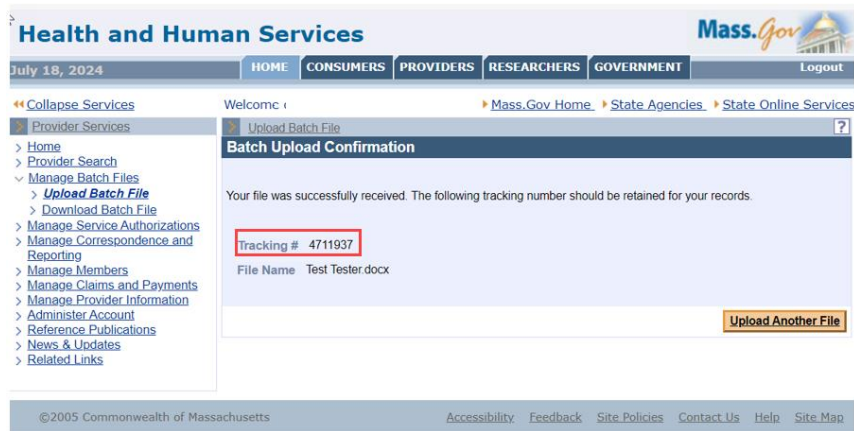


Upload Batch 834 SCO and PACE Files: Upload Confirmation

On the **Batch Upload Confirmation** panel:

8. Record the **Tracking Number**.
9. Click **Close**.

Note: Click **Upload Another File** to upload another batch file.



Download 820 SCO and PACE Confirmations: Access Download Response panel

From the **POSC** home page:

1. Click **Manage Batch Files**.
2. Click **Download Batch File**. The **Search Criteria** panel displays.

Download 820 SCO and PACE Confirmations: Search for Download Response(s)

From the **Search Criteria** panel:

3. Select **Provider ID** from the dropdown list.
4. Do one of the following.
 - To inquire on a specific response, enter the **Tracking Number**.
 - To download all of a certain type of transaction, select a **Transaction Type** from the dropdown list.
5. If desired, enter a date range in the **From Date** and **To Date** fields to refine your results.
6. Click **Search**.

Health and Human Services

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Download Batch File

Search Criteria

Provider ID

You can enter the tracking # from your upload to inquire about a specific response.

Tracking #

OR

Search by selecting a transaction type.

Transaction Type

Enter a file submission date range to further refine your results.

From Date To Date

Clear Search

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On the **Search Results** panel:

7. Confirm download responses.

Note: To open a file, click the file name you want to view. Then click **Open** to view the file or **Save** to save it to a specific location.

Search Results

Click on the file name below to download the transaction file.

File Name	Transaction Type	Date Available	Date Last Downloaded
834D_WEB_0043370008.130	834 Benefit Enrollment and Maintenance	05/09/2024	
834D_WEB_2332020021.128	834 Benefit Enrollment and Maintenance	05/08/2024	
834D_WEB_2219440011.184	834 Benefit Enrollment and Maintenance	07/03/2024	
834D_WEB_2328170011.183	834 Benefit Enrollment and Maintenance	07/02/2024	
834D_WEB_2224140010.193	834 Benefit Enrollment and Maintenance	07/12/2024	
834D_WEB_0506220012.195	834 Benefit Enrollment and Maintenance	07/15/2024	
834D_WEB_2258100010.192	834 Benefit Enrollment and Maintenance	07/11/2024	
834D_WEB_2311320006.176	834 Benefit Enrollment and Maintenance	06/25/2024	
834D_WEB_2300280011.155	834 Benefit Enrollment and Maintenance	06/04/2024	
834D_WEB_0529400013.153	834 Benefit Enrollment and Maintenance	06/03/2024	

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Close