

Job Aid: View Metrics Reports

The POSC provides standard Claims Metrics and Reports data to all enrolled MassHealth providers.

This job aid describes how to do the following.

- Access metrics and reports (remittance advice)
- Open and view the metrics and reports

Access View Claims Metrics/Reports

From the **POSC** home page:

- 1. Click Manage Correspondence and Reporting.
- 2. Click View Metrics/Reports. The View/Metrics Reports panel will appear.
- 3. Select the **Provider ID** from the dropdown list.
- 4. Click Search.
- 5. Select the appropriate PDF link to open the appropriate file.

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View the Claims Metrics Reports

Please select the appropriate claims metrics report and the report parameters. After you click the appropriate PDF link, a pop-up window opens.

- 6. Click **Open**. The report will open in a new window.
- 7. View the report.
- 8. Download the report.

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Reports – MassHealth Remittance Advice

Please select the appropriate remittance advice to view. After you click the PDF link, a pop-up window opens.

- 9. Click **Open**. The report will open in a new window.
- 10. View the report.
- 11. Download the report.

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